

REQUIRED SUBMISSIONS FOR BUILDING PERMIT

1. Zoning Permit form

Fill out and attach 2 copies of the site plan. The site plan should show where the property lines, building setback lines, existing building(s) and driveway and proposed building(s), addition(s) and/or driveway(s). Locate the existing and proposed structures and driveway(s) with dimensions to the property lines. As an aid, many people use graph paper with a scale such as 1 square = 10 feet for example.

2. Application for Plan Examination and Building Permit

Either the Owner, or the General Contractor who is building the building or addition, may fill out *either one form or the other one listed below*. The Township is currently enforcing the PA Uniform Construction Code: 2006 International Residential Code, 2006 International Building Code, and all included codes including but not limited to Electrical, Energy, Existing Building, Fire, Mechanical and Plumbing.

Specific instructions

<p>Form: WNT App for Plan Exam & Bldg Permit (available on website: www.westnottinghamtownship.net)</p> <p>Part 1: Fill out. The property address is the one in the Township. If you do not have a property address, one will be assigned as part of the building permit review process.</p> <p>Part 2: Fill out. Sub-part B: You may check more than one box.</p> <p>Part 3: Fill out.</p> <p>Part 4: Fill out. "Signature of Applicant" line: Owners or Applicant, please sign, date & provide your address. "Responsible Person in Charge of Work & Title" line: Owner or Contractors, please list the person to whom the Certified Building Official may ask questions about the plans.</p>	<p>Form: International Code Council, 4 Page, ICC# 0003AP4F</p> <p>Part I: Fill out. The property address is the one in the Township. If you do not have a property address, one will be assigned as part of the building permit review process. <i>Write your tax parcel number in the upper right hand corner of the top page; it will be in the format 68-xx-xx.x.</i></p> <p>Part II: Fill out. Sub-part A: You may check more than one box . Sub-part C: Put a zero (0) if there is no work in a specialty.</p> <p>Part III: Fill out. Sub-part E: You may check more than one box. You may use the Notes and Data sub-part to further describe any part of the work, e.g. you will be re-connecting to the existing water well.</p> <p>Part IV: Fill out. "Signature of Applicant" line: 1. Owners, please sign, print your name and date. 2. General Contractors, please have the <i>responsible person in charge of the work</i> sign, print name and date. Include in addition to your telephone number, your fax , cell phone or pager number, as appropriate, in the above Contractor sub-part.</p> <p>Parts V, VI, VII and VIII: Ignore.</p> <p>Part IX: You may use this for the site plan. Refer to instructions for Zoning Permit above.</p>
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3. Workers' Compensation Insurance Form -

This form is only required if your General Contractor will be applying for and paying for the permit. Your General Contractor should fill out this form. A notarization is only necessary if your General Contractor is claiming exemptions under Part III. A copy of the certificate of insurance must be attached, with "West Nottingham Township" listed in the certificate holder section.

4. Road Occupancy Permit -

Fill out and submit if a new driveway entrance to a Township road is requested. If a new driveway entrance to a State road is requested, contact the Pennsylvania Department of Transportation (PennDOT) to request their permit form for submission to PennDOT and the Township.

Checklist for Building Permit Applications: (Note: Delays in application review will occur if the application is not complete.)

- _____ Zoning Permit with two (2) copies of site plan.
- _____ Construction plans showing the foundation plan, roof plan, floor plan(s), typical wall sections, construction details, & bill of materials/specifications. Residential: Two (2) sets of plans. Commercial/Industrial: Three (3) sets of plans sealed by a PA registered Architect or Engineer.
- _____ Application for Plan Examination & Building Permit.
- _____ Workers' Compensation Insurance Form.
- _____ *Additional permit copies as required:*
- _____ Chester County Heath Department water well & sewage disposal system permits.
 - * For new construction: Chester County Health Department - Water well & Sewage Disposal System permits with "approved to construct" signature and date.
 - * For residential additions & mobile home replacements, contact the County Health Department and submit either review letters or a copy of any new permits.
- _____ PennDOT road occupancy permits, with "approved signature" and date.