

## PROCEDURE FOR OBTAINING A BUILDING PERMIT

1. Fully complete the application for your permit making sure to date and sign it and return it along with the required application fee. The applicant for a permit may be the owner or owner's agent. (Please note that although the application fee is non-refundable, it will be applied toward the total cost of your permit(s), with the balance due at pick-up.)
2. For residential applications, the Building Inspector has a **3 week** period to review and approve or deny your permit application. For non-residential (commercial), **6 weeks** is allotted. Make sure there are daytime and evening telephone numbers for the Building Inspector to reach you should there be any questions about your application.
3. After the application has been approved, the applicant will be contacted when the permit is ready to be picked up and informed of the balance due. At pick up you will be asked to sign all copies of the permit, pay the balance of the permit fee and you will be given a check list with the inspection requirements for your project.
4. Permits are valid for one (1) year from date of issuance. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. An additional fee will apply.
5. If you have any questions concerning your application, please contact Kraft Code Services at 610.775.7185. If no one is available when you call, please state the municipality your call pertains to and leave a detailed message.
6. **PLEASE NOTE:** No construction may begin without paying for and receiving your approved permit. Performing work without a permit will result in the doubling of all permit fees.

**PERMIT APPLICATION CHECKLIST:**

- The following information should be included with your permit application:
- Application fee. (*Applications received without the required application fee will be considered incomplete and will not be processed.*)**
- Completed Zoning permit application
- Fully completed building permit application
- Three (3) sets of construction drawings including the following:
  - Plot plan showing all lot lines and dimensions from new structure to front, side & rear property lines
  - Floor plans showing dimensions of room(s) and/or structure(s)
  - Footer specifications
  - Foundation specifications
  - Framing plans including the following:
    - Locations and sizes of bearing walls and/or support posts or columns
    - Beam and/or headers sizes
    - Joist and/or rafter sizes
    - Locations and sizes of egress windows
    - Elevation views
- Driveway permit (if necessary)
- Plumbing/Mechanical permit(s) (if necessary)
- Electrical permit (if necessary)
- Proof of sewage permit (if necessary)
- Proof of legal subdivision
- Proof of contractor workers' compensation insurance or notarized exemption form
- Approved erosion and sedimentation control (E & SC) plan from the Chester County Conservation District for projects involving earthmoving

1/4 Kraft  
2010/10/26/11

WARWICK TOWNSHIP  
ZONING PERMIT APPLICATION

PROPERTY INFORMATION

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/ Zip: \_\_\_\_\_  
Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_  
Tax Parcel # \_\_\_\_\_ Zoning District: \_\_\_\_\_

CONTRACTOR INFORMATION

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/ Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

IMPROVEMENT INFORMATION:

Cost of improvement: \_\_\_\_\_ Use of property:  Residential  Commercial  Industrial  
Type of use/structure:  
 Single family detached dwelling  Single family semi-detached dwelling  Addition  
 Detached garage  Carport  Shed  
 Home Occupation/No Impact Home-Based Business (attach letter detailing proposed business)  
 Other: \_\_\_\_\_  
The proposed building or structure is to be used as a \_\_\_\_\_

Size: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Will electric service be installed?  Yes  No (If yes, electrical permit required)

Will water supply/drain pipe be installed?  Yes  No (If yes, plumbing permit required)

By applying for this permit, I acknowledge that all information provided in this application is complete and accurate, that the work performed will be in conformance with the Pennsylvania Uniform Construction Code and/or any applicable ordinances of the municipality in which the work is to be performed as well as in accordance with the approved plan after a plan review has been completed. I understand that this is not a permit to begin work, but only an application for a permit and that work is not to start without a permit and that the fees for the permit may be doubled if work starts without a permit. I understand that if I give false information regarding this permit application that any permits issued based on this information will be invalid and the municipality could initiate legal proceedings against me, which could result in my being fined or imprisoned, or in the improvement being removed at my expense or any other legal remedy appropriate under the circumstances.

Property Owner Signature \_\_\_\_\_ Print Name of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Contractor Signature \_\_\_\_\_ Print Name of Contractor \_\_\_\_\_ Date \_\_\_\_\_

WARWICK TOWNSHIP  
BUILDING PERMIT APPLICATION

PROPERTY INFORMATION

Location: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City/ State/Zip: \_\_\_\_\_ \\  
Tax Parcel # \_\_\_\_\_ Zoning District: \_\_\_\_\_

CONTRACTOR INFORMATION

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City/ State/Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

ARCHITECT/ENGINEER INFORMATION

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City/ State/Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

PROJECT INFORMATION

Cost of Improvement: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ Lot #: \_\_\_\_\_  
Lot Size: \_\_\_\_\_ Use Group: \_\_\_\_\_  
*Type of improvement (check all that apply):*  
 New Building       Addition       Alteration       Demolition  
 Repair/replacement       Other (describe): \_\_\_\_\_  
  
*Proposed use (residential):*  
 One family       Two family       Accessory structure  
 Other (describe): \_\_\_\_\_

**PROJECT INFORMATION (CONTINUED)**

*Proposed use (non-residential/commercial):*

- |                                    |                                   |                                     |                                  |
|------------------------------------|-----------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Amusement | <input type="checkbox"/> Church   | <input type="checkbox"/> Industrial | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Utility   | <input type="checkbox"/> Hospital | <input type="checkbox"/> Office     | <input type="checkbox"/> Store   |

Other (describe): \_\_\_\_\_

Describe in detail the proposed use of the building (e.g. food processing, machine shop, parking garage, laundry building, etc.) If the use of the building is being changed from the current use, describe the new use:

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*Principal Type of Construction:*

- Masonry (Wall Bearing)     Wood Frame     Steel Structure     Reinforced Concrete

*Energy/Insulation Compliance Path (only one of the following may be selected):*

- IRC Chapter 11     PA Alternative     International Energy Conservation Code – IECC  
(RESCHECK/COMCHECK software)

*Principal Type of Heating:*

- Gas     Oil     Electric     Other: \_\_\_\_\_

*Type of Sewage:*

- Public     Private (on-site system)

*Type of Water Supply:*

- Public     Private (well)

*Facilities:*

# of bedrooms \_\_\_\_\_ # of full bathrooms \_\_\_\_\_ # of partial bathrooms \_\_\_\_\_

*Dimensions (residential):*

Basement (sq ft) \_\_\_\_\_ 1<sup>st</sup> floor (sq ft) \_\_\_\_\_ 2<sup>nd</sup> floor (sq ft) \_\_\_\_\_

Garage (sq ft) \_\_\_\_\_ Deck (sq ft) \_\_\_\_\_ Other \_\_\_\_\_

*Size of building:*

# of stories \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_

Central Air Conditioning?  Yes  No    Elevator?  Yes  No

Number of Off-Street Parking Spaces: Enclosed \_\_\_\_\_ Outdoor \_\_\_\_\_

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Property Owner Signature

Print Name of Property Owner

Date

Contractor Signature

Print Name of Contractor

Date

# WARWICK TOWNSHIP PLUMBING PERMIT APPLICATION

## PROPERTY INFORMATION

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/ Zip: \_\_\_\_\_  
 Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Tax Parcel # \_\_\_\_\_ Zoning District: \_\_\_\_\_

## CONTRACTOR INFORMATION

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/ Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

## IMPROVEMENT INFORMATION:

Cost of improvement: \_\_\_\_\_  
 Location where improvements will be made: \_\_\_\_\_  
 Type of Work:  New Construction  Addition  Alteration/Replacement  
 Brief description of work: \_\_\_\_\_  
 \_\_\_\_\_

## EQUIPMENT IDENTIFICATION

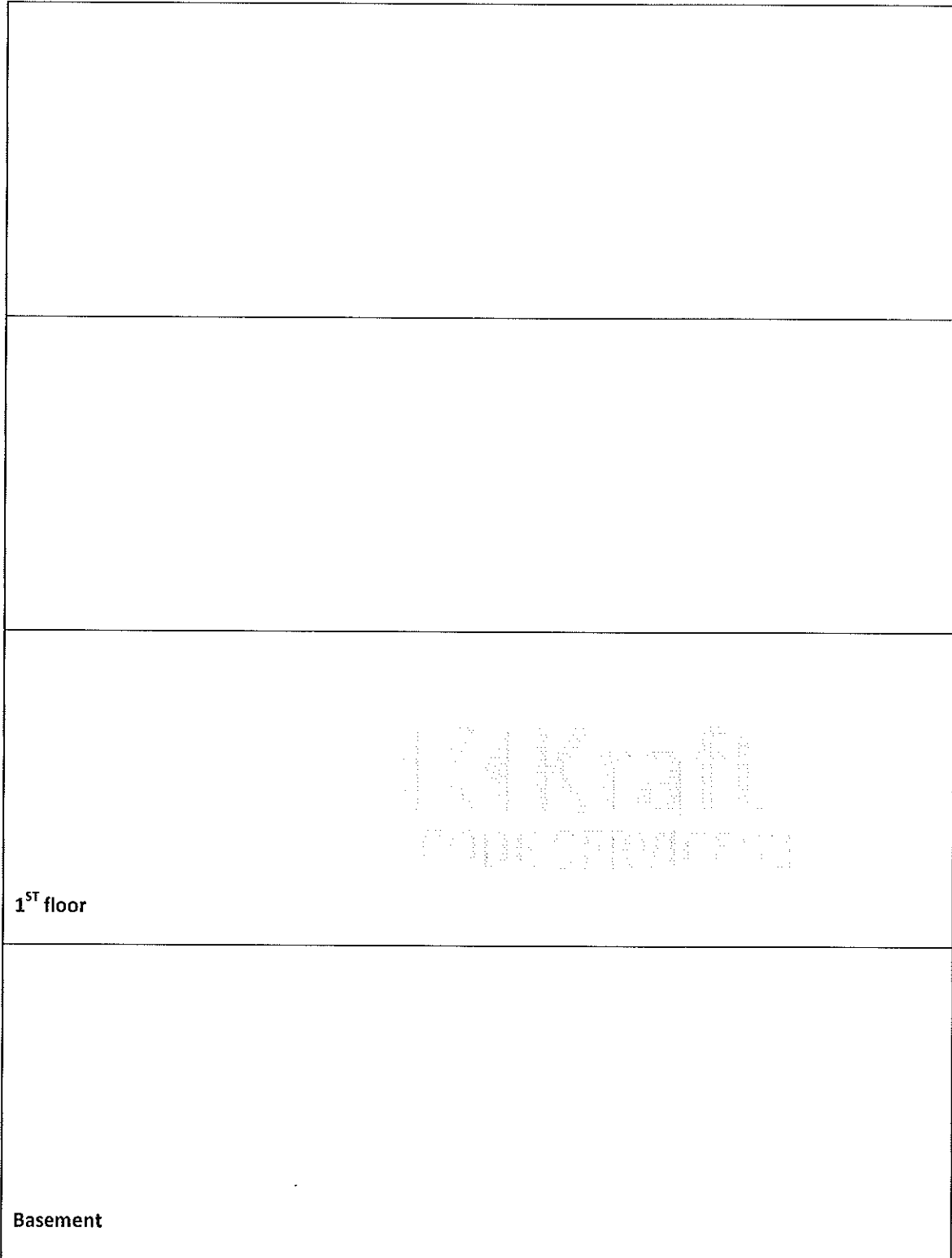
Type	#	Type	#	Type	#
Sanitary Sewer connection		Water Service connection		Miscellaneous	
Water Heater		Heating Boiler		Steam Heating Boiler	
Dom Water Piping Connections		Water Pump		Water Conditioner	
Dishwasher		Garbage Disposal		Rain Conductor	
Sanitary Sump Pump		Mechanical Systems		Other	

By applying for this permit, I acknowledge that all information provided in this application is complete and accurate, that the work performed will be in conformance with the Pennsylvania Uniform Construction Code and/or any applicable ordinances of the municipality in which the work is to be performed as well as in accordance with the approved plan after a plan review has been completed. I understand that this is not a permit to begin work, but only an application for a permit and that work is not to start without a permit and that the fees for the permit may be doubled if work starts without a permit. I understand that if I give false information regarding this permit application that any permits issued based on this information will be invalid and the municipality could initiate legal proceedings against me, which could result in my being fined or imprisoned, or in the improvement being removed at my expense or any other legal remedy appropriate under the circumstances.

Property Owner Signature \_\_\_\_\_ Print Name of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Contractor Signature \_\_\_\_\_ Print Name of Contractor \_\_\_\_\_ Date \_\_\_\_\_

WARWICK TOWNSHIP  
PLUMBING PERMIT APPLICATION  
SANITARY RISER DIAGRAM



## WARWICK TOWNSHIP ELECTRICAL PERMIT APPLICATION

### PROPERTY INFORMATION

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/ Zip: \_\_\_\_\_  
 Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Tax Parcel # \_\_\_\_\_ Zoning District: \_\_\_\_\_

### CONTRACTOR INFORMATION

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/ Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

### IMPROVEMENT INFORMATION:

Location: \_\_\_\_\_ Cost of improvement: \_\_\_\_\_  
 Utility Work Order #: \_\_\_\_\_  
 Type of Work:  New Construction  Addition  Alteration/Replacement  Pool  
 Service feeder/distribution panel:  New  Existing Size: \_\_\_\_\_ Amps  
 Brief description of work: \_\_\_\_\_

### EQUIPMENT IDENTIFICATION

Type	#	Type	#	Type	#
Ceiling Outlets		Ranges		Meters	
Switches		Water Heater		Subpanels	
Plug Receptacles		Heaters		Generators	
Heat/Smoke Detectors		Air Conditioners		Motors	

By applying for this permit, I acknowledge that all information provided in this application is complete and accurate, that the work performed will be in conformance with the Pennsylvania Uniform Construction Code and/or any applicable ordinances of the municipality in which the work is to be performed as well as in accordance with the approved plan after a plan review has been completed. I understand that this is not a permit to begin work, but only an application for a permit and that work is not to start without a permit and that the fees for the permit may be doubled if work starts without a permit. I understand that if I give false information regarding this permit application that any permits issued based on this information will be invalid and the municipality could initiate legal proceedings against me, which could result in my being fined or imprisoned, or in the improvement being removed at my expense or any other legal remedy appropriate under the circumstances.

Property Owner Signature \_\_\_\_\_ Print Name of Property Owner \_\_\_\_\_ Date \_\_\_\_\_  
 Contractor Signature \_\_\_\_\_ Print Name of Contractor \_\_\_\_\_ Date \_\_\_\_\_

## WARWICK TOWNSHIP MECHANICAL PERMIT APPLICATION

### PROPERTY INFORMATION

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ Zip: \_\_\_\_\_

Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Tax Parcel # \_\_\_\_\_ Zoning District: \_\_\_\_\_

### CONTRACTOR INFORMATION

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

### IMPROVEMENT INFORMATION:

Location: \_\_\_\_\_ Cost of improvement: \_\_\_\_\_

Type of Work:  New Construction  Addition  Alteration/Replacement  Pool

Service feeder/distribution panel:  New  Existing Size: \_\_\_\_\_ Amps

Brief description of work: \_\_\_\_\_

### EQUIPMENT IDENTIFICATION

Type	#	Type	#	Type	#
Split System Gas/Electric		Split System Electric/Electric		Heat Pump Split System	
Packaged terminal A/C		Boiler Hot Water		Steam Boiler ( _____ PSI)	

By applying for this permit, I acknowledge that all information provided in this application is complete and accurate, that the work performed will be in conformance with the Pennsylvania Uniform Construction Code and/or any applicable ordinances of the municipality in which the work is to be performed as well as in accordance with the approved plan after a plan review has been completed. I understand that this is not a permit to begin work, but only an application for a permit and that work is not to start without a permit and that the fees for the permit may be doubled if work starts without a permit. I understand that if I give false information regarding this permit application that any permits issued based on this information will be invalid and the municipality could initiate legal proceedings against me, which could result in my being fined or imprisoned, or in the improvement being removed at my expense or any other legal remedy appropriate under the circumstances.

Property Owner Signature

Print Name of Property Owner

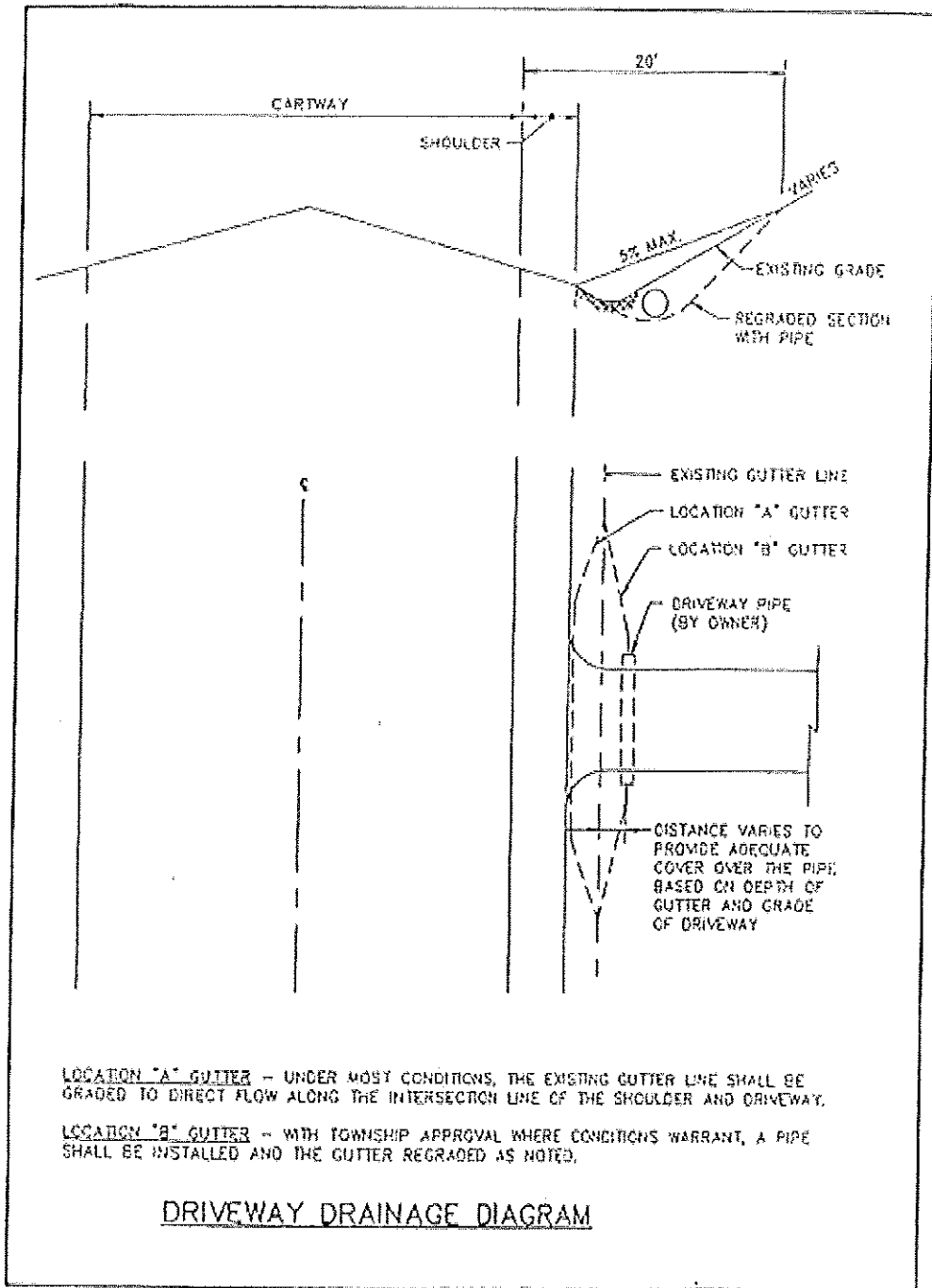
Date

Contractor Signature

Print Name of Contractor

Date

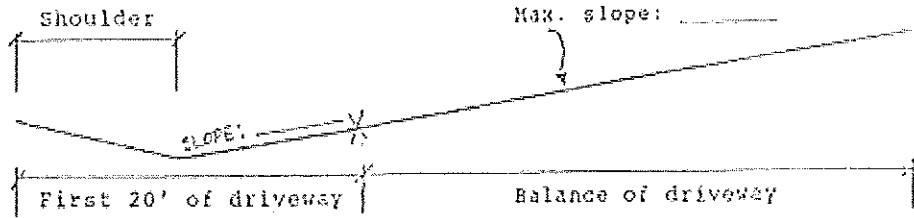




DRIVEWAY PERMIT APPLICATION - PAGE 2

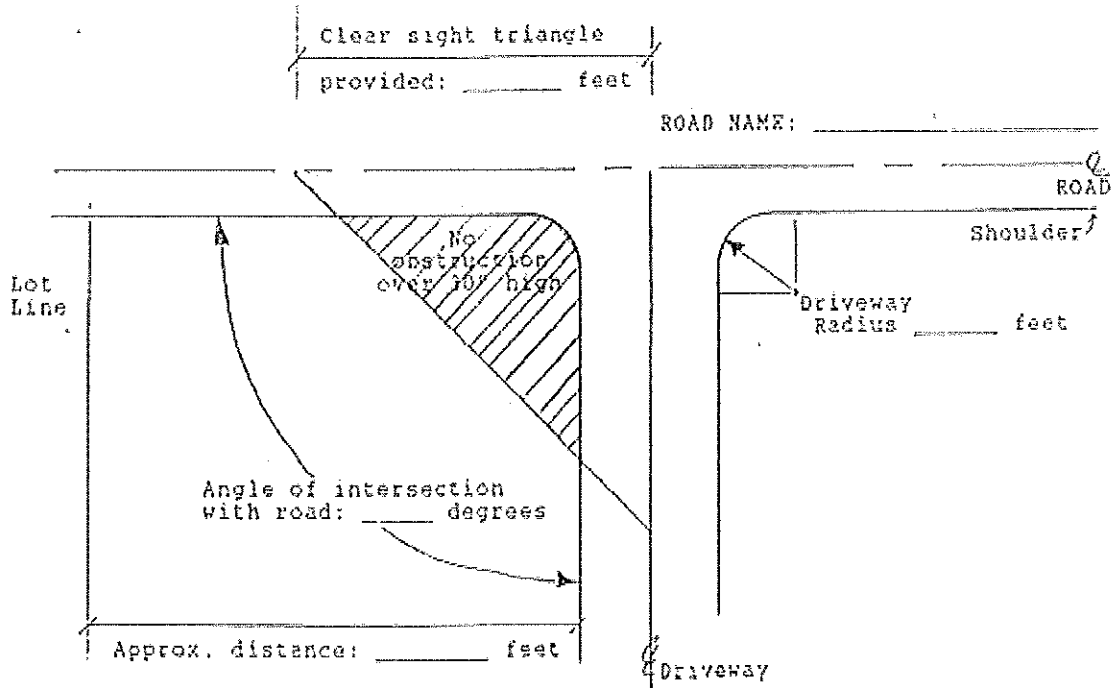
APPLICANT: \_\_\_\_\_

RIVEWAY PROFILE:



Note downward slopes as negative (-)  
Note upward slopes as positive (+)

LAN VIEW OF DRIVEWAY:



FILL IN ALL THE BLANKS

# CERTIFICATION FOR WETLANDS / BURIED SOLID WASTE

## WETLANDS

I hereby certify that I am fully aware of, and acknowledge that construction on or use of any property may be significantly restricted or totally prohibited by Federal Law. Lands that are identified as "wetlands" by the United States Army Corps of Engineers cannot be used unless and until a permit is issued by the Corps. Before commencing subdivision, construction or any other improvement of any land, the owner or his/her agent should contact either the Corps of Engineers or a qualified professional to determine whether or not said land could be considered either in whole or in part a "wetland." The Corps has the authority to require the removal of any improvement placed within a "wetland" by the owner of such land regardless of the cost of the removal or other effect upon the landowner.

No agent or employee of the municipality in which this work will be performed has made any effort to determine whether or not all or a portion of said land constitutes a "wetland." The granting of a building permit, occupancy permit, onsite sewage disposal permit, or subdivision approval by the municipality DOES NOT in any way imply that the land does NOT constitute a "wetland," or that a permit has been issued by the Corps to place an improvement upon the land, or that it is not necessary to determine if any portion of the land constitutes a "wetland." Any person who proceeds with subdivision, construction, or the placing of any improvement upon land without prior Corps review and/or approval does so AT HIS OWN RISK WITHOUT ANY RESPONSIBILITY ON THE PART OF THIS MUNICIPALITY, ITS AGENTS OR EMPLOYEES!

## BURIED SOLID WASTE

I hereby certify that I have not buried any solid waste on the property of this application. I acknowledge that the Commonwealth of Pennsylvania Solid Waste Management Act specifically prohibits the disposal of solid waste except at legally permitted landfills.

I understand that violation of this act may result in prosecution by appropriate agencies of the Commonwealth.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of applicant (please print): \_\_\_\_\_

**PENNSYLVANIA WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION FORM**

Please complete all applicable sections of this form paying special attention to the documentation requirements listed in each section. The building and/or zoning permit that you are requesting will not be issued until this form is completed properly.

1. Are you the homeowner/property owner performing the work (as requested in this application) yourself?

- No - go to question #2
- Yes - read this exemption statement, sign to indicate your understanding and submit this form with your application  
 "Homeowner swears/affirms that he/she will be performing all work on this project and no outside contractors will be employed on this project."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Are you the homeowner/property owner who has hired a contractor to perform the work (as requested in this application)?

- No - go to question #3
- Yes - please have your contractor complete Sections A & B

3. Are you the contractor hired by the homeowner/property owner to perform the work as requested in this application)?

- Yes - complete Section A & B
- No - please explain: \_\_\_\_\_

A. Name of Company \_\_\_\_\_

Contact person \_\_\_\_\_ Phone # \_\_\_\_\_

Address of company \_\_\_\_\_

Federal or State Employee Identification # \_\_\_\_\_

Please select one of the following options:

- Applicant is a qualified self-insurer for workers' compensation  
 Please attach a copy of the insurance certificate listing the municipality in which the work will be performed as a certificate holder
- Applicant carries workers' compensation coverage with an insurance company  
 Please attach a copy of the insurance certificate listing the municipality in which the work will be performed as a certificate holder
- Applicant is exempt from providing workers' compensation insurance because:
  - The contractor is a sole proprietorship without employees (The contractor is prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the municipality.)
  - All of the contractor's employees on the project claim an exemption based on religious grounds as defined in Section 304.2 of the Workers' Compensation Act.

**Note: If you are requesting an exemption from the Workers' Compensation Act requirements, you must sign in Section B in front of a notary public.**

Will you be using any subcontractor(s) on this project?  No  Yes (if yes, all subcontractors must present proof of insurance as required under the Pennsylvania Workers' Compensation Act.)

B. My signature as the contractor indicates my understanding of the requirements to provide proof of Workers' Compensation insurance as needed and verifies that all statements made above are true. I understand that if I am a contractor requesting an exemption under the Workers' Compensation Act that I must sign this form in front of a notary public.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

NOTARIZATION REQUIRED FOR CONTRACTORS REQUESTING EXEMPTION FROM PROVIDING WORKERS COMPENSATION INSURANCE

County \_\_\_\_\_ Municipality of \_\_\_\_\_

My commission expires: \_\_\_\_\_ Subscribed and sworn to before me this- \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

SEAL \_\_\_\_\_

# WARWICK TOWNSHIP

## SPECIAL REQUIREMENTS

1. Building and Zoning Permit Applications are to be picked up and dropped off at the Warwick Township Building, 2500 Ridge Rd., Elverson, PA 19520.  
An application fee is required at time of submission  
    Building Permit Application Fee = \$75.00  
    Zoning Permit Application Fee only = \$25.00
2. If a water well permit or sewage permit is required, contact the Chester County Health Dept. (610) 344-5271 or switchboard (610-344-6225)
3. All Residential Construction applications require three sets of construction drawing; one set will be returned with the permit. Kraft Code Services perform all plan reviews and inspections, including electrical and plumbing.
4. Non-residential Construction applications require three sets of construction drawing to which a registered architect or engineer has applied his or her seal and signature; one set will be returned with the permit. Kraft Code Services perform all plan reviews and inspections, including accessibility, electrical and plumbing.
5. If the application is for an addition to an existing home and is increasing the number of bedrooms, an evaluation of the existing septic system is required. Contact the Chester County Health Department (610-344-6225)
6. All digging and earth moving activities require an erosion and sediment control plan. If over one acres, a (NPDES) permit is required and can be issued by the Chester County Conservation District (610-696-5126)
7. Drywell infiltration is required from non-natural sources such as pools, roof drains, sump pumps or similar flows.
8. A Reimbursement Agreement is required and must be signed by the landowner. The remittance of the permit fee must be received within 10 days of the permit approval. The permit is void if work is not commenced within six months of the date of issue. A permit renewal after one year of issue shall be \$100.00.
9. A Dollar Value of the permitted project must be included with all applications.
10. The permits fees are estimates of the cost to the Township to administer the ordinances with the respect any application. The applicant is responsible to pay to the Township all costs properly chargeable to the applicant, including professional fees, and actual costs apportioned for administrative overhead. Should the total cost to the Township exceed the base fee, the applicant will be responsible for any direct billing from Professionals and any additional charges within thirty (30) days of billing by the Township
11. Any building questions should be directed to Kraft Code Services; 610-775-7185
12. Zoning questions may be directed to the Warwick Township Zoning Officer at 610-286-5557

**WARWICK TOWNSHIP  
REIMBURSEMENT AGREEMENT**

2500 Ridge Road, Elverson, PA 19520  
610-286-5557 Fax 610-286-7792

NOTICE TO ALL LANDOWNERS AND/OR DEVELOPERS PROPOSING TO CONDUCT CONSTRUCTION ACTIVITY OR DEVELOP LAND IN WARWICK TOWNSHIP:

The Township Engineer, Land Planner and Township Solicitor may be involved in the review of construction, subdivision and land development plans, and other related plans.

The applicant agrees to reimburse Warwick Township for any costs incurred for review made by the Township Engineer, and/or Land Planner and/or Township Solicitor and for inspections of construction work made by the Township Engineer and or Land Planner. **If or when Inspections which fail to comply with code or otherwise cause the Building Inspection Services for Warwick Township to charge the project for additional expenses, those expenses incurred shall be paid in full before continuation of other inspections.** Further, the costs of any meeting held with our Township engineer, and/or Land Planner and/or his Architect or Engineer must also be borne by the Landowner and/or Developer and/or Applicant. Invoices will be mailed for reimbursable fees in accordance with the current Fee Schedules and are to be paid no later than thirty days from submission. *A finance charge may be applied to account balances which are delinquent by more than 30 days.*

Before making the first contact with our Township Engineer and/or Land Planner and/or Township Solicitor, the Landowner and/or Developer and/or applicant must sign this notice acknowledging that he/she is aware of the cost to be paid by him/her.

I have read this notice and I am aware of the costs to be paid by me.

\_\_\_\_\_  
Name of Home / Land Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address of Home / Land Owner

\_\_\_\_\_  
Phone Number

X \_\_\_\_\_

Signature of Home / Land Owner

\_\_\_\_\_  
Name of Subdivision / Land Development:

\_\_\_\_\_  
Type of Improvement

\_\_\_\_\_  
Name of Applicant (*if different from Home / Land Owner*)

\_\_\_\_\_  
Address of Applicant:

X \_\_\_\_\_

Signature of Applicant:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date:

**The International Building Code 2009 and the International Residential Code 2009 requirements  
are the standards by which all projects shall be held for compliance**

**All inspections require at least a 24-hour advance notice.** To schedule an inspection call Kraft Code Services at 610-775-7185 and ask for the Building Inspector in the township in which your project is located. Be prepared to provide the street address for the job site, not the subdivision name and lot number. Inspections will be conducted in accordance with the applicable building code which is specified on the building permit.

**The contractor should verify all building dimensions and zoning setbacks before excavation begins.**

**COMMONLY MISSED ITEMS**

The following is a list of a few specific items which are frequently found to be deficient at the time of inspection. This is only a partial list and all construction must conform with the code.

1. **Bedroom Egress:** Emergency and rescue openings in sleeping areas must have a minimum net clear opening of 5.7 square feet. Grade level openings require a minimum net clear opening of 5 square feet. Openings shall be operational from the inside without the use of keys, tools, or special knowledge. The minimum net opening dimensions shall be 24" in height and 20" in width. The maximum sill height is 44 inches.
2. **Stairs:** All stairways must have a minimum tread of 9" (nose to nose) and a maximum rise of 8 ¼". The open sides of all stairs shall be enclosed with either a wall or proper guardrails.
3. **Handrails:** Handrails shall have a minimum height of 34" and maximum height of 38" and shall be continuous the entire length of the stairs.
4. **Guardrails:** Required guardrails shall be a minimum of 36" in height with a maximum of 4" between spindles and are required on all raised areas where the height of the raised area exceeds 30". Open sides of stairs shall have guards not less than 34" measured vertically from the tread nosing. Required guards may not be horizontal or ornamental that creates a ladder effect. The guards on stairways shall not allow the passage of a sphere larger than 4 ¾".
5. **Smoke Detectors:** Hard wired/interconnected smoke detectors with battery back-up are required on each floor, adjacent to all sleeping areas and in all bedrooms.

**INSPECTIONS REQUIRED**

1. **FOOTINGS - Required only for Buildings**  
After forms have been set and/or trenches have been dug with all loose dirt removed; piers have been located and shaped; heights are established; all reinforcing has been placed and the total job is ready for concrete placement.  
**NO CONCRETE TO BE PLACED UNTIL APPROVAL IS GRANTED**
2. **PLUMBING, MECHANICAL, ELECTRICAL SYSTEM INSPECTION**  
Under slab and rough plumbing must be pressure tested. Inspection conducted after mechanical ducts are cut in, rough plumbing, wiring, and service installed. All components to be inspected by Kraft Code Services

3. ***FRAME AND MASONRY***

Rough framing after all rough mechanicals are installed, fire stopped in all locations, but prior to installing insulation.

**NO INSULATION TO BE INSTALLED UNTIL APPROVAL**

4. ***WALLBOARD***

Inspection is required after insulation is in place **and while** wallboard is being attached.

5. ***USE AND OCCUPANCY - Required for all Building Permits***

After construction and site work are completed, driveway, patio, decks, and walks are installed; final well and on-site sewer has been obtained (w/copies provided to Township), all plumbing, lighting fixtures, appliances are in place, the heating system has been installed and is operating, and all safety items (smoke detectors, handrails, fire doors, etc.) are installed.

**NO OCCUPANCY TO BE INITIATED UNTIL APPROVAL IS GRANTED**

6. ***SPRINKLER REQUIREMENTS - go into effect on January 1, 2011 for new construction.***

New one and two-family dwelling must be constructed with sprinkler systems. There are two exceptions. 1) If a design contract or construction contract for a one or two-family dwelling was executed prior to 12/31/2009, then that building would be subject to IRC 2006 requirements. 2) If an application for a UCC building permit was submitted prior to 1/1/2011, then the sprinkler requirements found in IRC 2009 will not apply.

***IMPORTANT NOTICE***

Failure to adhere to the above requirements or failure in adhering to the adopted Building Code could result in a STOP WORK order, rework of construction or non-issuance of a final inspection certificate. The use of a structure without a final inspection certificate or working on a structure while a STOP WORK order is in effect would result in fines for every day in violation.

# Don't Let Storm Water Run Off With Your Time and Money!

## What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

### Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

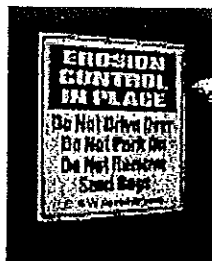
- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.



Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

### Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



### An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,

## **Pollution Prevention Practices:**

- Designated fueling and vehicle maintenance area away from streams.
- Remove trash and litter.
- Clean up leaks immediately.
- Never wash down dirty pavement.
- Place dumpsters under cover.
- Dispose of all wastes properly.

minimizing clean up and maintenance costs, and the impacts to water resources caused by soil erosion during active construction. Erosion controls can reduce the volume of soil going into a sediment control device, such as a sediment trap, therefore, "clean out" frequencies are lower and maintenance costs are less. When possible, divert water around the construction site using berms or drainage ditches.

In addition, use pollution prevention and "good housekeeping measures" to reduce the pollution leaving construction sites as well. This can be as simple as minimizing the pollution source's contact with rainwater by covering it, maintaining a "clean site" by reducing trash and waste, and keeping vehicles well maintained.

## **The Best Laid Plans**

Plans such as erosion and sediment control plans and storm water pollution prevention plans are important tools for outlining the erosion control and pollution prevention practices that you will use to manage storm water runoff prior to breaking ground. Developing good plans allows for proper budgeting and planning for the life of the project. Proper installation and maintenance of erosion and storm water controls is essential to a plan that works. Training for on-site staff helps to ensure the proper installation and maintenance of erosion controls and pollution prevention practices. Inspect controls and management techniques regularly to ensure they are working, especially after storm events. If polluted storm water is leaving the site, you may need to repair or add additional storm water controls.



## **The Bigger Storm Water Picture**

Your community is preventing storm water pollution through a comprehensive storm water management program. This program addresses storm water pollution from construction, but it also deals with new development, illegal dumping to the storm sewer system, and municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our streams is . . . water! Contact your community or the Pennsylvania Department of Environmental Protection for more information about storm water management.

### **For more information:**

Pennsylvania Association of Conservation District's:  
<http://www.pacd.org/default.html>

Pennsylvania Handbook of Best Management Practices for Developing Areas:  
[http://www.pacd.org/products/bmp/bmp\\_handbook.html](http://www.pacd.org/products/bmp/bmp_handbook.html)

Storm Water Manager's Resource Center:  
<http://www.stormwatercenter.net>

Pennsylvania Department of Environmental Protection:  
<http://www.dep.state.pa.us>



# COUNTY OF CHESTER ASSESSMENT OFFICE

121 N. WALNUT STREET, SUITE 200, P.O. BOX 2748, WEST CHESTER, PA 19380-0991

610-344-6105  
Fax 610-344-5902  
[www.chesco.org](http://www.chesco.org)

JEFFREY A. LAUDENSLAGER  
*Director of Assessment*

JOSEPH A. FINNAREN, C. P. E.  
*Chief Assessor*

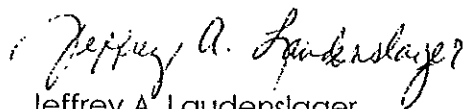
Dear Property Owner:

As you have applied for a building permit from your municipality, the county Assessment Office would like to advise you of the steps surrounding our involvement in the process. We would like to make sure that you are aware of what will take place during construction and after the improvement is finished.

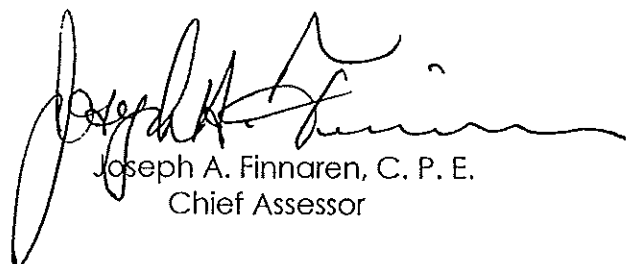
- 1) The municipality is required to supply a list of all building and zoning permits to the Assessment Office monthly.
- 2) An assessor will visit your property when they are in your municipality (generally rotate through every 2 – 3 months).
- 3) When arriving at your property, the assessor will come to the front door wearing a Chester County I. D. badge and will present a business card. They will ask you questions about the building permit and may need to measure the improvements (from the outside).
- 4) If you are not home when the assessor arrives, a business card will be left with a note on the flip side of the card. The assessor will proceed to the improvement and measure if the work is sufficiently complete. Otherwise they will mark it for a revisit the next time they are in the municipality.
- 5) Please cooperate with the assessor, as he or she is simply trying to get the correct information about your improvement, so there will be no mistakes on the county record.
- 6) After the construction is finished or 30 months has elapsed your improvement will be assessed and added to your property record card.
- 7) You will receive a notice from our office changing your assessment reflecting the addition of the new improvement. If you require more information please call our office at 610-344-6105 and speak to the assessor assigned to your municipality.

It is the intention of this letter to inform you of the assessment process so that you realize that we will be visiting your property. Please note that due to time constraints we generally **do not make appointments**, unless absolutely necessary. Please be patient when an assessor knocks on your door and answer any questions to the best of your ability. Thank you for your anticipated cooperation.

Sincerely,



Jeffrey A. Laudenslager  
Director - Chester County Assessment Office



Joseph A. Finnaren, C. P. E.  
Chief Assessor