

**EASTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

**PROPERTY OWNER GUIDANCE ON THE
TOWNSHIP ZONING, DRAINAGE, AND
BUILDING PERMIT PROCESS**

566 Beaumont Road
Devon, PA 19333
610-687-3000
610-687-9666 (Fax)

The Township permitting process can be a somewhat confusing and sometimes frustrating experience for those Property Owners (Applicants) that have not gone through the process before or that have not gone through the process in a few years. This Guidance Document helps lay out the 8 steps in the general permitting process that an Applicant can expect in securing the necessary permits and complying with the Township Code throughout the life of the project.

Step 1 – Before Submitting the Permit Application(s) – Completion Timeframe: Depends on Applicant

- Visit the Township’s Website or Building to read the Township Code.
- Visit the Township’s Website or Building to obtain a copy of the Permit Applications.
- Call the Township with questions.
- Schedule a meeting(s) with Township Staff.
- Completely fill out the Permit Application(s) and provide all supporting documentation.

Step 2 – Submit the Permit Application(s) – Completion Timeframe: Depends on Applicant

- Deliver the Permit Application(s), all supporting documentation, and fees to the Township.
- Township Staff will perform a Completeness Review.
- If complete, then Township Staff will forward the Permit Application(s) to the appropriate Staff member to begin the Permit Application review.
- If incomplete, then Township Staff contacts the Applicant with a list of needed items before the Permit Application(s) will be forwarded to the appropriate Staff member to begin the Permit Application review.

Step 3 – Zoning Permit Application – Completion Timeframe: 30 calendar days

- Zoning Officer reviews the Zoning Permit Application and supporting documentation for compliance with Zoning regulations.
- Zoning Officer will contact the Applicant for needed information, clarifications, and/or revisions to the Zoning Permit Application and supporting documentation.
- If the Zoning Permit cannot be approved within the 30 days, then the Zoning Officer will deny the Zoning Permit and the Applicant will be notified and the processing of all submitted Permit Applications ends.
- If the Zoning Permit is approved, then the proposed project will be forwarded to either the Township Engineer to begin the Drainage Permit Application review or Township Building Code Official to begin the Building Permit Application review, as required by the type of project proposed.

Step 4 – Drainage Permit Application – Completion Timeframe: 90 calendar days

- Township Engineer reviews the Drainage Permit Application and supporting documentation for compliance with Stormwater Management regulations.
- If the Drainage Permit cannot be approved, then the Township Engineer will contact the Applicant within 14 calendar days of the Drainage Permit Application submission for needed information, clarifications, and/or revisions to the Drainage Permit Application along with a copy of Best Management Practices (BMP) Agreement. This step is repeated until the Drainage Permit Application satisfies all outstanding review comments.
- Applicant revises the Drainage Permit Application and re-submits the needed information, clarifications, and/or revisions for re-review by the Township Engineer. This step is repeated until the Drainage Permit Application satisfies all outstanding review comments.
- Applicant signs and notarizes BMP Agreement and returns it to the Township.
- If 90 calendar days elapses from the date the Township receives the Drainage Permit Application to the satisfactory completion of all outstanding review comments, then the Drainage Permit Application is denied.
- If the Drainage Permit is approved, then the Township Engineer issues an approval with a signed copy of the BMP Agreement and Appendix A, which identifies the plans and calculations that have been approved.
- Applicant submits the fully executed BMP Agreement with Appendix A to the Chester County Recorder of Deeds for recording.
- Applicant addresses any other conditions of the Drainage Permit approval not previously addressed, such as submission of a receipt for the recording of the BMP Agreement and additional copies of fully executed plans and calculations, before the Drainage Permit is issued.

Step 5 – Building Permit Application – Completion Timeframe: 15 to 30 business days

- Building Code Official reviews the Building Permit Application and supporting documentation for compliance with Uniform Construction Code regulations.
- Building Code Official will contact the Applicant for needed information, clarifications, and/or revisions to the Building Permit Application and supporting documentation.
- If the Building Permit Construction Drawings are signed and sealed by a Pennsylvania Architect or Engineer of the Commonwealth of Pennsylvania, a review letter or Building Permit will be issued within 15 business days.
- If the Building Permit Construction Drawings are not signed and sealed by a Pennsylvania Architect or Engineer of the Commonwealth of Pennsylvania, a review letter or Building Permit will be issued within 30 business days.
- Should a review letter be issued or more information is requested, the Applicant must respond within 30 business days from the date of the review letter or the Building Permit Application will be deemed null and void.
- When the Building Permit is approved, then the proposed project will move forward to construction.

Step 6 – Construction – Completion Timeframe: Depends on the Applicant

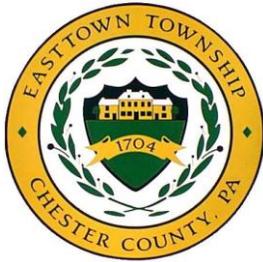
- Applicant contacts the Township to schedule a Preconstruction Meeting. The Preconstruction Meeting will be held with the Township Engineer, Code Official (if needed), Applicant, and Contractors to go over the policy and procedures for compliance with the issued Permits. **The Preconstruction Meeting must be held prior to commencement of ANY work associated with the site.**
- Project construction begins.
- Applicant contacts the Township to schedule observations of the stormwater management improvements by the Township Engineer and inspections of building construction by the Building Code Official.
- Township Engineer completes periodic observations of the soil erosion control measures during construction process.
- When there are field changes to the approved Drainage Permit, the Applicant notifies the Township Engineer.
- When there are field changes to the approved Building Permit, the Applicant notifies the Building Code Official.

Step 7 - As-built Plan Submission – Completion Timeframe: Depends on the Applicant

- If a Drainage Permit was issued by the Township Engineer, then the Applicant is to submit a Drainage Permit As-built Plan for Township Engineer review and approval within ninety (90) days of substantial completion showing all onsite improvements as constructed and photographs of the stormwater system construction.
- If Drainage Permit As-built Plan cannot be approved, then Township Engineer will contact the Applicant within 14 calendar days of Drainage Permit As-built Plan submission for needed information, clarifications, and/or revisions to the Drainage Permit As-built Plan. This step is repeated until Drainage Permit As-built Plan satisfies all outstanding review comments.
- The Applicant revises the Drainage Permit As-built Plan and re-submits plan for re-review by the Township Engineer. This step is repeated until the Drainage Permit As-built Plan satisfies all outstanding review comments.
- If the Drainage Permit As-built Plan is approved, then the Drainage Permit will be closed out provided that the Applicant submits a copy of the fully recorded BMP Agreement as recorded by the Chester County Recorder of Deeds.

Step 8 – Issuance of Certificate of Occupancy – Completion Timeframe: Depends on the Applicant

- Applicant contacts the Township, a minimum of 10 business days prior to day when the release of the Certificate of Occupancy is desired, to schedule a final inspection by the Building Code Official.
- The Building Code Official requests confirmation from the Zoning Officer and Township Engineer that the final construction is in compliance with the issued Zoning and Drainage Permits.
- Once the final inspection is complete, the Building Code Official has 5 business days to issue the Certificate of Occupancy.



**EASTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

**566 Beaumont Road
Devon, PA 19333
610-687-3000
610-687-9666 (Fax)**

**APPLICATION FOR
BUILDING PERMIT**

PART A – INSTRUCTIONS

- Review Chapter 160 Construction Codes, Uniform of the Code of the Township of Easttown, available online at www.easttown.org, for purchase at the Township Building or review at the Township Building. All construction is required to meet applicable provisions of this Chapter
- Review the 2009 International Residential Building Code, 2008 National Electrical Code, and Act 45 of 1999 of the State of Pennsylvania and all amendments. Collectively known as “Codes.” All construction is required to meet applicable provisions of these Codes.
- Applicant has the option to apply for all needed Building Permits under one Application or separately.
- Obtain Zoning Permit approval and Drainage Permit approval, if required.
- Submit a copy of the Homeowners Association (HOA) approval letter, if the property is governed by an HOA.
- Submit two (2) copies of construction drawings, floor plans, demolition plans, scope of work, materials and specifications, and other supporting required documentation as required by Chapter 160 and the Codes.
- Submit a copy of each Contractor’s Certificate of Insurance showing Easttown Township as the Certificate Holder.
- Submit a copy of each Contractor’s Worker’s Compensation Insurance showing Easttown Township as the Certificate Holder or if exempt, then submit a completely filled out Worker’s Compensation Insurance Affidavit attached to this Application.
- Submit a copy of each Contractor’s Pennsylvania Home Improvement License.
- Submit a completely filled out Agent’s Affidavit attached to this Application.
- Submit a completely filled out Subcontractors Information sheet attached to this Application.
- Submit the following Fee payable to Easttown Township, as applicable:
 - Single-family Dwelling Building Permit: \$55.00 plus 2% of construction cost. The maximum cost is \$9,400.00.
 - Multi-family Building Permit: \$105.00 plus 2% of construction cost.
 - Non-residential Building Permit: \$105.00 plus 2% of construction cost.
 - Construction cost is defined as all material and labor costs for the project. The Township has the final determination in accepting the submitted construction cost as provided on the permit application and may at its discretion require evidence to support said proposed cost. In the event that an Application for a Building Permit should, in the opinion of the Building Code Official, require review by Township Consultants, the Applicant shall bear such cost as are incurred by the Township in connection with such review.
 - Certificate of Occupancy: \$75:00

PART B – RESIDENTIAL DECK SUPPLEMENTAL INSTRUCTIONS (if applicable)

- Obtain Zoning Permit approval and Drainage Permit approval, if required.
- The submitted construction drawings shall include, but not limited to, the following:
 - Footing Layout Plan indicating location, size, and type.
 - Framing Plan indicating the size, spacing, and attachment method of all members.
 - Railing and stair details indicating the size, spacing, and attachment method of all members.
- If installing electric power of 120 volts or greater, then submit two (2) copies of the electrical wiring diagram approved by one of the Approved Electrical Underwriters attached to this Application.
- If installing plumbing, then submit two (2) copies of the plumbing system showing the size of all drains, vents, traps and materials.
- If installing gas appliances, then submit two (2) copies of the mechanical system.

PART C – RESIDENTIAL POOL SUPPLEMENTAL INSTRUCTIONS (if applicable)

- Obtain Zoning Permit approval and Drainage Permit approval, if required.
- The submitted construction drawings shall include, but not limited to, the following:
 - Details of the pool, decking, and other structural elements related to the pool construction.
 - Details on the fence to enclose the pool, including height, gates, locks, alarms, and type of fence to be installed or for existing fences proof that it meets today’s standard for pool fencing.

PART D – RESIDENTIAL NEW, ADDITION, AND ALTERATION PERMIT INSTRUCTIONS (if applicable)

- Obtain Zoning Permit approval and Drainage Permit approval, if required.
- The submitted construction drawings shall be signed and sealed by an Architect or Engineer licensed in the Commonwealth of Pennsylvania. Construction drawings shall include, but not limited to, the following:
 - Foundation Plan indicating:
 - Dimensions of the structure and foundation.
 - Depth and width of the footings (concrete footings to be a minimum of 36 inches below finished grade, 8 inches thick, and 2,500 psi).
 - Size, thickness, and materials used for foundation walls.
 - Details on sub-grade material and preparation.
 - Floor Plan by level indicating:
 - Interior layout and dimensions with bearing and nonbearing partitions.
 - Beams and supports with materials, sizes, spacing, and spans.
 - Size, spacing, span, and bridging of floor joists.
 - Smoke and carbon monoxide detector locations.
 - Optional Framing Plan upon Township's request.
 - Roof Plan indicating:
 - Size, spacing, and span of ceiling joists.
 - Size, spacing, span, and slope of rafters.
 - Size of the ridge.
 - Size and spacing of collar ties.
 - Type, thickness, and R-factor of insulation.
 - Details on sheathing, flashing, felt, and shingles.
 - Details on roof openings, including attic ventilation, valleys, access, and connections.
 - Wall Section indicating:
 - Wall plates, stud sizing and placing, type and placement of rack bracing.
 - Details of facade materials.
 - Clear span for cantilever frame sections and headers above openings.
 - Type, thickness, and R-factor of insulation or Res Check for energy compliance.
 - Cross Section indicating:
 - Foundation and framing members including pre-engineered structural members.
 - Certification stamped by an Engineer licensed in the Commonwealth of Pennsylvania for each type of pre-engineered structural members.
- Submit two (2) copies of the electrical wiring diagram approved by one of the Approved Electrical Underwriters attached to this Application.
- Submit two (2) copies of the plumbing system showing the size of all drains, vents, traps and materials.
- For new residential dwellings, submit two (2) copies of the mechanical system showing the duct work, complete heat loss calculation, and specifications.
- For additions or alterations to residential dwellings, submit two (2) copies of the mechanical system showing the duct work and complete heat loss calculation for a new heater. If using an existing heater, the complete heat loss calculation must treat the existing space and addition as one unit.

PART E – STANDBY GENERATOR SUPPLEMENTAL INSTRUCTIONS (if applicable)

- Obtain Zoning Permit approval and Drainage Permit approval, if required.
- Submit two (2) copies of a diagram of the gas line to be installed, that includes location, size of gas line, and materials to be used. If using SST gas pipe, then it must be installed per the manufacturer's specifications.
- Submit two (2) copies of the electrical wiring diagram approved by one of the Approved Electrical Underwriters attached to this Application.

PART F – GEOTHERMAL SYSTEM SUPPLEMENTAL INSTRUCTIONS (if applicable)

- Obtain Zoning Permit approval and Drainage Permit approval, if required.
- Submit two (2) copies of the electrical wiring diagram approved by one of the Approved Electrical Underwriters attached to this Application.
- Submit two (2) copies of the mechanical system diagram.
- Submit two (2) copies of the all equipment's technical specifications.
- Submit a copy of well permit issued by the Chester County Health Department (CCHD). If the well is to be drilled prior to this Application, then the Applicant must inform the Township in writing and submit the CCHD Permit.

PART G – SOLAR PANEL SUPPLEMENTAL INSTRUCTIONS (if applicable)

- Obtain Zoning Permit approval and Drainage Permit approval for ground mounted equipment, if required.
- The submitted construction drawings shall include, but not be limited to, the following:
- Detail materials to be used.
- Provide technical specifications of the system to be used.
- For roof top installations, the construction drawings shall be signed and sealed by an Architect or Engineer licensed in the Commonwealth of Pennsylvania to approve the existing roof for the added dead loads.
- Submit two (2) copies of the electrical wiring diagram approved by one of the Approved Electrical Underwriters attached to this Application.

PART H – DEMOLITION SUPPLEMENTAL INSTRUCTIONS (if applicable)

- Obtain Zoning Permit approval and Drainage Permit approval, if required.
- If the building is NOT a single-family dwelling, an inspection must be completed for asbestos and all hazardous materials shall be removed by a certified contractor. Certification of asbestos and all hazardous material removal shall be submitted with this Building Permit Application.
- Submit utility companies' letters attesting that services are disconnected from the building. Please note that the sanitary sewer will be disconnected and inspected by Easttown Township after the permit is issued and before any demolition is started.
- Submit a letter outlining how the demolition is to take place and where the demolition materials will be disposed of.
- Submit a letter from a certified exterminator that the building is inspected and free from rodents.

PART I – FINISHED BASEMENT SUPPLEMENTAL INSTRUCTIONS (if applicable)

- Obtain Zoning Permit approval and Drainage Permit approval, if required.
- The submitted floor plan shall include, but not limited to, the following:
 - Entire area of the basement.
 - Rooms labeled by use.
 - Existing features located, such as doors, windows, and stairs.
 - Cross section detail of walls to be constructed.
 - Smoke and carbon monoxide detector locations.
 - Type, thickness, and R-factor of insulation.
 - Emergency escape and/or second means of egress.
 - For any structural work, plans shall be signed and sealed by an Architect or Engineer licensed in the Commonwealth of Pennsylvania.
- Submit two (2) copies of the electrical wiring diagram approved by one of the Approved Electrical Underwriters attached to this Application.
- Submit two (2) copies of the plumbing system showing the size of all drains, vents, traps and materials. If an ejector sump with pump is to be used, then also submit the manufacture's specifications.
- Submit two (2) copies of the mechanical system showing the heating and cooling system. If using the existing heating and cooling equipment, then provide calculations to prove it is large enough to heat and cool the entire dwelling. If adding a new system, then provide the location of the new equipment and duct work and provide calculations to prove it is large enough to heat and/or cool the finished area.

PART J – TYPE OF PERMIT

Check all that apply:	<input type="checkbox"/> Building (Addition/Alteration) <input type="checkbox"/> Building (New Construction) <input type="checkbox"/> Deck <input type="checkbox"/> Demolition <input type="checkbox"/> Electrical <input type="checkbox"/> Finished Basement <input type="checkbox"/> Generator <input type="checkbox"/> Geothermal <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Pool <input type="checkbox"/> Accessory <input type="checkbox"/> Solar Panel <input type="checkbox"/> Other: _____
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PART K – PROPERTY INFORMATION

Street Address of Property for which Building Permit is being sought (if P.O. Box, include street address also):		
City, State, and Zip Code:		
Tax Map ID#:	Subdivision Name (if applicable):	Lot # (if applicable):

PART L – TYPE OF OWNERSHIP

<input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.) <input type="checkbox"/> Public (federal, state or local government)
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PART M – PROPERTY OWNER INFORMATION (person or entity responsible for all costs)

Property Owner Name (person or entity that will own the Improved Property upon completion of work):

Property Owner Street Address, City, State, and Zip Code (if P.O. Box, include street address also):

Telephone Number:

Fax Number:

Email Address:

PART N – CONTRACTOR INFORMATION (person or entity responsible for the completion of work)

Contractor Name:

Contractor Street Address, City, State, and Zip Code (if P.O. Box, include street address also):

Telephone Number:

Fax Number:

Email Address:

PART O – ARCHITECT OR ENGINEER INFORMATION (person or entity responsible for project design)

Architect or Engineer Name:

Architect or Engineer Street Address, City, State, and Zip Code (if P.O. Box, include street address also):

Telephone Number:

Fax Number:

Email Address:

PART P – TYPE OF IMPROVEMENT (check all that apply)

- New Building Addition (if residential, enter number of new housing units added, if any in Part T)
 Alteration (if residential, enter number of new housing units added, if any in Part T) Repair, Replacement
 Wrecking (if multi-family, enter number of units in building, if any in Part T) Relocation Pool Deck
 Finished Basement Generator Solar Panel Other: _____

PART Q – THIRD PARTY ELECTRICAL UNDERWRITER (only applicable for Electrical Permit)

Underwriter Name (person or entity that will review, sign, and stamp electrical plans and inspect the electrical work):

Underwriter Street Address, City, State, and Zip Code (if P.O. Box, include street address also):

Telephone Number:

Fax Number:

Email Address:

PART R – DESCRIPTION OF ELECTRICAL WORK

PART S – TYPE OF ELECTRICAL (only applicable for Electrical Permit)

<p>Service:</p> <p><input type="checkbox"/> 100 AMP</p> <p><input type="checkbox"/> 200 AMP</p> <p><input type="checkbox"/> Greater than 200 AMP</p>	<p>Number of Fixtures:</p> <p><input type="checkbox"/> Switching Outlet (No. = _____)</p> <p><input type="checkbox"/> Lighting Outlet (No. = _____)</p> <p><input type="checkbox"/> Receptacles Outlet (No. = _____)</p> <p><input type="checkbox"/> Range/Oven (No. = _____)</p> <p><input type="checkbox"/> Electric Dryer (No. = _____)</p> <p><input type="checkbox"/> Electric Heating (No. = _____)</p> <p><input type="checkbox"/> Heat Detector (No. = _____)</p> <p><input type="checkbox"/> Smoke Detector (No. = _____)</p> <p><input type="checkbox"/> HVAC Equipment (No. = _____)</p>
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PART T – PROPOSED LAND USE TYPE (for “wrecking” check most recent use) (check all that apply)

<p><input type="checkbox"/> Residential Dwelling</p> <p><input type="checkbox"/> Single-Family (No. of Units: _____)</p> <p><input type="checkbox"/> Two-Family (No. of Units: _____)</p> <p><input type="checkbox"/> Townhouse (No. of Units: _____)</p> <p><input type="checkbox"/> Multi-Family (No. of Units: _____)</p> <p><input type="checkbox"/> Detached Garage</p> <p><input type="checkbox"/> Accessory</p> <p><input type="checkbox"/> Other: _____</p>	<p><input type="checkbox"/> Non-Residential</p> <p><input type="checkbox"/> Amusement, Recreational</p> <p><input type="checkbox"/> Church, Other Religious</p> <p><input type="checkbox"/> Industrial</p> <p><input type="checkbox"/> Parking Garage</p> <p><input type="checkbox"/> Service Station, Repair Garage</p> <p><input type="checkbox"/> Hospital, Institutional</p> <p><input type="checkbox"/> Office, Bank, Professional</p> <p><input type="checkbox"/> Public Utility</p> <p><input type="checkbox"/> School, Library, Other Educational</p> <p><input type="checkbox"/> Store, Mercantile</p> <p><input type="checkbox"/> Tank, Tower</p> <p><input type="checkbox"/> Other: _____</p>
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PART U – ESTIMATED COST (complete all that apply)

Cost of Improvement (less the items noted below) Building	\$ _____
Plumbing	\$ _____
Electrical	\$ _____
Mechanical	\$ _____
TOTAL COST OF IMPROVEMENT	\$ _____

PART V – DESCRIPTION OF WORK

PART W – SELECTED CHARACTERISTICS OF BUILDING (for wrecking complete only the Dimensions Subsection)

Principal Type of Frame: <input type="checkbox"/> Masonry (wall bearing) <input type="checkbox"/> Wood <input type="checkbox"/> Structural Steel <input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Other: _____	Principal Type of Heating Fuel: <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electricity <input type="checkbox"/> Coal <input type="checkbox"/> Other: _____	Type of Water Supply: <input type="checkbox"/> Public <input type="checkbox"/> Private Company <input type="checkbox"/> Private Individual Well Type of Sewage Disposal: <input type="checkbox"/> Public <input type="checkbox"/> Private Company <input type="checkbox"/> Private Individual Septic
Type of Mechanical: <input type="checkbox"/> Central Air-conditioning <input type="checkbox"/> Elevator	Dimensions: Number of Stories: _____ Total Square Feet of Floor Area, All Floors, Based on Exterior Dimensions: _____ Total Land Area in Square Feet: _____	Residential Buildings Only: Number of Bedrooms: _____ Number of Bathrooms: Full: _____ Partial: _____

PART X – CERTIFICATION

I am the Property Owner, or
 I am an officer or official of the Property Owner, or
 I have the authority to make this application (attach delegation of signatory authority),

acknowledge that the information provided in this Application, including any plans and specifications, is true and correct to the best of my knowledge and belief.

Name (type or print legibly)	Official Title
Street Address	City, State, Zip
Phone Number	E-Mail Address
Signature	Date

PART Y – TOWNSHIP ACTION (to be completed by Township)

Permit Number: _____ Permit Issue Date: _____ Permit Fee: _____ Plan Review Fee: _____ Certificate of Occupancy Fee: _____ Drain Tile Fee: _____ TOTAL FEE AMOUNT: _____ Check Number: _____ Cash Amount: _____	Use Group: _____ Fire Grading: _____ Live Loading: _____ Occupancy Load: _____ <hr/> Approved by: _____ Title: _____ Date: _____ _____
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Township Official's Comments:

- An attached sheet to your permit will be issued for all the required inspections when the permit is issued or valid.
- The Applicant is required to schedule all inspections, except for electrical, with Easttown Township with a minimum notice of 24-hours. Please call 610-687-3000 extension 110 to schedule an inspection.
- Township inspections are only performed on Mondays, Wednesdays, and Fridays from 9:00 a.m. to 3:30 p.m. To schedule inspections, please call the Township at 610-687-3000 extension 110.
- Electrical inspections are to be scheduled by the Approved Electrical Underwriters attached to this Application.
- All permitted activities must begin within 6 months of the issuance date of this permit or this permit will become invalid.
- All permitted activities must be completed within 5 years of the issuance date of this permit or this permit will become invalid.
- Certificate of Occupancy will be issued within 5 business days after the final inspection is completed.
- **ALL TOWNSHIP FEES SHALL BE PAID IN FULL PRIOR TO THE RELEASE OF THE CERTIFICATE OF OCCUPANCY.**

WORKER'S COMPENSATION INSURANCE AFFIDAVIT

Commonwealth of Pennsylvania
County of _____

BEFORE ME, _____, A NOTARY PUBLIC, THE UNDERSIGNED OFFICER,
THIS DAY PERSONALLY APPEARED:

(Name and Address)

TO ME KNOWN (OR SATISFACTORILY PROVEN), WHO BEING DULY SWORN ACCORDING TO LAW, DEPOSES
AND SAYS: (statement starts here)

Workers' Compensation Insurance Coverage Information (attach to Building Permit Application)

A. Applicant Name: _____

Tax Identification or Social Security Number: _____

B. The Applicant is a contractor within the meaning of the Pennsylvania Worker's Compensation Law:

YES (complete Section C below) NO (complete Section D below)

C. Insurance Information: APPLICANT IS A QUALIFIED SELF-INSURER FOR WORKER'S COMPENSATION

Certificate of Insurance is attached

Name of Worker's Compensation Insurer: _____

Worker's Compensation Insurance Policy Number: _____

Policy Expiration Date: _____

The undersigned deposes and says that the information set forth above is true and correct to the best of the knowledge information and believe of the undersigned and that such is given subject to the penalties of 1B Penn. C.S., Section 4904, relating to unsworn falsification to the authorities. *See Notary information below.

Applicant Signature

D. Exemption: COMPLETE THIS SECTION IF THE APPLICANT IS A CONTRACTOR CLAIMING EXEMPTION FROM PROVIDING WORKER'S COMPENSATION INSURANCE:

The undersigned swears or affirms that he/she is not required to provide Worker's Compensation insurance for one of the following reasons:

Contractor with no employees. Contractor is prohibited by law from employing individuals to perform work pursuant to this Building Permit unless contractor provides proof of insurance as required by Section C above.

Religious exemption under the Pennsylvania Worker's Compensation Law.

Applicant Signature

Applicant Address

NOTARY INFORMATION:

Subscribed and sworn before me

This _____ day of _____, 20____. Notary Signature: _____

(SEAL)

AGENTS AFFIDAVIT

Date: _____

Property Information:

Street Address of Property for which Building Permit is being sought (if P.O. Box, include street address also):

Tax Map ID #:

Property Owner Information:

Property Owner Name (person/entity that will own the Improved Property upon completion of work):

Property Owner Street Address, City, State, and Zip Code (if P.O. Box, include street address also):

Property Owner Signature:

Contractor Information:

Contractor Name:

Contractor Street Address, City, State, and Zip Code (if P.O. Box, include street address also):

Contractor Signature:

This document shall verify that, the above-referenced individual(s) is/are the Property Owners of the Property indicated within the Project Information Section and have identified the referenced Contractor/Design Professional to serve as their duly authorized Agent for the submission of this Building Permit.

It is understood that, by signing this document all parties understand that all statements are true and correct and false statements made within this Affidavit may subject individuals to penalties under the laws of the Commonwealth of Pennsylvania.



**EASTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA
SUBCONTRACTOR INFORMATION**

**566 Beaumont Road
Devon, PA 19333
610-687-3000
610-687-9666 (Fax)**

INSTRUCTIONS

- This Form shall be completed, if applicable.
- All subcontractors shall be identified.
- Insurance Certificate showing general liability and workman’s compensation insurance for each Contractor, listing Easttown Township as the certificate holder, and the Contractor’s PA Home Improvement Contractor Number shall be provided with this Application.

GENERAL CONTRACTOR OR DEVELOPER

Company Name:	
Contact Person:	Telephone Number:
Street Address, City, State, and Zip Code (if P.O. Box, include street address also):	
Insurance Carrier:	Policy Number:

CONCRETE / MASONRY CONTRACTOR

Company Name:	
Contact Person:	Telephone Number:
Street Address, City, State, and Zip Code (if P.O. Box, include street address also):	
Insurance Carrier:	Policy Number:

FRAMING CONTRACTOR

Company Name:	
Contact Person:	Telephone Number:
Street Address, City, State, and Zip Code (if P.O. Box, include street address also):	
Insurance Carrier:	Policy Number:

PLUMBING CONTRACTOR

Company Name:

Contact Person:

Telephone Number:

Street Address, City, State, and Zip Code (if P.O. Box, include street address also):

Insurance Carrier:

Policy Number:

MECHANICAL / HVAC CONTRACTOR

Company Name:

Contact Person:

Telephone Number:

Street Address, City, State, and Zip Code (if P.O. Box, include street address also):

Insurance Carrier:

Policy Number:

ELECTRICAL CONTRACTOR

Company Name:

Contact Person:

Telephone Number:

Street Address, City, State, and Zip Code (if P.O. Box, include street address also):

Insurance Carrier:

Policy Number:

ROOFING / SIDING CONTRACTOR

Company Name:

Contact Person:

Telephone Number:

Street Address, City, State, and Zip Code (if P.O. Box, include street address also):

Insurance Carrier:

Policy Number:



**EASTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

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**APPROVED ELECTRICAL
UNDERWRITERS**

INSTRUCTIONS

- Call one of the Companies listed below and submit two (2) copies of electrical plan to that Company for review.
- When the electrical plan is acceptable, that Company will sign and stamp the electrical plan.
- Submit the signed and stamped electrical plan with this Building Permit Application.
- Note that the Company that signed and stamped the electrical plan is required under Act 45 of 1999 to conduct the rough wire and final electrical inspection for the work completed under the Building Permit.

LIST OF APPROVED ELECTRICAL UNDERWRITERS

American Inspection Agency, Inc.
342 Miller Road
Sinking Spring, PA 19608
Telephone Number: 610-678-4336

Bureau Veritas-Atlantic Inland Inspection, Inc.
790 Parkway Drive
Broomall, PA 19008
Telephone Number: 610-543-3925

Code Inspections, Inc.
605 Horsham Road
Horsham, PA 19044
Telephone Number: 215-672-9400

Commonwealth Code Inspections Service, Inc.
176 Doe Run Road
Manheim, PA 17545
Telephone Number: 717-664-2347

Middle Atlantic Inspections, Inc.
302 East Pennsylvania Boulevard
Feasterville, PA 19053
Telephone Number: 215-322-2626

Middle Department Inspections Agency, Inc.
P.O. Box 2654
West Chester, PA 19380
Telephone Number: 610-696-3900 or 800-992-6342 or afterhours 215-527-2032

United Inspection Agency Len Warren
409 South Providence Road
Wallingford, PA 19086
Telephone Number: 610-565-1379