

401 East Gay Street  
West Chester, PA 19380

**Borough of West Chester**  
Building, Housing & Code Enforcement  
www.west-chester.com

Phone: 610.696.1773  
Fax: 610.692.7958

**CONSTRUCTION PERMIT APPLICATION**

*Note: Read page five (5) in its entirety prior to completing this application*

Application Date: \_\_\_\_\_ Approval Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

**LOCATION OF PROPOSED WORK OR IMPROVEMENT:**

Site Address: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_  
Lot # \_\_\_\_\_ Subdivision/Land Development: \_\_\_\_\_ Phase: \_\_\_\_\_ Section: \_\_\_\_\_

- New Building   
  Addition   
  Alteration   
  Repair   
  Demolition   
  Relocation   
  Foundation Only  
 Change of Use   
  Plumbing   
  Mechanical   
  Electrical   
  Sprinkler   
  Fire Alarm   
  Other: \_\_\_\_\_

Describe the proposed work: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

	PA/ICC #	NAME	ADDRESS	PHONE/EMAIL
APPLICANT				
DESIGN PROFESSIONAL				
PRINCIPAL CONTRACTOR				
EXCAVATION				
MASONRY				
CONCRETE				
CARPENTRY				
PLUMBING				
SEWER				
ELECTRICAL				
MECHANICAL				
ROOFING				
DRYWALL OR LATHING				
SPRINKLER				
PAVING				
FIRE ALARM				
OTHER				

**TOTAL ESTIMATED COST OF CONSTRUCTION** (reasonable fair market value): \$ \_\_\_\_\_

**DESCRIPTION OF BUILDING USE** (Check One)

**RESIDENTIAL:**     One-Family Dwelling (R-3)     Two-Family Dwelling (R-3)

**NON-RESIDENTIAL:**

Specific Use: \_\_\_\_\_

Change in Use:     Yes     No

Use Group: \_\_\_\_\_

If Yes, indicate Former: \_\_\_\_\_

**BUILDING SECTION: Estimated Cost of Building Work** (Contract Value)                      \$\_\_\_\_\_

**Number of Residential Dwelling Units:**    Existing \_\_\_\_\_    Proposed \_\_\_\_\_

**Type of Structural Frame:**     Wood     Masonry     Concrete     Pre-Manufactured Dwelling     Steel

Other – Explain: \_\_\_\_\_

**Does or will your building contain any of the following:**

Elevator/Escalators/Lifts/Moving Walks:     Yes     No                      Pressure Vessels:             Yes     No

Sprinkler System:     Yes     No                      Refrigeration Systems:     Yes     No

Fireplace(s): Number: \_\_\_\_\_    Type Fuel: \_\_\_\_\_                      Type Vent: \_\_\_\_\_

Bed Rooms (number)		Stories (number)		Street Frontage (feet)	
Full Baths (number)		Building Area (sq/ft)		Front Setback (feet)	
Partial Baths (number)		Living Area (sq/ft)		Rear Setback (feet)	
Garages (number)		Basement Area (sq/ft)		Left Setback (feet)	
Garage Area (sq/ft)		Office/Sales (sq/ft)		Right Setback (feet)	
Outside Parking (number)		Service (sq/ft)		Height Above Grade (feet)	

**PLUMBING SECTION: Estimated Cost of Plumbing Work** (Contract Value)                      \$\_\_\_\_\_

**Enter the Number of Fixtures Being Repaired, Replaced or Installed:**

Tub/Showers		Laundry Tubs		Sewage Ejectors	
Shower Stalls		Dishwashers		Back Flow Preventers	
Lavatories		Garbage Disposals		Water Pumps	
Toilets		Water Heaters		Water Service	
Urinals		Water Softeners		Sewer Connection	
Sinks		Floor Drains		Other	

**MECHANICAL SECTION: Estimated Cost of Mechanical Work (Contract Value)** \$ \_\_\_\_\_

**Enter the Number of Fixtures Being Repaired, Replaced or Installed:**

Forced Air Furnace			Space Heater			A/C Compressor		
Solid fuel Appliance			Unit Heater			Split A/C Unit		
Heat Pump			Boiler			Coil Unit		
Air Handling Unit			Gravity Furnace			Gas/Oil Conversion		
Electric Furnace			Incinerator			Air Cleaner		
Other:								

**Fuel Type:**     Gas     Oil     L.P.     Electric     Coal     Wood     Other

**ELECTRICAL SECTION: Estimated Cost of Electrical Work (Contract Value)** \$ \_\_\_\_\_

**Enter the Number of Fixtures Being Repaired, Replaced or Installed:**

Service Amps: \_\_\_\_\_ Number of Circuits: \_\_\_\_\_ # of Service Outlets: \_\_\_\_\_ 110V \_\_\_ 220V \_\_\_ Utility# \_\_\_\_\_

List Devices	QTY	Load/Output	List Devices	QTY	Load/Output	List Devices	QTY	Load/Output
Switches			Lights			Dryer		
Receptacles			Smoke Detector			Washer		
Circuit Panel			Dishwasher			A/C Unit		
Spa/Hot Tub			Heater			Hot Water Heater		

**ELECTRICAL INSPECTOR/UNDERWRITER REQUESTED:** \_\_\_\_\_ (Choose from Borough's list of Approved Underwriters)

**FIRE PROTECTION SECTION: Estimated Cost of Fire Protection Work (Contract Value)** \$ \_\_\_\_\_

**Enter the Number and size of equipment being replaced or installed:**

Sprinkler System			Hood Suppression System			Fire Alarm System		
Stand Pipe			Smoke Control System			Suppression System		
Fire Pumps			Fire Detection System			Other		

**FLOODPLAIN**

Is the site located within an identified flood hazard area?     Yes     No

Will any portion of the flood hazard area be developed?     Yes     No

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3.    Lowest Floor Level (NAVD88): \_\_\_\_\_

**HISTORIC DISTRICT**

Is the site located within a Historic District?     Yes\*     No

\* If construction is proposed within the Historic District, HARB approval will be required prior to the issuance of a construction permit.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the approved construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Borough. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, right-of way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Borough or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations. Application for a permit shall be made by the *owner* or lessee of the building or structure, or *agent* of either, or by the *registered design professional* employed in connection with the proposed work.

**Certificate of Occupancy**

§403.46(a) A building, structure or facility may not be used or occupied without a certificate of occupancy issued by a building code official.

§403.46(d) A building code official may suspend or revoke a certificate of occupancy when the certificate was issued in error, on the basis of incorrect information supplied by the permit applicant or in violation of the Uniform Construction Code. Before a certificate of occupancy is revoked, a building owner may request a hearing before the board of appeals under § 403.122 (relating to appeals, variances and extensions of time).

**I certify that the code administrator or the code administrator’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.**

\_\_\_\_\_  
**Signature of Owner or Authorized Agent** **Print Name of Owner or Authorized Agent**

\_\_\_\_\_  
**Address** **Date**

**(FOR ADMINISTRATIVE USE ONLY)**

**Additional Permits/Approvals Required**

- Street Cut/Driveway  Yes  No  On File
- PENNDOT Highway Occupancy  Yes  No  On File
- DEP Floodway or Floodplain  Yes  No  On File
- DEP Demo Notification  Yes  No  On File
- Sewer Connection  Yes  No  On File
- Zoning  Yes  No  On File
- NPDES  Yes  No  On File
- Other

**Approvals**

PERMIT DENIED:  Yes  No Date: \_\_\_\_\_ Date Returned: \_\_\_\_\_  
 ISSUED BY: \_\_\_\_\_ Date Issued: \_\_\_\_\_

BUILDING PERMIT	\$
ELECTRICAL PERMIT	\$
PLUMBING PERMIT	\$
MECHANICAL PERMIT	\$
OTHER	\$
<b>TOTAL OF ALL FEES</b>	<b>\$</b>

## **APPLICATION**

The following sections located on page one must be completed in full:

1. Location of proposed work or improvement, most importantly, site location, tax parcel number and lot number.
2. Type of improvement including a brief description of work.
3. Owner information with complete mailing address.
4. Estimated cost of construction is required to be provided.

## **PLANS AND SUBMITTALS**

- The submittal shall include two complete sets of plans and specification sufficient to indicate the scope of work being proposed. Listed below are some basic examples of information necessary to complete a plan review. Additional information may be requested depending on the intended project.
- Project design shall conform to the 2009 International Residential Code.
- Drawings shall specify all site information such as address, lot number, TMP number, owner name and type of work proposed. This information shall be reflected on all pages.
- Drawings shall include floor plan showing new construction in comparison to existing, room labels or use of rooms, bearing locations, window and door sizes, header sizes and all other pertinent information.
- Footing details and specifications shall be provided for all locations. Detail should include a footprint or outline of the scope of work as well as specifying pier or continuous footings where applicable.
- Pre-cast concrete panels and all other pre-manufactured products shall have manufactures engineered designs and specs.
- Insulation and thermal values shall be indicated for walls, ceiling, floors, basement walls and slab perimeter.
  - Indicate electrical components including locations and sizes.

## **SWIMMING POOLS**

- Provide swimming pools construction specifications.
- Swimming pool enclosures and barriers shall be shown and include fence, gate and gate device details.

## **COMMERCIAL PERMIT APPLICATION AND SUBMITTAL REQUIREMENTS**

### **PLANS AND SUBMITTALS**

The submittal shall include two complete sets of plans and specification bearing the signature and seal of a licensed Design Professional. Plans and specifications shall, at a minimum, be required to contain the information specified within the sections listed below.

§ 403.42.a(b) A permit applicant shall submit an application to the building code official and attach construction documents, including plans and specifications, and information concerning special inspection and structural observation programs, Department of Transportation highway access permits and other data required by the building code official with the permit application. The applicant shall submit two sets of documents.

§ 403.42.a(c) A licensed architect or licensed professional engineer shall prepare the construction documents under the Architects Licensure Law (63 P.S. §§ 34.1-34.22), or the Engineer, Land Surveyor and Geologist Registration Law (63 P.S. §§ 148—158.2). An unlicensed person may prepare design documents for the remodeling or alteration of a building if there is no compensation and the remodeling or alteration does not relate to additions to the building or changes to the building's structure or means of egress.

§ 403.42.a(e) The permit applicant shall submit construction documents in a format approved by the building code official. Construction documents shall be clear, indicate the location, nature and extent of the work proposed, and show in detail that the work will conform to the Uniform Construction Code.

§ 403.42.a(f) All of the following fire egress and occupancy requirements apply to construction documents:

§ 403.42.a(f)(1) The permit applicant shall submit construction documents that show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the Uniform Construction Code.

§ 403.42.a(f)(2) The construction documents for occupancies other than Groups R-2 and R-3 shall contain designation of the number of occupants to be accommodated on every floor and in all rooms and spaces.

§ 403.42.a(f)(3) The permit applicant shall submit shop drawings for a fire protection system that indicates conformance with the Uniform Construction Code in accordance with the following:

§ 403.42.a(f)(i) The shop drawings shall be approved by the building code official before the start of the system installation.

§ 403.42.a(f)(ii) The shop drawings must contain the information required by the referenced installation standards contained in Chapter 9 of the "International Building Code."

§ 403.42.a(g) Construction documents shall contain the following information related to the exterior wall envelope:

§ 403.42.a(g)(1) Description of the exterior wall envelope indicating compliance with the Uniform Construction Code.

§ 403.42.a(g)(2) Flashing details.

§ 403.42.a(g)(3) Details relating to intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water resistive membrane and details around openings.

§ 403.42.a(h) Construction documents shall contain a site plan that is drawn to scale. The building code official may waive or modify the following site plan requirements if the permit application is for an alteration or repair or if waiver or modification is warranted. Site plan requirements include all of the following:

§ 403.42.a(h)(1) The size and location of new construction and existing structures on the site.

§ 403.42.a(h)(2) Accurate boundary lines.

§ 403.42.a(h)(3) Distances from lot lines.

§ 403.42.a(h)(4) The established street grades and the proposed finished grades.

§ 403.42.a(h)(5) If the construction involves demolition, the site plan shall indicate construction that is to be demolished and the size and location of existing structures and construction that will remain on the site or plot.

§ 403.42.a(h)(6) Location of parking spaces, accessible routes, public transportation stops and other required accessibility features.

§ 403.42.a(i) A building code official may waive or modify the submission of construction documents, that are not required to be prepared by a licensed architect or engineer, or other data if the nature of the work applied for does not require review of construction documents or other data to obtain compliance with the Uniform Construction Code. The building code official may not waive the submission of site plans that relate to accessibility requirements.

§ 403.42.a(m) An applicant for an annual permit under § 403.42(f) shall complete an application and provide information regarding the system that may be altered and the date that approval was previously provided for the approved electrical, gas, mechanical or plumbing installation.

§ 403.42.a(n) A permit applicant shall comply with the permit, certification or licensure requirements of the following laws applicable to the construction:

§ 403.42.a(n)(1) The Boiler and Unfired Pressure Vessel Law (35 P. S. §§ 1331.1— 1331.19).

§ 403.42.a(n)(2) The Propane and Liquefied Petroleum Gas Act (35 P. S. §§ 1329.1— 1329.19).

§ 403.42.a(n)(3) The Health Care Facilities Act.

§ 403.42.a(n)(4) The Older Adult Daily Living Centers Licensing Act (62 P. S. §§ 1511.1—1511.22).

*A permit may be denied in accordance with the rules outlined in Act. 90 of 2010, the Neighborhood Blight Reclamation and Revitalization Act.*

**BOROUGH OF WEST CHESTER**  
**2019 APPROVED ELECTRICAL UNDERWRITERS**

**AMERICAN INSPECTION AGENCY, INC.**

342 Miller Rd.  
Sinking Spring, PA 19608  
610-678-4336

**BUREAU VERITAS NORTH AMERICA, INC.**

*John Pfeiffer – Borough's Electrical Plan Reviewer*  
790 Park Way  
Broomall, PA 19008  
610-543-3925

**CODE INSPECTIONS, INC.**

603 Horsham Rd.  
Horsham, PA 19044  
215-672-9400

**COMMONWEALTH CODE INSPECTION SERVICE, INC.**

**Bill Donohue – 610-692-6762**  
176 Doe Run Rd.  
Manheim, PA 17545  
717-664-2347

**FAULKNER INSPECTION SERVICES, LLC**

1201 Cherry Wood Court  
Phoenixville, PA 19460  
**610-350-9957 – Marc Faulkner**

**LTL CONSULTANTS, LTD.**

P.O. Box 241  
One Town Centre Dr.  
Oley, PA 19547  
610-987-9290

**MIDDLE ATLANTIC INSPECTION AGENCY**

302 E. Pennsylvania Ave.  
Feasterville, PA 19053  
215-322-2626

**MIDDLE DEPARTMENT INSPECTION AGENCY**

1337 West Chester Pike  
P.O. Box 2654  
West Chester, PA 19380  
1-800-992-MDIA or 610-696-3900

**MUNICIPAL INSPECTION CORPORATION**

248 Geiger Road  
Suite 103  
Philadelphia, PA 19115  
215-673-4434

**UNITED INSPECTION AGENCY, INC.** - **Len Warren** or **Stan Altzman**  
716 N Bethlehem Pike, Ste. 300 **610-399-5094** **610-566-3877**  
Lower Gwynedd, PA 19002  
215-542-9977