

West Brandywine Township
198 Lafayette Road
West Brandywine, PA 19320
Phone: 610-380-8200 Fax: 610-384-4934

PROCEDURE FOR APPLICATION FOR A BUILDING PERMIT

105.3 - Application for Permit. To obtain a permit, the applicant shall first file an application therefore in writing on a form furnished by the department of building safety for the purpose. Such application shall:

1. Identify and describe work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required in Section 106.3.
5. State the valuation of the proposed work.
6. Be signed by the applicant, or the applicants, or authorized agent.
7. Give such other data and information as required by the building official.

106.1 - Submittal Documents. Construction documents, special inspection and structural observation programs, and other data shall be submitted in one or more sets with each application of a permit. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

106.2 Site Plan. – The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and as applicable, flood hazard areas, floodways and design flood elevations: and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirement for a site plan when the application for permit is for alteration or repair or when otherwise warranted.

PERMITS WILL NOT BE ISSUED WITHOUT THE REQUIRED:

1. Two sets of plans along with specifications
2. Two sets of any or all supporting information
3. Permit fees paid according to current Fee Schedule, as adopted by the Township Board of Supervisors.

COUNTY OF CHESTER ASSESSMENT OFFICE

313 W. MARKET STREET, SUITE 4202, P.O. BOX 2748, WEST CHESTER, PA 19380-0991

610-344-6105
Fax 610-344-5902
www.chesco.org

JONATHAN B. SCHUCK, MBA CPE
Director of Assessment

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 and identify themselves 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 ask to 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,
Jonathan B. Schuck
Director
Susan L. Caldwell, CPE.
Chief Assessor

Taxing Authority-please run additional copies of this letter when your supply runs low.

West Brandywine Township

PERMIT # _____

BUILDING PERMIT

To be filled in by
Codes Office/BCO

ZONING DISTRICT _____

NUMBER OF STORIES _____

TYPE OF BUILDING _____

TOTAL SQUARE FEET _____

NUMBER OF FAMILIES _____

PERMIT FEE _____

To the Township Secretary: This is to certify that I have examined the within detailed statement with a copy of the plans relating thereto, and find them to be in accordance with the provisions of the West Brandywine Township Building Code and the West Brandywine Township Zoning Ordinance; accordingly they have been approved and entered in the records.

West Brandywine, PA _____ 20 _____

Codes Officer/BCO

Approved _____ Disapproved _____

Application for Permit for Erection of New Building or Addition to an Existing Building or Major Renovations to an Existing Building - Application is hereby made to the Building Department of West Brandywine Township for the approval of the Specifications and Plans herewith submitted for the erection of the building herein described. The applicant agrees to the requirements and provisions of the West Brandywine Township Building Codes, West Brandywine Township Zoning Ordinance, and all applicable Township ordinances - whether specified herein or not. **Note: Permit shall be approved and paid for prior to scheduling any inspection.*

Owner Information

Name: _____ Address: _____

Phone No. _____ Email: _____

Applicant Information

Name: _____ Address _____

Phone No. _____ Email: _____

Contractor Information

Name: _____ Address _____

Phone No. _____ Email: _____

Floor Areas

Lot Area _____ Sq. Ft. Basement _____ Sq. Ft.

Proposed Building Area _____ Sq. Ft. First Floor _____ Sq. Ft.

Additional Lot Coverage _____ % Second Floor _____ Sq. Ft.

Total Impervious Covering _____ Sq. Ft. Third Floor _____ Sq. Ft.

Total Lot Coverage _____ % Upper Floors _____ Sq. Ft.

Garage _____ Sq. Ft.

**Applicants shall furnish building plans and specifications in duplicate.
 Applicants shall furnish in quadruplicate, plot plans prepared by a Registered Engineer or Land Surveyor.**

1. State purpose of building _____
2. No. of Rooms _____ Garage (Size): Attached _____ Detached _____
3. Specify exact location of construction _____

4. Type of construction of building _____
5. Number of stories in height _____
6. Clear height of each floor. Basement _____ 1st Floor _____
 2nd Floor _____ 3rd Floor _____ Upper Floors _____
7. Type of footings _____ Size _____ Composition _____
8. Type of piers _____ Size _____
9. Size of footings under piers _____
10. Material _____ Thickness of wall - basement _____
 Material _____ Thickness of wall - 1st floor _____
 Material _____ Thickness of wall - 2nd floor _____
 Material _____ Thickness of wall - 3rd floor _____
 Material _____ Thickness of wall - Upper floors _____
11. Give size of Joists Centers Studs Centers Girders Columns
 First floor _____ _____ _____ _____ _____ _____
 Second floor _____ _____ _____ _____ _____ _____
 Third floor _____ _____ _____ _____ _____ _____
 Upper floors _____ _____ _____ _____ _____ _____
12. Rafters _____ Sheathing _____
 Shingles _____ Built up _____ Roof Slope _____
 Gutters _____ Downspouts _____
13. State kind of heating system: Hot Air Hot Water Steam Radiant
 State method of firing/fuel system: Coal Oil Gas Electric Solar Other
14. Will building be wired for electricity?
 Yes - Name of Electrical Inspection Agency (*mandatory*) _____
 No
15. Are any buildings to be taken down? Yes No
16. Driveway alteration/construction shall require either a **Township Driveway Permit** for Driveways

connecting to Township roadway or a **PennDOT Highway Occupancy Permit* for driveways connecting to a State Highway.

17. When will work commence? _____

18. Estimated cost of construction _____

The following inspections will be made by the West Brandywine Township Building Inspector

- 48 hours notice shall be given to the Township Secretary when the following construction phases are ready for inspection:
- Failure to follow the inspection procedure will necessitate exposure of uninspected work.
- (Location of structure with reference to set backs is the responsibility of the applicant)
 1. Inspection of the set backs before excavation.
 2. Inspection of footings before concrete is poured.
 3. Inspection of foundation walls before framing and backfilling.
 4. Inspection of rough framing before interior covering.
 5. Inspection of rough plumbing
 6. Final Inspection
 7. Any inspections deemed necessary by Township Building Code Official.

NOTE: Electrical work requires a rough and final inspection by an approved 3rd party inspection agency.

For office Use Only

Use and Occupancy Permit

Date _____

The construction authorized has been inspected and found to be in conformity with the approved plans and specifications for such construction. Authority is hereby granted to use and occupy the premises described as a _____

** PennDot Pennsylvania Department of Transportation.*

***CCHD Chester County Health Department will inspect/approve all sewage and well systems.*

Code Officer/BCO

WEST BRANDYWINE TOWNSHIP
198 Lafayette Road
West Brandywine, PA 19320
610 380-8200 Fax 610 384-4934

INSPECTIONS REQUIRED

The issuance of this building permit requires the applicant to comply with all provisions set forth in the International Code Council Building Code 2015. The inspections marked below are the stages of construction when the West Brandywine Township Building Inspector must be notified by the applicant. Inspections must be scheduled 48 hours in advance. Failure to notify the Township before proceeding to the next step will result in a stop order. Twenty-four (24) hour notice is required to cancel a scheduled inspection. Failure to do so will result in a failed inspection. Fee for all failed inspections – Seventy-Five Dollars (\$75.00).

SETBACK INSPECTION

Inspection will be made checking location of construction prior to excavation. Stakes or batter boards must be in place and property lines clearly marked.

FOOTING INSPECTION

Inspection will be made after excavation and any formwork is completed and grade stakes are installed. Concrete may not be placed until the footings are approved by the Building Inspector.

FOUNDATION INSPECTION

Foundation walls must be parged and damproofed and foundation drainage installed. No framing or backfilling until approved by the Building Inspector.

ROUGH FRAMING AND ROUGH PLUMBING INSPECTION

After all rough framing, rough plumbing, rough heating and rough wiring is complete. The rough wiring must be inspected by an approved independent inspection agency and the approval posted at the site. Do not install insulation until the rough framing and rough plumbing are approved by the Building Inspector.

FINAL USE & OCCUPANCY

A final Use & Occupancy inspection will be made after the structure has been completed. The following items must be presented prior to the issuance of a Use & Occupancy Permit:

- a. Copy of approved sewage permit and approved well permit where applicable.
- b. Final electrical inspection by an approved independent inspection agency.

A dwelling may not be occupied, or structure may not be used, until the issuance of a Use & Occupancy Permit. If the required inspections are not performed as noted above, a Use & Occupancy may be denied.

***Note:** Rough and final electrical inspections must be completed by the same electrical inspector.

I HEREBY ACKNOWLEDGE RECEIPT OF THIS FORM

Signature of Applicant

West Brandywine Township

Date

WEST BRANDYWINE TOWNSHIP
198 Lafayette Road
West Brandywine, PA 19320
610 380-8200 Fax 610 384-4934

PERMIT NO. _____

ZONING PERMIT APPLICATION

The following to be completed by the Codes Administration Office

I hereby certify that I have examined this application and its attachments, and find them to be in accordance with the provisions of the West Brandywine Township Building Code and Zoning Ordinance.

APPROVED/DISAPPROVED _____ 20_____

Building Inspector/Codes Officer

PERMIT FEE: \$ _____

The Owner hereby makes application to: (check one)

- Construct
Alter
Demolish
Add
Change of Occupancy

Type of Occupancy: (check one)

- Single-Family Dwelling
Multi-Family Dwelling
Commercial
Institutional
Industrial

Proposed Use (i.e. dwelling, fence, pool, accessory building) _____

Owner

Name: _____
Address: _____
City: _____
State: _____
Zip: _____
Telephone Number: _____

Applicant (if different from owner)

Name: _____
Address: _____
City: _____
State: _____
Zip: _____
Telephone Number: _____

Site Information – Please provide dimensions from proposed structure to yard depths and widths as it pertains to what is being constructed/placed on the property.

Property Address _____
Parcel No. _____
Lot Area _____
Present Building Coverage _____
Present Lot Coverage _____
Front Yard Depth _____
Rear Yard Depth _____
Side Yard Depth _____
Proposed Building Coverage _____
Proposed Lot Coverage _____
Number of Stories _____
Rear Yard Width _____
Side Yard Width _____
Floor Area of Accessory Structure _____

NOTE: Site plans must accompany application.

The information provided by the Owner/Applicant named on this document is true and correct to the best of his/her knowledge. Falsified information will result in revocation of the Zoning Permit.

Signature of Owner/Applicant

Date: _____

WEST BRANDYWINE TOWNSHIP CODE ENFORCEMENT OFFICE

198 Lafayette Road

West Brandywine, PA 19320

Phone: 610-380-8200 Fax: 610-384-4934

CONTRACTOR'S VERIFICATION REGISTRATION

FEE: \$45.00

DATE: _____

Contractor's engaging in any and all types of construction shall register with West Brandywine Township Codes Office annually prior to commencing work within the Township. A check shall accompany completed application, made payable to West Brandywine Township.

Please complete the application in its entirety. Sign and date application, include current Certificate of Insurance naming West Brandywine Township as the Certificate Holder, specifying minimum general liability and workers compensation limits as outlined below. If you are filing a self-employment or religious exemption, and are not required to carry Workers Compensation Insurance, please complete and have notarized the attached Affidavit for submittal along with the Application. If the Affidavit is not completed, processing of the application will be delayed. Also include a copy of your State License or at minimum, your PA number.

The following minimum insurances are required to obtain a valid Registration Certificate:

- a. General Liability - 1) Per Occurrence - \$500,000.00; 2) Per Personal Injury - \$500,000.00; 3) Property Damage - \$1,000,000.00
- b. Automobile Liability - 1) Combined Coverage - \$1,000,000.00
- c. Workers Compensation and Employer's Liability - 1) Each Accident - \$100,000.00

CONTRACTOR INFORMATION:

Contractor's Name: _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Names of principal partner or officer: _____

Type of Contractor: _____

Number of Employees: _____ If you have no employees and you do not have worker's compensation insurance, please complete attached Affidavit, sign, notarize, and include with this application.

Municipalities presently certified in: _____

Certificate of Insurance attached: _____ Yes _____ No

CERTIFICATION: THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

Print Name

Signature

WEST BRANDYWINE TOWNSHIP CODE ENFORCEMENT OFFICE

198 Lafayette Road

West Brandywine, PA 19320

Phone: 610-380-8200 Fax: 610-384-4934

Worker's Compensation Insurance Coverage to comply with Act 44 of 1993

AFFIDAVIT

To be completed if Applicant is a contractor claiming exemption from providing Worker's Compensation Insurance, i.e. if you have no employees or claiming exemption on religious grounds, the Affidavit must be completed, signed and notarized. Contractor's Insurance Verification process will be delayed if Affidavit is not completed.

Name of Applicant: _____

Federal or State Employer or Tax Identification No: _____

The undersigned swears or affirms that he/she is not required to provide Worker's Compensation Insurance under the provisions of Pennsylvania's Worker's Compensation Law for one of the following reasons as indicated:

Contractor and sole proprietor without employees-Contractor prohibited by Law from employing any individual to perform work pursuant to this Building Permit unless Contractor provides proof of insurance to the _____ Township.

_____ Contractor exempt on religious grounds qualified under Section 304.2 of the WC Act.

Signature of Applicant

Date

Name: _____

Address: _____

City: _____ State: _____ Zip _____

Subscribed and sworn to before me this _____ *day of* _____

Signature of Notary Public

My Commission Expires:

WEST BRANDYWINE TOWNSHIP
198 Lafayette Road
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610 380-8200 Fax 610 384-4934

CONTRACTOR INFORMATION SHEET

CHAPTER 74, ARTICLE I, REGISTRATION OF CONTRACTOR: No person, partnership, association, corporation or like entity shall engage in business within West Brandywine Township as a contractor without first obtaining an insurance registration certificate from the Township's Code Office.

GENERAL CONTRACTOR

Address _____
Phone # _____ Ins. Cert. # _____

EXCAVATION

Address _____
Phone # _____ Ins. Cert. # _____

MASONRY/CONCRETE

Address _____
Phone # _____ Ins. Cert. # _____

MASONRY/BRICK

Address _____
Phone # _____ Ins. Cert. # _____

CARPENTER

Address _____
Phone # _____ Ins. Cert. # _____

ROOFING

Address _____
Phone # _____ Ins. Cert. # _____

PLUMBING

Address _____
Phone # _____ Ins. Cert. # _____

ELECTRICAL

Address _____
Phone # _____ Ins. Cert. # _____

HVAC OR HEATING

Address _____
Phone # _____ Ins. Cert. # _____

WELL

Address _____
Phone # _____ Ins. Cert. # _____

INSULATION

Address _____
Phone # _____ Ins. Cert. # _____

DRY WALL

Address _____
Phone # _____ Ins. Cert. # _____

PAINTER

Address _____
Phone # _____ Ins. Cert. # _____

KITCHEN INSTALLER/
TRIM CARPENTER

Address _____
Phone # _____ Ins. Cert. # _____

CARPET/VINYL

Address _____
Phone # _____ Ins. Cert. # _____

PLEASE NOTE: General contractor Insurance Verification covers only those employed full time by the general contractor. Persons representing themselves, as contractors must have Insurance Verification, even though they are working under the general contractor.

I, _____, being the applicant for the building permit do hereby affirm the enclosed information as being true and correct. Should any of the listed contractors change, it will be my responsibility to inform the Township Code Enforcement Officer and see that the Township insurance verification requirements are met.

Signature

Date

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 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

What is Storm Water

Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what are commonly known as storm sewers. Collectively, the draining water is called **storm water runoff**.

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.

streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense, 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:

West Brandywine Township (610) 380-8200
Chester County Conservation District (610) 696-5126
www.chesco.org/conservation

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

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

