

**INSTRUCTIONS FOR COMPLETION OF BUILDING, PLUMBING,  
MECHANICAL, ELECTRICAL AND FIRE PROTECTION PERMIT  
APPLICATIONS AND PERMIT FORMS.**

Permits are required for all buildings and structures with the exception of one story detached single family residential accessory buildings and structures 199 square feet or less in area, however a zoning permit is required. This exemption applies to residential sheds and similar structures not intended to be occupied.

**CONSTRUCTION PERMIT APPLICATION FORM:**

The applicant is to complete Sections I, II and III. (IV, VI and VII optional).

**I. IDENTIFICATION:**

1. Proposed work site.
2. Name of owner and address.
3. Public or private ownership.
4. Principal contractor.
5. Architect or engineer if applicable.
6. Responsible person in charge of work.
7. Place the tax parcel number on the permit.

**II. PROPOSED WORK:**

Check the appropriate boxes.

**III. DO YOU WANT? (OPTIONAL)**

Check the appropriate box if you are requesting partial permit approval.

**IV. OPTIONAL; CHECK APPROPRIATE BOXES.**

**VI. BUILDING / SITE CHARACTERISTICS;**

1. Number of stories.
2. Height of structure.
3. Area – largest floor.
4. New building area. (all floors including attic space 6'-6" in height or greater)

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5. Volume of new structure.
6. Construction classification.
7. Total land area disturbed.
8. Flood Hazard zone.
9. Base flood elevation.
10. Wetlands – yes or no (check one)
11. Max. Live load.
12. Max. Occupancy load.

## **VII. DESCRIPTION OF BUILDING USE;**

Check applicable boxes.

## **BUILDING, PLUMBING, MECHANICAL AND ELECTRICAL AND FIRE PROTECTION PERMIT FORMS.**

The applicant is to complete sections A., B., C. and D. of the permits.

### **CONSTRUCTION DOCUMENTS REQUIRED;**

1. Two sets of plans are required. If the building or structure exceeds 300 square feet in area the plans must be signed and sealed by a PA licensed architect or engineer. Include building, plumbing, mechanical and electrical and energy conservation information when applicable.
2. Two plot plans drawn to scale showing the lot size in square feet, metes and bounds, setbacks, size and location of proposed building or structure with distances to lot lines, building lot coverage and total lot coverage in square feet and percent, on-site water supply and sewage systems, proposed driveways with proposed grades, storm water and sedimentation controls when applicable, Flood Hazard districts and wetlands. This plan must be prepared by a Pa. licensed engineer or surveyor.
3. Place the estimated costs on the permits. The permit can not be issued without this information.
4. Copies of approved well and septic permits from the Chester County Health Department when applicable.
5. Additional information may be required depending on your specific project.

If you have any questions or need assistance please contact the Building Official at 610-268-2915 extension 103.