

# East Marlborough Township

Chester County, Pennsylvania

## SUBMISSIONS FOR PERMITS

### DECKS, POOLS, ADDITIONS and for ACCESSORY BUILDINGS GREATER THAN 1000 SQUARE FEET

1. Building Permit Application
2. Zoning Permit Application
3. Two copies of plot plan with distance from proposed construction to property lines indicated
4. Two sets of construction plans
5. Property Owner's Certification and Indemnity Form
6. Worker's Compensation Insurance Affidavit
7. Fees are based on square footage and are paid for after the permit is approved.

EAST MARLBOROUGH TOWNSHIP

RESIDENTIAL ZONING PERMIT

Name of Property Owner \_\_\_\_\_

Address of Property Owner \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Zoning District \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

Location for which permit is requested \_\_\_\_\_

Circle New Addition or  
One: Construction Renovation Accessory

This permit must be accompanied by a sketch showing plot plan, existing structures and proposed construction

Set-Back Distances

	Front Yard	Rear Yard	Side Yards, Minimum and Aggregate
RB District	75 ft	60 ft	35 and 80 ft
MU, WMU Districts	75	50	25 and 35
Cluster	45	50	20 and 50
Non-Conforming Lots	40-60	50-60	20-25 and 40-60

Driveways.....5 ft. from property line  
Accessory Buildings.....20 ft from property line (RB) and prohibited in front yard  
Swimming Pools.....50 ft from rear and side property line and prohibited in front

For Building or Driveway Permit call: Charlie Shock 610-220-9294

Permit Approved \_\_\_\_\_ Date \_\_\_\_\_

Permit Number \_\_\_\_\_ Fee \_\_\_\_\_ Check # \_\_\_\_\_

East Marlborough Township  
721 Unionville Road, Kennett Square, PA 19348  
Jane R. Laslo, Zoning Officer 610-444-0725

**Workers' Compensation Insurance Coverage Information**  
(Addendum to building permit application)

**A. The Applicant is:**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ **A contractor within the meaning of the Pennsylvania Workers' Compensation Law**

Yes

No

If the answer is "yes", complete Section B & C below as appropriate

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**B. Insurance Information**

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 \_\_\_\_\_

Applicant must supply East Marlborough Township with a Workers' Compensation Certificate, which includes the effective date of the coverage and the signature of the insurer. This certificate shall be kept on file with the building permit.

I verify that my responses to these questions are true and correct to the best of my knowledge, information and belief. I understand that false statements herein are subject to the penalties of 18 Pa. C.S.A., Section 4904 relating to unsworn falsification to authorities

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

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**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 provision 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 \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(Signature of Notary)

I verify that my responses to these questions are true and correct to the best of my knowledge, information and belief. I understand that false statements are subject to the penalties of 18 Pa C.S.A., Section 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Signature of Applicant  
TO BE SIGNED IN PRESENCE OF NOTARY

**PROPERTY OWNER'S CERTIFICATION AND INDEMNITY**

Re: \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Tax Parcel #

I/we the undersigned property owner(s), to whom a building permit has been issued by the East Marlborough Township for the construction of a building/accessory on the above captioned property, hereby verify that the building/accessory will be constructed pursuant to the said building permit. At the time an application for certificate of occupancy is being made, this certification confirms the building/accessory has been constructed strictly in accordance with the International Residential Code and/or the International Building Code, 2009 edition.

The undersigned further agree(s) to indemnify East Marlborough Township and Township officials and employees and save them harmless against any claim for any personal injury, property damage, or any other claim whatsoever which may at any time be brought against them in which it is alleged that the said building was not constructed in accordance with the said code, and/or that representatives or officials of East Marlborough Township negligently or improperly failed, in inspecting the said building, to observe, uncover or find any defective conditions, including but not limited to noncompliance with the said code: This indemnity includes reimbursement of attorney's fees and court costs.

The undersigned understand(s) that the statements herein are made subject to the penalties of 18 PA C.S.A. Section 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Contractor

**CONSTRUCTION GROUND RULES**  
**2009 INTERNATIONAL BUILDING AND RESIDENTIAL CODE**

1. Soil and erosion plans will be enforced at all times. Any silt fence or other soil/erosion problem will be fixed the day it is noted.
2. Tire scrubbers will be in place and maintained before any digging on the lot and during construction.
3. All mud carried onto the public roadway will be cleaned up immediately.
4. Each house will have a dumpster on site before construction starts. There will be absolutely no trash left on site. All trash will be cleaned up *daily*. Any trash observed blowing around on the property must be cleaned up immediately. If trash is not cleaned up, the job will be shut down.
5. Perimeter buffering and planting will be in place before any permits are issued
6. No footings will be poured with rain in the forecast.
7. Two (2) rods will be placed in all footings.
8. Footers poured in cold weather will be protected from freezing.
9. Footers for decks must be inspected. Any decks not shown with the plans will require an extra permit.
10. All corners of houses will be plywood, **NOT** Celotex wrapped.
11. Truss systems must have proper bracing and all storm clips in place
12. Fire stops must be placed on all air returns.
13. Fire stops must be placed in any chimney area.
14. Fire caulking must be on all plumbing, electrical and vent holes.
15. Any Celotex with holes in it will be replaced, not patched.
16. All plumbing must be tested to 60 psi before close-in. All strapping must be in place.
17. Garage floors must be compacted before putting in stone and concrete. Garage floors must drain to the outside doors.
18. On days when the ground is muddy, vehicles will park on the street and **NOT** in the mud. Equipment must not drive across yards when it is muddy – especially the pettybone.
19. Driveways will have a solid stone base before paving.
20. One hundred (\$100.00) dollars will be charged for any extra inspections or failed inspections. This will be paid before the Certificate of Occupancy is issued.
21. Before the Certificate of Occupancy is issued the following must be in place:
  - a. A letter from the Township engineer – Jim Hatfield – stating that the grading on the lot is satisfactory
  - b. All safety items are in place and meet code
  - c. Smoke detectors are in place and working
  - d. Driveway is in and stoned in winter or paved in the paving season.
  - e. Final inspection done on electric
  - f. Any required sewer tapping fee
  - g. Sewer & water both installed and working
  - h. Any applicable township impact fees
  - i. Roads paved and maintained to the front of any house receiving a Certificate of Occupancy
22. Certificate of Occupancy permits are \$190.00 for residential and \$400.00 for non-residential properties plus the cost of any extra or failed inspections.

## ❖ Plan Review Requirements

Residential and commercial plans must be drawn by a licensed design professional with her or his signature and seal on each sheet. Two sets of building plans and two plot plans are required. Include location of well and septic system on the plot plan.

- Building Plan Review Requirements
  - ◆ Front, rear and side elevations
  - ◆ Footing/foundation drawing
  - ◆ Floor plan
  - ◆ Framing plan showing floor, ceiling, roof details
  - ◆ Window and door schedule
  - ◆ Location of all smoke detectors
  - ◆ “R” value of wall & ceiling insulation
  
- Plumbing Plan Review Requirements
  - ◆ Diagram of water system with pipe sizes
  - ◆ Diagram of drainage and venting system with pipe sizes
  - ◆ Plumbing fixture types and locations
  
- Mechanical Plan Review Requirements
  - ◆ Location and size of equipment
  - ◆ Diagram of air distribution and return air system
  - ◆ Ventilation and exhaust schedule(s).
  - ◆ Combustion air requirements for all new appliances
  - ◆ BTU ratings of new gas fired appliances
  - ◆ Diagram of gas piping including pipe sizes
  
- Electrical Plan Review Requirements
  - ◆ Location of new electrical devices: receptacles, lights, switches, appliances, panels, sub-panels and disconnects
  - ◆ Wiring diagram indicating size and type of wire
  - ◆ Panel and sub-panel schedules

To schedule inspections call: 610-444-1375. All inspections must be called in at least 24 hours in advance.

# APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

**IMPORTANT - Applicant to complete all items in sections: I, II, III, IV, and IX.**

## I. LOCATION OF BUILDING

AT (LOCATION) \_\_\_\_\_ (NO.) \_\_\_\_\_ (STREET) \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

BETWEEN \_\_\_\_\_ (CROSS STREET) \_\_\_\_\_ AND \_\_\_\_\_ (CROSS STREET) \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT SIZE \_\_\_\_\_

## II. TYPE AND COST OF BUILDING - All applicants complete Parts A - D

### A. TYPE OF IMPROVEMENT

- 1  New building
- 2  Addition (If residential, enter number of new housing units added, if any, in Part D, 13)
- 3  Alteration (See 2 above)
- 4  Repair, replacement
- 5  Wrecking (If multifamily residential, enter number of units in building in Part D, 13)
- 6  Moving (relocation)
- 7  Foundation only

### D. PROPOSED USE - For "Wrecking" most recent use

#### Residential

- 12  One family
- 13  Two or more family - Enter number of units - - - - -> \_\_\_\_\_
- 14  Transient hotel, motel, or dormitory - Enter number of units - - - - -> \_\_\_\_\_
- 15  Garage
- 16  Carport
- 17  Other - Specify \_\_\_\_\_

#### Nonresidential

- 18  Amusement, recreational
- 19  Church, other religious
- 20  Industrial
- 21  Parking garage
- 22  Service station, repair garage
- 23  Hospital, institutional
- 24  Office, bank, professional
- 25  Public utility
- 26  School, library, other educational
- 27  Stores, mercantile
- 28  Tanks, towers
- 29  Other - Specify \_\_\_\_\_

### B. OWNERSHIP

- 8  Private (individual, corporation, nonprofit institution, etc.)
- 9  Public (Federal, State, or local government)

### C. COST

10. Cost of improvement.....\$ \_\_\_\_\_
- To be installed but not included in the above cost*
- a. Electrical.....\$ \_\_\_\_\_
  - b. Plumbing.....\$ \_\_\_\_\_
  - c. Heating, air conditioning.....\$ \_\_\_\_\_
  - d. Other (elevator, etc.).....\$ \_\_\_\_\_

(Omit cents)

Nonresidential - Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for, department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

11. TOTAL COST OF IMPROVEMENT \$ \_\_\_\_\_

## III. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete Parts E - L; for wrecking, complete only Part J, for all others skip to IV.

### E. PRINCIPAL TYPE OF FRAME

- 30  Masonry (wall bearing)
- 31  Wood frame
- 32  Structural steel
- 33  Reinforced concrete
- 34  Other - Specify \_\_\_\_\_

### G. TYPE OF SEWAGE DISPOSAL

- 40  Public or private company
- 41  Private (septic tank, etc.)

### J. DIMENSIONS

- 48. Number of stories.....
- 49. Total square feet of floor area, all floors, based on exterior dimensions.....
- 50. Total land area, sq. ft.....

### F. PRINCIPAL TYPE OF HEATING FUEL

- 35  Gas
- 36  Oil
- 37  Electricity
- 38  Coal
- 39  Other - Specify \_\_\_\_\_

### H. TYPE OF WATER SUPPLY

- 42  Public or private company
- 43  Private (well, cistern)

### K. NUMBER OF OFF-STREET PARKING SPACES

- 51. Enclosed.....
- 52. Outdoors.....

### I. TYPE OF MECHANICAL

- Will there be central air conditioning?
- 44  Yes      45  No
- Will there be an elevator?
- 46  Yes      47  No

### L. RESIDENTIAL BUILDINGS ONLY

- 53. Number of bedrooms.....
- 54. Number of bathrooms
  - Full.....
  - Partial.....

NO. STREET

**IV. IDENTIFICATION - To be completed by all applicants**

	Name	Mailing address - Number, street, city, and State	ZIP code	Tel. No.
1. Owner or Lessee				
2. Contractor			Builder's License No.	
3. Architect or Engineer				

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of applicant	Address	Application date
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**DO NOT WRITE BELOW THIS LINE**

**V. PLAN REVIEW RECORD - For office use**

Plans Review Required	Check	Plan Review Fee	Date Plans Started	By	Date Plans Approved	By	Notes
BUILDING		\$					
PLUMBING		\$					
MECHANICAL		\$					
ELECTRICAL		\$					
OTHER _____		\$					

**VI. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS**

Permit or Approval	Check	Date Obtained	Number	By	Permit or Approval	Check	Date Obtained	Number	By
BOILER					PLUMBING				
CURB OR SIDEWALK CUT					ROOFING				
ELEVATOR					SEWER				
ELECTRICAL					SIGN OR BILLBOARD				
FURNACE					STREET GRADES				
GRADING					USE OF PUBLIC AREAS				
OIL BURNER					WRECKING				
OTHER _____					OTHER _____				

**VII. VALIDATION**

Building Permit number _____ Building Permit issued _____ Building Permit Fee \$ _____  Certificate of Occupancy \$ _____  Drain Tile \$ _____  Plan Review Fee \$ _____	<p style="text-align: center; margin: 0;"><u>FOR DEPARTMENT USE ONLY</u></p> Use Group _____ Fire Grading _____ Live Loading _____ Occupancy Load _____
Approved by: _____  _____ TITLE	

VIII. ZONING PLAN EXAMINERS NOTES

DISTRICT

USE

FRONT YARD

SIDE YARD

SIDE YARD

REAR YARD

NOTES

IX. SITE OR PLOT PLAN - *For Applicant Use*

