

Westtown Township

PO Box 79
Westtown, PA 19395



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www.westtownpa.org

Building Permit Application

Township Use Only	
Parcel # _____	Zoning District: _____
Permit # _____	Permit Fee: _____
Occupancy Type.: _____	Construction Code: _____

Permit Type: <i>Select all that apply</i>				
		<input type="checkbox"/> Residential	<input type="checkbox"/> Non-Residential	
<input type="checkbox"/> Interior Renovation	<input type="checkbox"/> Pool/Hot Tub	<input type="checkbox"/> HVAC	<input type="checkbox"/> Electrical	<input type="checkbox"/> Demolition
<input type="checkbox"/> Building Addition	<input type="checkbox"/> Deck/Patio	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Roof/Siding	<input type="checkbox"/> Other _____

Applicant & Contractor Information	Applicant: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer
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Property Owner _____

Email _____ Phone _____

Property Address _____

Mailing Address (if different) _____

Contractor _____ Phone _____

Contact _____ Email _____

Address _____ City _____, Zip _____

Architect/ Engineer _____ Phone _____

Contact _____ Email _____

Address _____ City _____, Zip _____

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

Description of Work: _____

Cost of Construction	\$ _____ (total project cost of labor and materials)
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Township Review Notes: _____

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 current ICC/IRC Code for one and two family dwellings, the PA UCC, and all other codes and ordinances of Westtown Township. The applicant/property owner is responsible for all fees associated with this application.

Signature of Applicant _____

Date _____

Print Name _____

Signature of Property Owner _____

Date _____

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Existing Building Information (req'd):

No. of floors _____ No. of bedrooms _____ No. of baths _____ Finished Basement Y ___ N ___ Total Sq Ft _____

Utilities: **Water:** Public On-Lot Well **Sewer:** Public On-Lot Septic

Type of heat: Oil _____ Natural Gas _____ LP Gas _____ H.P. _____ Other _____

Type of water heater: Oil _____ Natural Gas _____ LP Gas _____ Electric _____ Other _____

Setbacks: Front _____ ft Left _____ ft Right _____ ft Rear _____ ft

Fill out all applicable sections below for the proposed improvements/alterations:

Structural

Deck: No _____ Yes, less than 30" above grade _____ Yes, greater than 30" above grade _____ Steps Y ___ N ___

Building Addition: # new rooms _____ # new bedrooms _____ # new baths _____ Total new Sq Ft _____

Detached Structure: Total Sq Ft _____ Utilities Y ___ N ___ Setbacks: Left _____ ft Right _____ ft Rear _____ ft

Roof: Y ___ N ___ Materials _____ Sprinklers Required: Y ___ N ___

Footings: Depth _____ Diameter _____ Materials _____

Demolition: No _____ Yes, with utilities _____ Yes, without utilities _____

Mechanical

HVAC: New/replacement furnace _____ A/C _____ Water heater _____ Other _____

Fuel Source: Oil _____ Electric _____ Natural Gas _____ LP _____ Other _____

Plumbing (indicate the # being added or altered)

Kitchen Sinks _____ Bathroom Sinks _____ Dishwasher _____ Garbage Disposal _____ Clothes Washer _____

Bath Tubs _____ Showers _____ Toilet/Urinal _____ Stacks _____ Sump _____ Other _____

Electrical

Service Size: _____ AMP Generator: _____ KW

of Fixtures: Switches _____ GFCI Receptacles _____ Smoke Detectors _____ Hard-wired Y ___ N ___

Zoning:

Any project that creates new impervious surface and/or includes exterior renovations must include a plot plan showing all property lines, existing and proposed building footprints, and existing and proposed paved areas. Setback dimensions MUST be indicated. A Stormwater, Erosion Control & Grading Permit Application must be submitted with the building permit.

Building Setbacks for Proposed Structures, Decks, Pools, or Patios:

Front: _____ ft Left: _____ ft Right: _____ ft Rear: _____ ft

Impervious Coverage Table	
1. Lot Size	SQ FT
2. Existing Impervious Coverage	SQ FT
3. Existing Impervious Cover Percent (#2 divided by #1)	%
4. Area of Impervious Cover to be Removed	SQ FT
5. Area of Additional/New Impervious Coverage	SQ FT
6. Proposed Impervious Cover Percent (#2 - #4 + #5 divided by #1)	%

Note: Decks, pools (including area of water), and patios are considered impervious and must be included in the impervious calculations. ChescoViews can be used as a resource for dimensions and property boundaries.

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1. Applications must be submitted with the following supporting information, where applicable:

- A. Plot plan for any exterior improvements. Plot plans must include:
 - All existing and proposed areas of impervious cover. A chart should be included that provides a list of impervious measurements for all areas of impervious cover.
 - Setbacks from property lines and existing on-lot septic and/or wells to existing and proposed improvements.
 - Proposed sediment control measures, limits of disturbance, and proposed site access.
- B. Detailed building drawings showing all proposed structural, electric, mechanical, and plumbing improvements:
 - Footings, joists, wall construction, foundation and flooring materials and thickness, construction materials, location and type of fixtures, size and gauge of wiring, type and length of piping.
- C. Manufacturer's specification sheet with product details.

2. Contractor's Certificate of Insurance: CHECK ONE

- All contractors and sub-contractors must submit a COI with Westtown Township listed as the certificate holder.
- EXEMPTION: Check here if the applicant is claiming exemption from providing workers' compensation insurance. Contractor/homeowner with no employees. Contractor/homeowner prohibited by law from employing any individual to perform work pursuant to this building permit

3. Contractor Registration:

- All contractors and sub-contractors must provide a copy of their PA Home Improvement Contractor License. If you need additional room, please provide a separate attachment with this information.
 Contractor _____ HIC # _____ Exp: _____
 Contractor _____ HIC # _____ Exp: _____
 Contractor _____ HIC # _____ Exp: _____
- Any contractor NOT registered in Pennsylvania must register with the Township.
- ALL plumbers must be registered with the Township and with the state. Contact the Township office to verify registration status.

Please submit the completed application & 2 hard copies of all supplemental materials to Westtown Township:

By Mail	In Person	Electronically
P.O. Box 79 Westtown, PA 19395	1039 Wilmington Pike West Chester, PA 19382	Email PDFs of application materials to: permits@westtown.org

*All commercial modifications must be prepared by a Pennsylvania registered design professional and all drawings must be stamped and sealed.
 Most residential projects do not require stamped plans provided the scope of work otherwise meets all IBC/IRC code requirements.*

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Signature of Permit Processor: _____ Date: _____
 Signature of Zoning Officer: _____ Date: _____
 Signature of Building Code Official: _____ Date: _____

Inspections Log

Inspection Type								FINAL
Date								