



Easttown Township

Application Completeness Checklist:

Zoning

- Permit Application
- Application Fee (\$75)
- Two (2) Copies of site plan showing scope of work including dimensions and set backs

Drainage (Simplified)

- Permit Application
- Consultant Fee Reimbursement Contract
- Application Fee (\$75)
- Escrow check (\$1,750)
- Engineering plans
- PDF copy of engineering plans

Drainage (Non-simplified)

- Permit Application
- Consultant Fee Reimbursement Contract
- Application Fee (\$75)
- Escrow check (\$3,500)
- Stormwater Management Report
- Engineering plans
- PDF copy of engineering plan

Building

- Permit Application
- Application Fee (\$75 residential | \$105 multi-family and non-residential)*
- Valid Certificate of Insurance (COI):
 - Must list Easttown Township as the Certificate Holder, and
 - Must list Liability Insurance
 - Show Workers' Compensation Insurance - if exempt, Affidavit must be attached
- Valid PA Home Improvement Contractor (HIC) License
 - In lieu of an HIC License, all contractors (commercial and residential) must register with the Township using the Contractor Registration Form
- Two (2) Copies of construction drawings
- If applicable, electrical drawings stamped by an approved underwriter

**Building Permit Fees will be billed separately from the application fee and due upon permit approval*

Easttown Township

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