

WEST GROVE BOROUGH, CHESTER COUNTY, PENNSYLVANIA

**APPLICATION FOR BUILDING PERMIT**

In connection with erection of new buildings, additions, alterations, repairs, raising, moving, removing or tearing down of any building or part of same.

PERMIT NO. \_\_\_\_\_ USE \_\_\_\_\_

DATE \_\_\_\_\_

TO: The Building/Zoning Officer, West Grove Borough, Chester County, PA

APPLICANT \_\_\_\_\_  
Name of Owner (Please Print) Address Phone No.

TAX PARCEL NUMBER \_\_\_\_\_

Application is hereby made for a permit to \_\_\_\_\_

Site location \_\_\_\_\_  
(lot no.) (house no.) (street or road)

Zoning District \_\_\_\_\_

Plot of Ground \_\_\_\_\_ X \_\_\_\_\_  
(frontage) (depth)

The building is to be used as \_\_\_\_\_

<u>Summary of Estimated Cost</u>		<u>Permit Fees</u>
Building	\$ _____	\$ _____
Garages	\$ _____	\$ _____
Porches	\$ _____	\$ _____
Zoning	\$ _____	\$ _____
Other	\$ _____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>

Garage	Basement	1st Floor	2nd Floor	Total
Floor area (Sq. Ft.) _____	_____	_____	_____	_____

I declare under the penalties of perjury that this application (including any accompanying plans and specifications) has been examined by me and to the best of my knowledge and belief is a true, correct and complete application. All construction must conform to standard engineering practices.

FEES \$ \_\_\_\_\_ OWNER \_\_\_\_\_  
(signature)

APPROVED  DISAPPROVED \_\_\_\_\_ BUILDER  
(signature) OR CONTRACTOR

DATE \_\_\_\_\_  
(Address of Builder or Contractor) (phone no.)

\_\_\_\_\_  
 Building / Zoning Officer

NOTE: Two sets of plans and specifications shall accompany the application as well as two plot plans showing the size of the lot and the location of improvements thereon, giving side, rear and front yard requirements. Applicants must complete the attached insurance form pursuant to the Workers Compensation Reform Act P.A. 44.

## WEST GROVE BOROUGH

### PROCEDURE FOR APPLICATION FOR A NON-RESIDENTIAL BUILDING PERMIT UNDER THE PARAMETERS OF ACT 45 THE UNIFORM CONSTRUCTION CODE/INTERNATIONAL RESIDENTIAL CODE

Chapter 1, Section 112.0. Application for Permit, of the International Building Code requires the following documentation to be submitted:

The application shall be accompanied with the following plans and specifications:

- IBC 106.1 – Plans and Specifications: The application for the permit shall be accompanied by not less than two (2) copies of specifications and of plans sealed by a registered design professional drawn to scale, with sufficient clarity and detail dimensions to show the nature of character of the work to be performed. The building official may waive the requirements for filing plans when the work involved is of a minor nature.
- IBC 106.2 – Site Plan: There shall also be a site plan showing to scale the size and location of all the new construction and all existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition the plot plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site of plot. The building official is authorized to waive or modify the aforementioned requirements if warranted.
- Existing Commercial, Institutional, Industrial Structures must be submitted utilizing the Existing Building Code or Chapter 34 of the International Building Code.
- The aforementioned requirements are mandated by the State of Pennsylvania and the Uniform Construction Code.

No permit will be issued without required plans and specifications being submitted and approved by the West Grove Building Official. A permit will not be issued until the appropriate fees have been paid in accordance with Section 108. Fees shall be established by Borough Council currently in use at the time of application.

**QUESTIONS? PLEASE CONTACT THE BULDING OFFICIAL @ 610.692.9232.**

MANDATORY WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION  
(Attach to Building Permit Application)

A. Name of Applicant \_\_\_\_\_  
Federal or State Employer or Tax Identification No. \_\_\_\_\_

B. The applicant is a contractor with the meaning of the Pennsylvania Workmen's Compensation Law. \_\_\_\_\_ YES \_\_\_\_\_ NO

If the answer is Yes, complete Section C below  
If the answer if No, complete Section D below

C. Insurance Information

Applicant is a qualified self-insurer for workmen's compensation  
\_\_\_\_\_ Certificate Attached

Name of Workmen's Compensation Insurer \_\_\_\_\_  
Workmen's Compensation Insurance Policy No. \_\_\_\_\_  
\_\_\_\_\_ Certificate Attached

The undersigned deposes and says that the information set forth above is true and correct to the best of the knowledge, information and belief of the undersigned and that such in given subject to the penalties of 1Spa.C.S., Section 4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature of Applicant

D. Exemption

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

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

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

\_\_\_\_\_ Religious exemption under the Workmen's Compensation Law.

Commonwealth of Pennsylvania

County of Chester

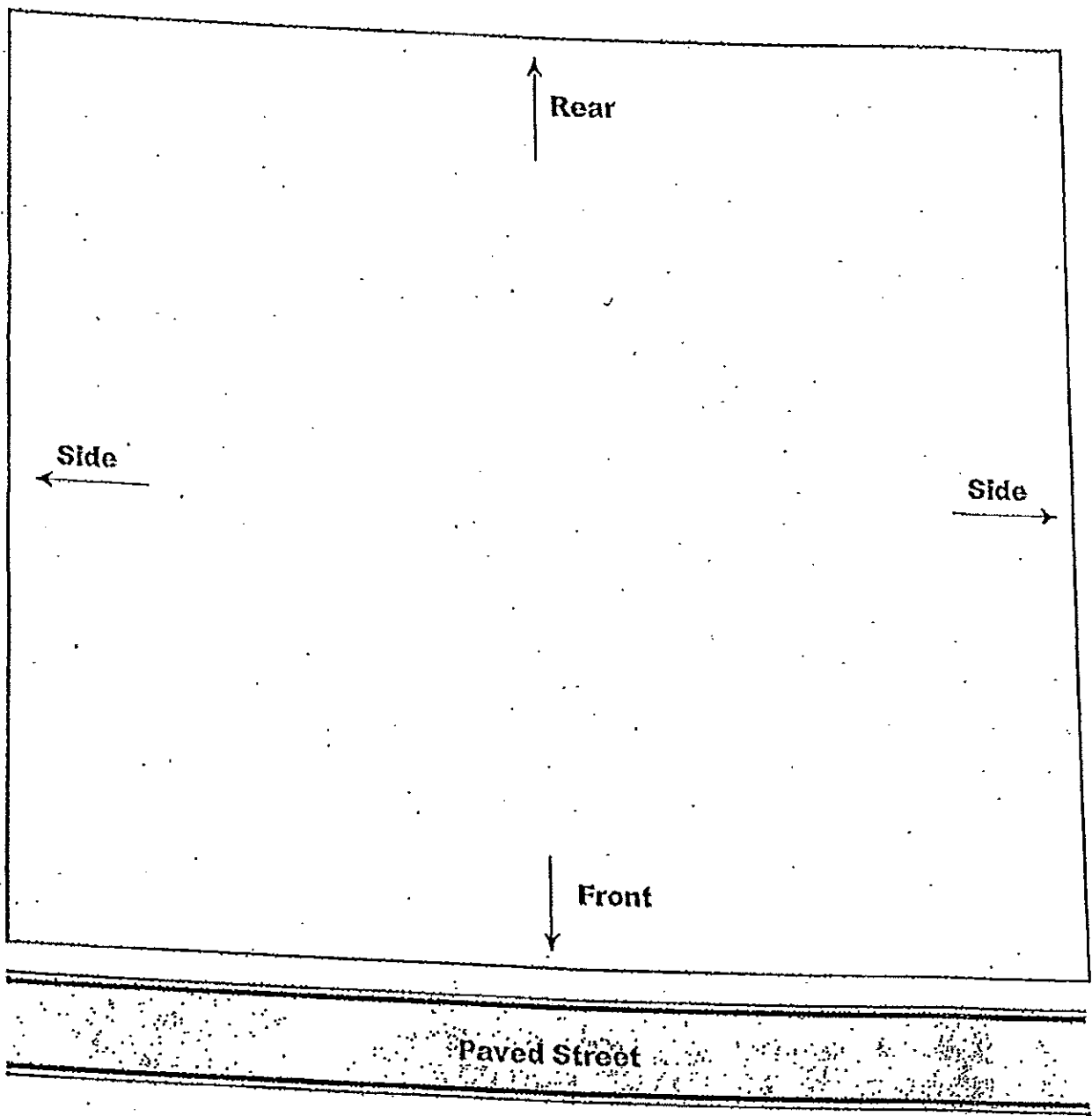
Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Address of Applicant

Job Site: \_\_\_\_\_

### PLOT PLAN



Draw in perimeter of existing structure and proposed addition showing setback distances

**Note to Applicant:**

1. Draw the actual location of existing structure.
2. Draw in the proposed addition, etc. to this structure
3. Show the actual distances of the proposed structure from property lines and utility easements as they will exist once construction is completed.

# COUNTY OF CHESTER ASSESSMENT OFFICE

313 W. MARKET STREET, SUITE 4202, P.O. BOX 2748, WEST CHESTER, PA 19380-0991

610-344-6105  
Fax 610-344-5902  
[www.chesco.org](http://www.chesco.org)

JONATHAN B. SCHUCK, MBA CPE  
Director of Assessment

Dear Property Owner:

As you have applied for a building permit from your municipality, the county Assessment Office would like to advise you of the steps surrounding our involvement in the process. We would like to make sure that you are aware of what will take place during construction and after the improvement is finished.

- 1) The municipality is required to supply a list of all building and zoning permits to the Assessment Office monthly.
- 2) An assessor will visit your property when they are in your municipality (generally rotate through every 2 – 3 months).
- 3) When arriving at your property, the assessor will come to the front door and identify themselves wearing a Chester County I. D. badge and will present a business card. They will ask you questions about the building permit and may need to measure the improvements (from the outside).
- 4) If you are not home when the assessor arrives, a business card will be left with a note on the flip side of the card. The assessor will proceed to the improvement and measure if the work is sufficiently complete. Otherwise they will mark it for a revisit the next time they are in the municipality.
- 5) Please cooperate with the assessor, as he or she is simply trying to get the correct information about your improvement, so there will be no mistakes on the county record.
- 6) After the construction is finished or 30 months has elapsed your improvement will be assessed and added to your property record card.
- 7) You will receive a notice from our office changing your assessment reflecting the addition of the new improvement. If you require more information please call our office at 610-344-6105 and ask to speak to the assessor assigned to your municipality.

It is the intention of this letter to inform you of the assessment process so that you realize that we will be visiting your property. Please note that due to time constraints we generally **do not make appointments**, unless absolutely necessary. Please be patient when an assessor knocks on your door and answer any questions to the best of your ability. Thank you for your anticipated cooperation.

Sincerely,  
Jonathan B. Schuck  
Director  
Susan L. Caldwell, CPE.  
Chief Assessor

Taxing Authority-please run additional copies of this letter when your supply runs low.

WEST GROVE BOROUGH

BUILDING PERMIT REQUIREMENT CHECKLIST

In order to expedite your permit application the following documentation may be required as a condition for approval:

\_\_\_\_\_ Completed Building Permit Application

\_\_\_\_\_ Completed Plumbing Permit Application

\_\_\_\_\_ Completed Plumbers Registration

\_\_\_\_\_ Completed HVAC Permit Application

\_\_\_\_\_ Completed Electrical Permit Application

\_\_\_\_\_ Completed Grading Permit Application

\_\_\_\_\_ New Construction must comply with the International Energy Conservation Code

\_\_\_\_\_ Workers' Compensation Form pursuant to the Workers' Compensation reform Act, P.A. 44. Homeowners are **NOT** considered contractors.

\_\_\_\_\_ Two sets of Blueprints depicting scope of work. The plans must be sealed by a Registered Architect. The Building Official may waive the registered design professional seal if the work is of a minor nature.

\_\_\_\_\_ Two Plot Plans indicating Zoning Requirements, Driveway, Utilities, etc.

\_\_\_\_\_ Two sets of Grading Plans demonstration compliance with proper Stormwater Management, Erosion & Sediment Controls etc.

\_\_\_\_\_ Road Opening Permit for new access to lot indicating clear sight triangle, distances, drainage swales.

\_\_\_\_\_ Portable Water Permit

\_\_\_\_\_ Sewage Permit

\_\_\_\_\_ Homeowners Association Approval (if applicable)

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

This list does not preclude any other governmental approvals. When in doubt, please contact the Building Inspector, Tom Lowry at 610.692.9232.