

Westtown Township

PO Box 79
Westtown, PA 19395



P: 610.692.1930
F: 610.692.9651
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"/> Building Addition	<input type="checkbox"/> Deck/Patio	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Roof/Siding
		<input type="checkbox"/> Demolition	<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.

Building Permit Application, Con't

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								

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Commercial Review Responsibility Form

If professional reviews of the building documents by experts or engineers are required, the owner of this project agrees to be responsible for the costs of these review. These fees will be in addition to the building permit fee and will be billed to the owner when the fees are received from the third party review or inspection firm. These fees must be paid within thirty days from the date of the billing by Westtown Township. Payments not made within thirty days will incur a late charge of 1.5% per month.

During the construction, special inspections as mandated by the International Building Code, most recent year as adopted by the Township, may be required. These inspections will be performed by independent third party engineering firms approved by the Pennsylvania Department of Labor. The fees incurred as a result of these inspections will be the responsibility of the property owner and must be paid before a certificate of occupancy will be issued by Westtown Township.

As owner, or authorized representative of the owner, I agree to the above conditions and accept responsibility for professional review and/or inspection fees for this project.

Signature of applicant: _____ Date: _____

Printed Name: _____

Please provide the following information:

Business Name: _____

Business Address: _____

Contact Name: _____

Contact Address: _____

Phone: _____ Email: _____

Township Use Only

Township Contractors License No.: _____

Date Paid: _____ Check No.: _____