



P: 610.692.1930  
F: 610.692.9651

[www.westtownnpa.org](http://www.westtownnpa.org)

## Fence & Shed Permit Application Instructions

Use this application for permits involving the installation of FENCES and SHEDS < 250 sq ft.

- All applications and attachments must be submitted with two (2) sets of plot plans, drawings, manufacturer specification sheets, and any other relevant information.
- All fence & shed permit applications must include the following:
  - A valid PA Contractors License (PA Home Improvement Contractors Only)
  - A valid Westtown Township Contractors Registration Form (*Non-Home Improvement Contractors Only*)
  - A valid Certificate of Insurance
  - If a homeowner who is not a contractor is doing the installation, you must include a completed Westtown Township Mandatory Workers Compensation Form
- The contract price and property owner signature must be included on the first page of the application. A signed contract between the property owner and the contractor may be substituted for the property owner's signature.
- Upon completion of the installation of the fence or shed, the contractor or homeowner must notify the Township for a final inspection and close-out of the permit.
- All fences that function as a pool enclosure shall be inspected by the building inspector and shall meet all pool enclosure requirements.
- This permit application may be used for all accessory structures provided they are less than 250 sq ft and/or do not have utilities.
- All fences and sheds must meet the minimum standard setback requirements from lot lines as outlined below.

### Westtown Township Requirements for Fences and Accessory Structures:

	Fences	Sheds and accessory structures (under 250 sq ft with no utilities) <sup>3</sup>	Setback Measurements for Single-Family Residential			
Max Height	5 feet if within front yard setbacks. 6 feet if within side or rear yards.	12 feet	Zoning District <sup>1</sup>	Front <sup>2</sup>	Side	Rear
Rear Setback	6 inches from property line with finished side facing out.	5 feet If over 12 feet, setbacks shall equal height of structure.	A/C	50 ft	50 ft	50 ft
Side Setback	6 inches from property line with finished side facing out.	5 feet If over 12 feet, setbacks shall equal height of structure.	R-1	60 ft	25 ft	50 ft
Front Setback <sup>1</sup>	Not permitted within the right-of-way. Fence panels must have a ratio of open to structural areas of 1:1.	Not permitted within front yard setbacks.	R-2	40 ft	10 ft min 25 ft total	30 ft
Corner Properties	Each property line fronting a roadway is considered a front yard and shall conform to Front Setback height and design standards.	Each property line fronting a roadway is considered a front yard. Accessory structures are prohibited in front yards unless it can be demonstrated no other suitable placement exists on the lot.	R-3	25 ft	10 ft	30 ft
			M-U	20 ft	5 ft min 18 ft total	10 ft

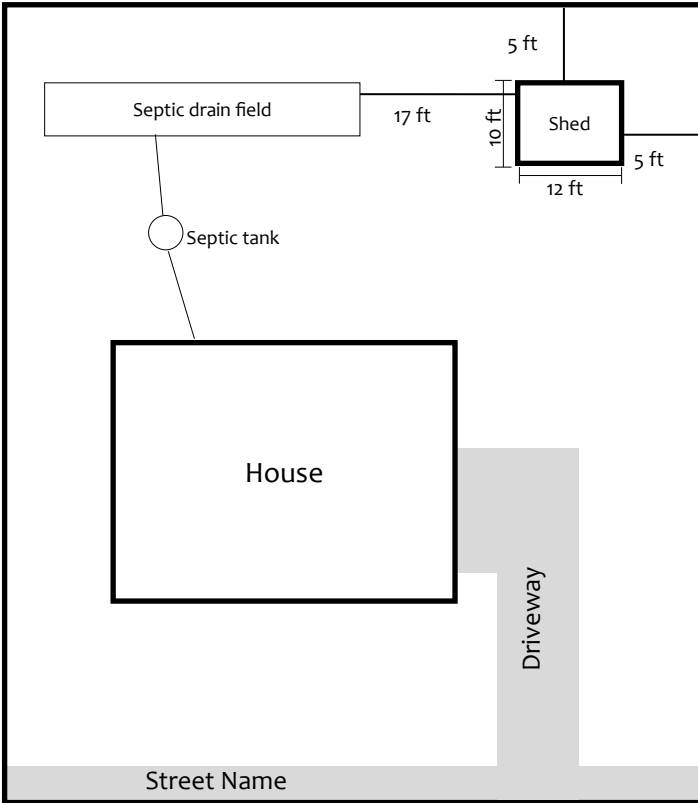
<sup>1</sup> Developments utilizing the Flex Development option may have different setbacks than what is required under the base Zoning District. To determine which Zoning District your property is in, please reference the [Township Zoning Map](#).

<sup>2</sup> Front yard setbacks are measured from the edge of the right-of-way (ROW). Additional setback restrictions may apply for properties with frontage on State Routes 202, 3, or 926. Contact the Township Zoning Officer for questions regarding rights-of-way.

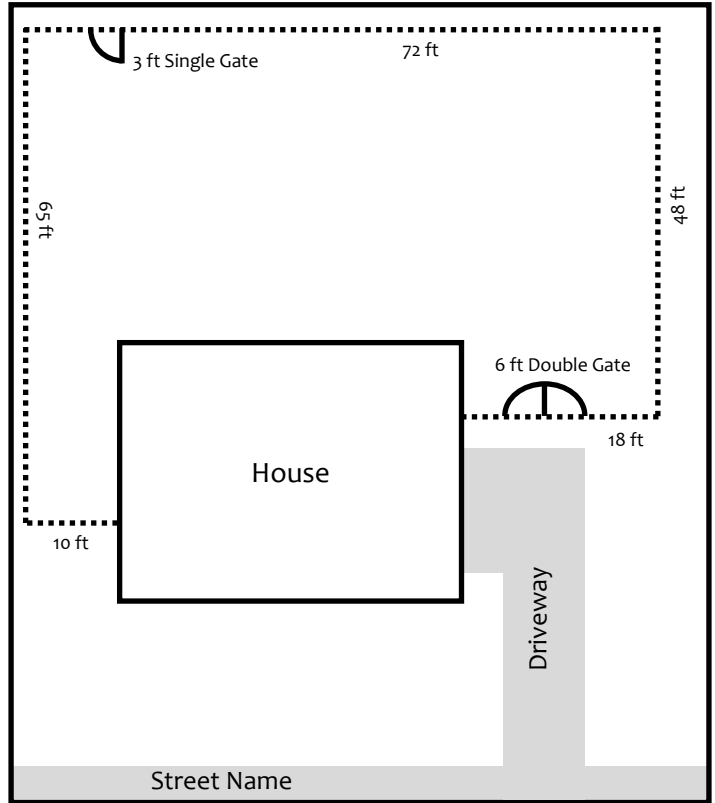
<sup>3</sup> Structures over 250 sq ft shall be subject to review under the building code and must complete a Building Permit Application.

# Fence & Shed Permit Application Instructions, Con't

Example Plot Plan for Sheds (measurements not to scale):



Example Plot Plan for Fences (measurements not to scale):



# Westtown Township

PO Box 79  
Westtown, PA 19395



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

<b>Applicant &amp; Contractor Information</b>	Applicant:    ___ Owner    ___ Contractor
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Permit Type:     Shed     Fence     Pool Fence

Property Owner \_\_\_\_\_ Email \_\_\_\_\_

Property Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_, \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Contact \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_, \_\_\_\_\_ Zip \_\_\_\_\_

Architect/ Engineer \_\_\_\_\_ Phone \_\_\_\_\_

Contact \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_, \_\_\_\_\_ Zip \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Cost of Construction</b>	\$ _____ (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 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 \_\_\_\_\_

# Fence & Shed Permit Application, Con't

1. Is this application for a fence?

No  Yes. **Include a plot plan** showing the location and dimensions of the fence (2 copies)

Height: \_\_\_\_\_ Material: \_\_\_\_\_ # of Gates: \_\_\_\_\_

(Indicate direction of gate swing on plot plan)

2. Is this application for a shed, greenhouse, or other accessory structure?

No  
 Yes and the structure is less than 250 ft<sup>2</sup> with no utilities. **Include a plot plan** showing the location of the shed (2 copies)

Shed size: \_\_\_\_\_ Foundation material/size: \_\_\_\_\_

Yes and the structure is greater than 250 ft<sup>2</sup>, taller than 12 ft, and/or includes utilities. *Complete a Building Permit application.*

3. **Setbacks:** All accessory structures < 250 square feet must be set back a minimum of 5 feet from side and rear lot lines .  
*For properties with on-lot septic, it is recommended to maintain at least a ten foot isolation distance around all septic system components.* Please indicate the proposed setback measurements from each lot line and distance from any on-lot septic systems, where applicable:

Left: \_\_\_\_\_ft. Right: \_\_\_\_\_ft. Rear: \_\_\_\_\_ft.

4. 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

5. 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: \_\_\_\_\_
- Any contractor NOT registered in Pennsylvania must register with the Township.

**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

### Township Use Only

Signature of Permit Processor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Zoning Officer: \_\_\_\_\_ Date: \_\_\_\_\_