

West Caln Township
721 W. Kings Highway
P.O. Box 175
Wagontown, Pa. 19376
(610) 384-5643 Ext. 114
Fax (610) 384-9035

Procedure for Application for a Building Permit

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

Plans and Specifications: The application for the permit shall be accompanied by two (2) copies of specifications and of plans drawn to scale, with sufficient clarity and detail dimensions to show the nature of character of the work to be performed. When quality of materials is essential for conformity to this code, specific information shall be given to establish such quality and this code shall not be cited, or the term “legal” or its equivalent be used. As a substitute for specific information, the building official may waive the requirements for filing plans when the work involved is of a minor nature.

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.

Engineering Details: The building official may require adequate details of structural, mechanical and electrical work including computations, stress diagrams and other essential technical data to be filed. All engineering plans and computations shall bear the signature and seal of the engineer or architect responsible for the design. Plans for buildings more than (2) stories in height will indicate how required structural and fire resistance rating integrity will be maintained, and where penetration will be made for electrical, mechanical, plumbing and communication conduits, pipes and systems.

No permit will be issued without required plans and specifications being submitted. Also, a permit will not be issued until the appropriate fees have been paid in accordance with Article XVI. Fees shall be as established by the Board of Supervisors currently in use at time of application.

A Use & Occupancy Permit will not be issued until the permit fee along with all inspections fees have been paid.

WEST CALN TOWNSHIP
WAGONTOWN, PA 19376

**APPLICATION
 FOR
 BUILDING PERMIT**

APPLICATION is hereby made to the Building Official of West Cain Township for approval of this detailed statement of specifications and plans herewith submitted for the erection, addition, alteration, repair, removal or demolition of the structure herein described. The applicant agrees to the requirement that all provisions of the Township Building Code and Zoning Ordinance will be complied with whether specified herein or not.

 (Applicant's Signature)

 (Date)

 (Applicant's Name Printed or Typed)

Date Issued _____

Permit No. _____

NOTE: Applications must be signed and accompanied by one set of detailed construction drawings, including a plan of the property showing the location of all structures.

TYPE OF IMPROVEMENT

- NEW BUILDINGS
- ADDITION
- ALTERATION
- REPAIR
- MODULE / MANUFACTURED HOME
- SWIMMING POOL
- PORCH/DECK
- DEMOLITION
- OTHER (Specify _____)
Brief Description of Improvement

ADDRESS: _____

TAX PARCEL NO.: _____

LOT NO.: _____

SUBDIVISION: _____

ZONING DISTRICT _____

ESTIMATED COST: \$ _____

IDENTIFICATION

OWNER:
 Name _____
 Address _____

 Phone _____

CONTRACTOR:
 Name _____
 Address _____

 Phone _____

APPLICANT
 Name _____
 Address _____

 Phone _____

CHARACTERISTICS OF LOT

LOT LENGTH: _____
 LOT WIDTH AT BUILDING LINE: _____
 LOTAREA _____

SEWAGE
 PUBLIC SEWER
 ON-SITE
 (Permit No. _____)

WATER
 PUBLIC
 ON-SITE
 (Permit No. _____)

**CHARACTERISTICS
OF BUILDING**

LENGTH: _____
WIDTH: _____
HEIGHT: _____
STORIES: _____
TOTAL SQ. FT. - _____

Include Garage & Basement

PRINCIPAL USE:

- DWELLING (Specify No. of Units _____)
- OTHER (Specify _____)

FRAMING:

- WOOD
- MASONRY
- STEEL
- OTHER (Specify _____)

FOOTING:

- STONE
- CONCRETE
- PIERS

WIDTH	DEPTH	THICKNESS

SWIMMING POOL

- ABOVE-GROUND
- BELOW-GROUND

PRINCIPAL MATERIAL: _____

LENGTH: _____

WIDTH: _____

MANUFACTURER: _____

DEPTH (min) _____ (max) _____

NOTE: Entire pool area shall be enclosed by a four-foot high (minimum) fence with self-locking gate. Disposal method shall be approved by Township Sewer Inspector.

SIGNS

- PERMANENT
- TEMPORARY*

TYPE

- FREE-STANDING
- WALL-MOUNTED
- OTHER (Specify) _____

HEIGHT: _____

WIDTH: _____

AREA: _____ (sq. ft.)

**MANUFACTURED
HOME**

LENGTH: _____

WIDTH: _____

HUD CERTIFIED: _____

MANUFACTURER: _____

YEAR: _____

BOCA CERTIFIED: _____

Applicants shall furnish one building plan.
Applicants shall furnish one plot plan.

1. State purpose of building _____
2. No. Rooms _____ Garage (Size): Attached _____ Detached _____
No. Bedrooms _____ Baths _____ Other _____
3. Give exact location of erection _____

4. Type of construction of building _____
5. Number of stories in height _____
6. Clear height of each floor. Basement _____ 1st Floor _____
2nd Floor _____ 3rd Floor _____ Upper Floors _____
7. Type of footings _____ Size _____ Composition _____
8. Type of Piers _____ Size _____
9. Size of footings under piers _____
10. Material _____ Thickness of wall - basement _____
Material _____ Thickness of wall - 1st floor _____
Material _____ Thickness of wall - 2nd floor _____
Material _____ Thickness of wall - 3rd floor _____
Material _____ Thickness of wall - Upper floors _____
10a. _____ if known
11. Give size of

	Joists	Centers	Studs	Centers	Girders	Columns
First floor	_____	_____	_____	_____	_____	_____
Second floor	_____	_____	_____	_____	_____	_____
Third floor	_____	_____	_____	_____	_____	_____
Upper floors	_____	_____	_____	_____	_____	_____
12. Rafters _____ Sheathing _____
Shingles _____ Built up _____ Roof Slope _____
Gutters _____ Downspouts _____
13. State kind of heating system: Hot Air _____ Hot Water _____ Steam _____
State method of firing system. Coal _____ Oil _____ Gas _____ Electric _____ Other _____

14. Will building be wired for electricity? Yes _____ No _____
15. Name of Electrical Inspection Agency _____
16. Will building have fire tower? Yes _____ No _____
17. Are any buildings to be taken down? Yes _____ No _____
18. Driveway connection to Township roadway must be submitted to and approved _____ by the Township Road Superintendent. Driveway connection to State Highway must have PennDOT Highway Occupancy Permit.
19. When will work commence? _____
20. Estimated cost of construction _____
21. Remarks _____
- _____

No Dwelling may be occupied until the issuance of a Use & Occupancy Permit

NOTE: ROUGH AND FINAL ELECTRICAL INSPECTION MUST BE COMPLETED BY THE SAME ELECTRICAL INSPECTOR.

There are three known Superfund sites located within West Caln Township. Before water from any well on this property is consumed, the Pennsylvania Department of Environmental Resources, the Environmental Protection Agency and the Chester County Health Department should be contacted.

I hereby acknowledge receipt of a copy of this form:

Signed _____
Applicant

Builder

Workers' Compensation Insurance Coverage Information

(attach to building permit application)

A. The applicant is

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

Yes No

If the answer is "yes, it complete Sections B and C below as appropriate.

B. Insurance Information

Name of Applicant _____

Federal or State Employer Identification No. _____

Applicant is a qualified self-insurer for workers' compensation.

Certificate attached

Name of Workers' Compensation Insurer _____

Workers' Compensation Insurance Policy No. _____

Certificate attached

Policy Expiration Date _____

C. Exemption

Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's 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 to the township.**

Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this
_____ day of _____ 19 _____

(Signature of Notary Public)

My commission expires: _____

(seat)

Signature of applicant _____

Address _____

County of _____

Municipality of _____

WEST CALN TOWNSHIP
CHESTER COUNTY
721 West Kings Highway, P.O. Box 175, Wagontown, Pa. 19376-0175
Phone: 610-384-5643 Fax: 610-384-9035

BUILDING PERMIT APPLICATION AND INSPECTION PROCEDURES

The attached **UNIFORM CONSTRUCTION PERMIT APPLICATION** must be completed and signed by the applicant and returned to the Building Permit Coordinator at the Township Office for processing. The following documentation shall be furnished, with the application, at the time of submission:

- 1. Completed Workman's Compensation form.
- 2. Contractor's Certificate of Insurance.
- 3. Complete sets (2) of the all Construction Documents prepared by the design professional in responsible charge (construction plans, specifications, structural calculations,, etc., as required by the UCC)
- 4. Complete sets (2) of Soil and Erosion Control Plans, including grading, if applicable.
- 5. Complete sets (2) of Stormwater Management Plans, if applicable.
- 6. Approved Well Permit from the Chester County Health Department, if applicable.
- 7. Approved Sewage Disposal Permit from the Chester County Health Department, if applicable.
- 8. Approval letter from the Chester County Conservation District of the Soil and Erosion Control Plan (covers sediment control during construction.
- 9. Street Opening Permit, if applicable.

A Plot Plan shall be furnished with the application showing the exact locations of all existing buildings, structures, driveways, sewage disposal fields wells and storm water devices.

All submitted documents shall be reviewed by the Township Zoning Officer for compliance with the Township Zoning Code and by the Township Building Code Official for compliance with the Pennsylvania Uniform Construction Code (UCC). Residential plans shall be approved or denied within 15 working days and commercial plans shall be approved or denied within 30 working days.

When applicable, as determined by the Township Building Code Official and/or Zoning Officer, the Township Engineer shall examine the lot and advise the applicant if any further measures are needed to address stormwater runoff control problems after construction is complete.

INSPECTIONS

The Building Code Official shall inspect all permitted work as necessary, during construction and following completion of the work, to ensure compliance with the minimum requirements of the UCC. The following list of inspections represents the minimum number of inspections required for a new Single Family Dwelling under the Pennsylvania Uniform Construction Code.

OUTLINE OF MINIMUM REQUIRED INSPECTIONS (RESIDENTIAL) PER THE REQUIREMENTS OF THE ICC RESIDENTIAL CODE AND PA UCC

1) Setback

Performed after the lot has been staked out to ensure that the structure, is laid out within the building envelope,

2) Footing

Performed after excavation, all forms are In place with all required rebar in place and properly supported, all debris removed from footing excavations, bottom of footings solid and capable of design support, depth pins at the edge of the footing, layout conforms to approved plan (no 'jumps' in footing at line of garage unless designed as such)

3) Foundation

Poured Concrete: Performed after forms are completed, all required rebar is in place, no debris In forms, all penetrations properly formed

CMU: Performed at the beginning to determine compliance with proper mortar head and bed joints.

Backfill

Performed after foundation walls are complete or forms are stripped for proper height anchor bolt placement damp/water proofing, perimeter drain, parging, and insulation, per design on approved plan. Also confirm that first floor deck is In place or walls are properly braced or no more than 4' of backfill.

4) Framing -Rough

Performed after entire structure is framed to determine compliance with code and design, anchor bolts/straps in place and compliant jack studs, load bearing supports, proper fastening, braced wall fines, narrow wall bracing, roof tie downs, foundation straps, sheathing - wall and roof, window and door Installation per mfr's Instructions and Are, blocking

Roofing

Performed at the same time as Rough Framing and includes underlayment, flashing, dripedge, roof and soft venting, shingles, and vent boots

Plumbing - Rough

Performed at the same time as Rough Framing and includes laterals and services (sewer and water), water supply (test witness), drain-waste- vent (test witness), gas p1ping (test witness)

Mechanical - Rough

Performed at the same time as Rough Framing and includes ductwork, return air, combustion air, appliance location and utility feeds.

Electrical - Rough (shall be done BEFORE rough framing inspection)

Record name of Inspecting agency and date of rough inspection.

5) Energy Conservation

Insulation, tyvek (building wrap), window/door flashing, NFRC ratings for all fenestration - record to confirm compliance

6) Drywall

Performed as the lay-up begins, to check fastening and fit return if necessary for follow-up,

7) Final

Perform Anal review of all systems. plumbing, mechanical, electrical, check total building, basement insulation, Energy Conservation sticker in electric panel, and finish, confirm that grading (and landscaping) conforms to approved land plan

The Building Code Official shall require such other inspections as he shall deem necessary to assure that the permitted work is done in compliance with the approved plans and with the UCC. All specialized construction and/or equipment shall be inspected and approved by an inspector with the proper certifications, e.g., masonry fireplaces and chimney, commercial cooking hood with fire suppression, automatic sprinkler systems, etc.

PLEASE NOTE:

A \$75.00 Re-inspection fee shall be charged for all failed inspections. Re-inspection fees shall be paid in full before work will be reinspected.

Time Limit of Permit: § 403.43. Grant, denial and effect of permits.

(g) A permit becomes invalid unless the authorized construction work begins within 180 days after the permit's issuance or if the authorized construction work permit is suspended or abandoned for 180 days after the work has commenced. A permit holder may submit a written request for an extension of time to commence construction for just cause. The building code official may grant extensions of time to commence construction in writing. A permit may be valid for no more than 5 years from its issue date.

Certificate of Occupancy: § 403.46. Certificate of occupancy.

- (a) A building, structure or facility may not be used or occupied without a certificate of occupancy issued by a building code official.*
- (b) A building code official shall issue a certificate of occupancy within 5 business days after receipt of a final inspection report that indicates compliance with the Uniform Construction Code.*
- (d) A building code official may issue a **certificate of occupancy for a portion of a building, structure or facility** if the portion independently meets the Uniform Construction Code.*
- (e) A building code official may issue a **temporary certificate of occupancy** for a portion or portions of the building or structure before the completion of the entire work covered by the permit if the portion or portions may be occupied safely. The building code official shall set a time period during which the temporary certificate of occupancy is valid.*

All permitted work must pass a Final Inspection, and receive a Certificate of Occupancy, as required by the UCC.

Signature of Applicant

Signature of BCO

Address of Property

Lot #

West Caln Township
721 West Kings Highway PO Box 175
Wagontown, PA 19376
Phone – 610.384.5643 Fax – 610.384.9035
Erosion Control Requirements

Site Address: _____

In accordance with all local and state regulations, all erosion control measures must be in place once site preparation work is started and is required to pass the site inspection. All in place measures shall be maintained until the final inspection and/or there is no opportunity for materials to be washed from the property during a rain event.

If any of the erosion control methods are not maintained during this process, the job site will be shut down and the Township has the right to levy fines. If it is found during an inspection of the property, the inspection will be failed immediately.

Printed Name of Applicant

Signature of Applicant

Date