



P: 610.692.1930
F: 610.692.9651
www.westtownpa.org

Building Permit Application Instructions

Notes:

- All work performed in conjunction with this permit shall conform with the Pennsylvania Uniform Construction Code (PA UCC), all current adopted building codes, and all Westtown Township Ordinances.
- All accessibility issues according to ANSI 117.1-2003 will be required and enforced where applicable.

Instructions:

- This application is to be used for the following:
 - Fences
 - Sheds
 - Decks/ Patios
 - Pools
 - Demolition
 - Residential additions, modifications & alterations
 - Commercial additions, modifications & alterations
 - New residential construction
 - New commercial construction
- For other permits and applications, please visit <http://www.westtownpa.org/permits-applications/>
- Check **ALL** available boxes on **ALL** forms.
- Applications that result in an increase of impervious coverage must fill out a Stormwater, Erosion Control, & Grading Application. If there is no increase of impervious surface, please note so on the application.
- All applications and attachments must be legible and must be submitted with three (3) sets of plans, drawings, manufacturer specification sheets and any other relevant information. Applications without all necessary information will be returned.
- All Building Permit Applications must include the following:
 - A valid PA Contractors License (Home Improvement Contractors Only)
 - A valid Westtown Township Contractors Registration Form (Non-Home Improvement Contractors Only)
 - A valid Proof of Insurance
 - Attached Westtown Township Mandatory Workers Compensation Form
- The Contract Price and Signature of Property owner must be included on the first (1) page of the Building Permit Application. A signed contract between the property owner and the Contractor can be substituted for signature of the property owner on the first (1) page of the Building Permit Application.
- The Building Code Official has the right to modify or alter the contract price based on the ICC Fair Market Rate and/ or square footage calculation for this project if the property owner acts as a contractor or for any other reason deemed necessary.
- All plan reviews & inspections are conducted by Westtown Township's third party Building Code Official, Code Inspections, Inc. Please contract Code Inspections with any construction code questions, permit fee estimates, and to schedule all inspections at 215.672.9400.
- When a permit is issued for residential alterations, repairs, or additions, the entire building shall be provided with smoke detectors as pursuant to 2009 IRC §313 on page 2 of the Building Permit Application Instructions.



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Building Permit Application Instructions, cont.

International Residential Building Code for One and Two Family Dwellings

SECTION R 313- SMOKE ALARMS

R 313.1 Smoke detection and notification

All smoke alarms shall be listed in accordance with UL 217 and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72.

Household fire alarm systems installed in accordance with NFPA 72 that include smoke alarms, or a combination of smoke detector and audible notification device installed as required by this section for smoke alarms, shall be permitted. The household fire alarm system shall provide the same level of smoke detection and alarm as required by this section for smoke alarms in the event the fire alarm panel is removed or the system is not connected to a central station.

R 313.2 Location

Smoke alarms shall be installed in the following locations:

1. In each sleeping room
2. Outside each sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

When more than one smoke alarm is required to be installed within an individual dwelling unit the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual unit

R 313.2.1 Alterations, repairs and additions

When alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be equipped with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired.

Exceptions: Interconnection and hardwiring of smoke alarms in existing areas shall not be required when the alterations or repairs do not result in the removal of interior wall or ceiling finishes, unless there is an attic, crawl space or basement which would provide access for hardwiring and interconnection

Work involving the exterior surfaces of dwellings is exempt from these requirements.

Westtown Township Building Setback Requirements

	Lot Size	Right of Way Setback	Side Setback	Rear Setback
A/C District	2 acres	50 feet*	50 feet	50 feet
R-1 District	1 acre	60 feet*	25 feet	50 feet
R-2 District	Varies	40 feet**	10 foot min. 30' combined	30 feet
Commercial	2 acres	50 feet	15 feet***	50 feet
Swimming Pool (side or rear yard only)				
A/C, R-1, R-2			25 feet	25 feet
Equipment			15 feet	15 feet
Garden Shed (maximum 12' height and less than 250 ft²)				
A/C, R-1, R-2			15 Feet	15 Feet

Notes::

- Accessory structures not permitted in front yards
- *100' setback from RT 202 & 3
- ** 100' setback from RT 202 & 3, 60' setback from RT 926 & 352
- *** 50' setback from RT 202 & 3, 30' setback from RT 926 & 352

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Stormwater, Erosion Control & Grading Permit Application

Township Use Only	Date Approved: _____
Parcel No.: _____	Zoning District: _____
Permit No.: _____	Permit Fee: _____

Applicant & Contractor Information

Applicant: Owner Contractor Architect **Proposed Impervious Coverage (ft²):** _____

Property Owner _____ **Phone:** _____ **Email** _____

Mailing Address _____

City _____, _____ Zip _____

Property Address _____

City _____, _____ Zip _____

1. **Contractor** _____ **Phone** _____

Contact _____ **Phone** _____

Address _____ City _____, _____ Zip _____

- Please Include the name, contact information, insurance certificates and workers compensation forms for **ALL** contractors and subcontractors. If additional space is required, please attach on a separate sheet of paper.

Description of Work:

I hereby acknowledge that I have read and understand this application and state that the above and attached is accurate and correct to the best of my knowledge and belief. I agree to comply with all codes and zoning ordinances of Westtown Township. The applicant/ owner is responsible for all fees

Signature of Applicant _____

Date _____

Print Name _____

Signature of Property Owner _____

Date _____



Stormwater, Erosion Control & Grading Permit Application

1. Is there any grading or additional impervious coverage that will be done in association with this application?

No. Continue to Westtown Township Building Permit Application pg. 1

Yes. Proceed to #2, **Grading**

2. **Grading:** will there be any grading work done in association with this application?

No, skip to #3, **Erosion Control**

Yes. the change of grade does not exceed six inches (6"). Proceed to #3, **Erosion Control**

Yes. The change of grade is greater than six inches (6") Proceed to #3, **Erosion Control**

3. **Erosion Control:** All projects that result in earth disturbance require erosion control measures. Please include the following items with this Permit Application-

A. A scaled plot plan outlining the location of all existing impervious surfaces and proposed contour lines at 1 foot (1') Intervals. Please include all proposed erosion control measures to be installed prior to and maintained during construction.

B. Proceed to #4.

4. This application is for:

A residential property. Proceed to #5. **Residential Stormwater Management**

A non-residential property. Proceed to #6. **Non-residential Stormwater Management**

5. **Residential Stormwater Management:** Please fill out the boxes below.

A. Does the total combined new impervious coverage exceed 1,000 ft² but not exceed 2,000 ft²?

No. Proceed to #5, question B.

Yes. A Stormwater management "Best Management Practice" (BMP) is required. Please consult the Westtown Township Simplified Approach to Stormwater Management for Small Projects booklet and proceed to #5, B.

Note: if impervious coverage exceeds 2,000 ft² a simplified approach can not be used. Please refer to #6, B. & C. for submission requirements. Proceed to #5, B.

B. Is the total disturbed area greater than 5,000 ft²?

No. Please attach this form to your Westtown Township Building Permit Application and submit it to the Township

Yes. A Stormwater management "Best Management Practice" (BMP) is required. Please consult the Westtown Township Simplified Approach to Stormwater Management for Small Projects booklet and proceed to the Westtown Township Building Permit Application.

6. **Non-residential Stormwater Management:** Please attach the following to the Westtown Township Building Permit Application:

A. All non-residential projects that result in an increase of impervious coverage require stormwater management.

B. All non-residential applications must include an engineered drawing detailing the location of all existing impervious surfaces and proposed contour lines at 1 foot (1') intervals. Include all proposed erosion control measures to be installed prior to and maintained during construction. A detail of the proposed storm water management "BMP" as well as storm water calculations must accompany this application.

C. All non-residential applications must include an escrow in the amount of \$2,500.00 for engineer review.

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Building Permit Application

Township Use Only

Parcel No.: _____ Zoning District: _____
Permit No.: _____ Permit Fee: _____

Applicant & Contractor Information

Applicant: Owner Contractor Architect **Permit Type:** New Addition Alteration

Property Owner _____ **Phone:** _____ **Email** _____

Mailing Address _____

City _____, _____ **Zip** _____

Property Address _____

City _____, _____ **Zip** _____

1. **Contractor** _____ **Phone** _____

Contact _____ **Phone** _____

Address _____ **City** _____, _____ **Zip** _____

- Please Include the name, contact information, insurance certificates and workers compensation forms for **ALL** contractors and subcontractors. If additional space is required, please attach on a separate sheet of paper.

2. **Architect/ Engineer** _____ **Phone** _____

Address _____ **City** _____, _____ **Zip** _____

- All building permit(s) applications for additions or renovations over one story high and all commercial modifications must be prepared by a Pennsylvania registered design professional (Architect or Structural Engineer) and all drawings must be SIGNED & DATED WITH SEAL. Unsigned, unsealed, and undated drawings will be returned to the applicant for correction and resubmission.

Description of Work:

Valuation: Contract Price \$ _____ **(cost of all subcontractors, labor, and materials)**

I hereby acknowledge that I have read and understand this application and state that the above is accurate and correct to the best of my knowledge and belief. I agree to comply with all the provisions of the ICC/IRC 2009 Code for one and two family dwellings, the PA UCC, and all codes and zoning ordinances of Westtown Township. The applicant/ owner is responsible for all fees associated with this application.

Signature of Applicant _____

Date _____

Print Name _____

Signature of Property Owner _____

Date _____



Building Permit Application

1. Is this application for the demolition of a structure?

- No, skip to #2
- Yes, there are no utilities in the structure. Submit a plot plan illustrating the size & location of the structure
- Yes, there are utilities in the structure. Submit a plot plan illustrating the size & location of the structure and proceed to #2

2. Is there any exterior structural/ building work that will be done in association with this application?

- No, skip to page 3, #7, **Building** Yes, proceed to #3

3. Is this application for a fence?

- No, Skip to #4 Yes, include a plot plan showing the location of the fence and complete the following:

Height: _____ Material: _____

4. Is this application for a Shed?

- No, skip to #5
- Yes and the shed is less than 250 ft² with no utilities. Complete #6, **Zoning** and submit the application to the Township.
- Yes and the shed is greater than 250 ft² and/ or includes utilities. Complete #6, **Zoning**.

5. Is this application for a deck?

- No, Skip to #6, **Zoning**
- Yes, deck is less than 30" above grade at all points. Complete #6, **Zoning** and submit the application to the Township.
- Yes, the deck is greater than 30" above grade at any point. Complete #6 **Zoning**.

6. **Zoning:** A plot plan including all property lines, building(s) footprints, paved areas, and proposed additions must be included with this application that illustrates setback conformance. Building setback requirements can be found on page 2 the instruction sheet.

Lot Area: _____ Building Height: _____

Building Setbacks from:

right-of-way/ front: _____ ft. Left: _____ ft. Right: _____ ft. Rear: _____ ft.

Impervious Coverage (An Erosion Control and/or Stormwater MGMT Permit may be required based on new impervious surfaces)

1. Original Lot Size	
2. Original Impervious Coverage	
3. Percentage of Original Impervious Coverage (#2 divided by #1)	
4. Additional Impervious Coverage	
5. Percent Total Proposed Impervious Coverage (#2 + #4 divided by #1)	

Note:

- Swimming pools, decks, & patios are considered impervious coverage and must be included in the above calculations.

Continue to Page 3, #7 **Building**



Building Permit Application

7. **Building:** Is there any structural/ building work that will be done in association with this permit?

No, skip to #8, **Mechanical** Yes, provide a detailed drawing showing the following:

- Footings: length, material, depth
- Joists: material, span, size, spacing
- Wall Construction: material, size, spacing
- Roof Rafters: material, span, size, spacing
- Foundation: material, height, thickness
- Flooring: material, thickness
- Wall Covering: material
- Roof: material

Note: A manufactures specification sheet must accompany an application using pre-manufactured building materials.

Is there any mechanical work being done in association with this permit?

No, skip to #9, **Plumbing** Yes, go to #8, **Mechanical**

8. **Mechanical:** Is there any mechanical work that will be done in association with this permit?

No, skip to #9, **Plumbing** Yes, provide a detailed drawing showing the following:

- Heat source & Fuel
- Air Conditioning Unit
- Water Heater: size and fuel

Note: A manufactures specification sheet for the unit detailing fuel line size, electrical specifications, exhaust venting requirements and all other pertinent information must accompany an application where applicable.

Is there any Plumbing work being done in association with this permit?

No, skip to #10, **Electrical** Yes, go to #9, **Plumbing**

9. **Plumbing:** Is there any plumbing work that will be done in association with this permit?

No, skip to #10, **Electrical** Yes, provide a detailed drawing showing the following:

- Number, type and location of fixtures
- Type, length, and schedule of piping

Is there any Electrical work being done in association with this permit?

No, please submit all necessary documents to the Township. Yes, go to #10, **Electrical**

10. **Electrical:** Is there any electrical work that will be done in association with this permit?

Yes, provide a detailed drawing showing the following:

- Number, type and location of boxes & fixtures
- Size and gauge of wiring

Note: A manufactures specification sheet detailing electrical specifications and all other pertinent information must accompany an application where applicable.

Please submit the completed application & 3 copies of all supplemental materials to Westtown Township

Signature of Permit Processor: _____

Date: _____

Signature of Zoning Officer: _____

Date: _____

Signature of Building Code Official: _____

Date: _____

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Mandatory Workers Compensation Form

This form is to be completed and submitted with all building permit applications. Any building permit submitted without a copy of this form will not be accepted.

A. Applicant: Owner Contractor Architect Other: _____

Name: _____

B. The applicant is a contractor within the meaning of the Pennsylvania Workers' compensation law.

Yes (If "Yes" then complete **Section C** below)

No (If "No" then complete **Section D** below)

C. Insurance Information

Name of workers comp. insurer: _____

Workers compensation insurance policy no.: _____ Certificate Attached

Policy Expiration Date: ____/____/____

The undersigned deposes and says that the information set forth above is true and correct to the best of their knowledge, information and belief of the undersigned and that such is given subject to the penalties of 18 Pa.C.S., § 4904, relating to unsworn falsification to authorities.

The applicant is a qualified self-insurer for workers compensation. Certificate Attached

Signature of Applicant: _____

D. Exemption

Complete this section if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

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

Contractor/homeowner with no employees. Contractor/homeowner prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor/homeowner provides proof of insurance as required by **Section C** above.

Religious exemption under the Workers' Compensation Law.

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Annual Contractor Registration Form

Instructions:

- This form is to be completed by and submitted with all building permit applications for new residential construction and non-residential construction unless previously submitted during the calendar year
- Each Individual contractor/ company working on a project must provide this form.
- This form must be renewed at the beginning of each calendar year.

Township Use Only

Township Contractors License No.: _____

Date Paid: _____ Check No.: _____

Please provide the following information:

Business Name: _____

Address: _____

Phone: _____ Fax: _____

Business HIC#: _____ Expiration: _____ N/A

Contact Name: _____

Phone: _____ Email: _____

A copy of General Liability Insurance Certificate

A copy of the Westtown Township Mandatory Workers Compensation Form

A Check or Cash for \$30.00 made payable to Westtown Township

I hereby acknowledge that I have read and understand this application and state that the above is accurate and correct to the best of my knowledge and belief.

Signature of applicant: _____

Date: _____

Name: _____

Signature of Township Official: _____

Date: _____