East Marlborough Township

Chester County, Pennsylvania

SUBMISSIONS FOR A BUILDING PERMIT

1. **Zoning Permit**
2. **Soil and Erosion Plan**
3. **Driveway Permit**
4. **Sewage Permit**
5. **Well Permit**
6. **Two copies of the Plot Plan**
7. **Two Sets of Construction Plans with Seal and Signature of Architect or Structural Engineer**
8. **Property Owner's Certification and Indemnity Form**
9. **Workers' Compensation Insurance Affidavit**
10. **Building Permit Application**

If you have any questions, contact Ed Caudill – Building Inspector - at 610-444-1375 or Jane Laslo – Zoning Officer – at 610-444-0725

721 Unionville Road / Kennett Square, Pennsylvania 19348
Phone (610) 444-0725 / Fax (610) 444-1380

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.

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 One:	New Construction	Addition or 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

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

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

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, inormation and belieff. 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

East Marlborough Township

Chester County, Pennsylvania

DRIVEWAY INSTALLATION ALONG TOWNSHIP ROADS

1. All driveways shall be cut, and stone shall be installed before any site construction or earthmoving takes place.
2. A tire scrubber, consisting of #1 stone, shall be installed on the drive a minimum of fifty (50) feet from the Township road up the drive.
3. Contractor or builder shall see that all construction vehicles, delivery trucks, and workers use the tire scrubber to keep mud from tracking onto roadway.
4. Any mud or debris carried on to the roadway will be cleaned up by the contractor immediately.
5. Contractor will use "Work Area" signs and "Flagman Ahead" signs when working in the Township right-of-way.
6. East Marlborough Township reserves the right to withdraw any driveway or building permit immediately if contractor fails to heed these installation procedures.

These procedures will be strictly enforced.

I have read the above rules, and will comply with them.

_____

721 Unionville Road / Kennett Square, Pennsylvania 19348
Phone (610) 444-0725 / Fax (610) [illegible]

EAST MARLBOROUGH TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

Application for Permit # _____ to connect a private driveway to a Township road.

Owner's name _____

Mailing address _____

Location of property _____

_____

Type of driveway paving _____

Width of driveway _____

Approximate date of completion _____

Proposed gutter drainage (diagram, detail) _____

I (we) agree to construct the subject driveway as described above.

_____ Applicant

_____ Applicant

Date received: _____ By: _____

Date approved: _____ By: _____

Date refused: _____ By: _____

Reason: _____

Installation approved: _____ By: _____

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

NO. _____ STREET _____

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

B. OWNERSHIP

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

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* _____

C. COST

	(Omit cents)
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.)	
11. TOTAL COST OF IMPROVEMENT	$

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.

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* _____

F. PRINCIPAL TYPE OF HEATING FUEL

35 ☐ Gas
36 ☐ Oil
37 ☐ Electricity
38 ☐ Coal
39 ☐ Other – *Specify* _____

G. TYPE OF SEWAGE DISPOSAL

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

H. TYPE OF WATER SUPPLY

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

I. TYPE OF MECHANICAL

Will there be central air conditioning?

44 ☐ Yes 45 ☐ No

Will there be an elevator?

46 ☐ Yes 47 ☐ No

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. _____

K. NUMBER OF OFF-STREET PARKING SPACES

51. Enclosed _____
52. Outdoors _____

L. RESIDENTIAL BUILDINGS ONLY

53. Number of bedrooms _____
54. Number of bathrooms { Full _____ / Partial _____

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

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 $ _____

FOR DEPARTMENT USE ONLY

Use Group _____

Fire Grading _____

Live Loading _____

Occupancy Load _____

Approved by:

_____

_____

TITLE

VIII. ZONING PLAN EXAMINERS NOTES

DISTRICT

USE

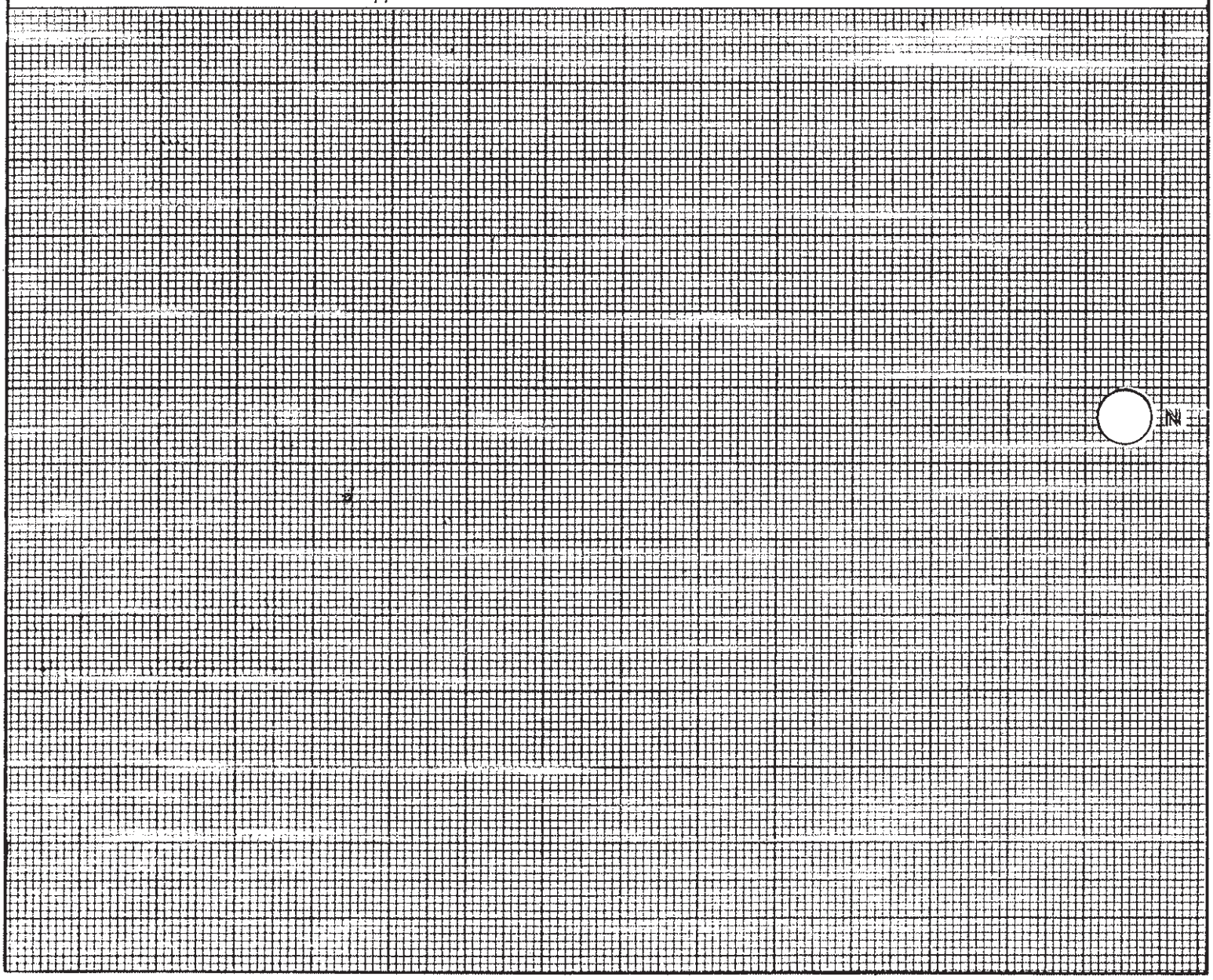
FRONT YARD

SIDE YARD | SIDE YARD

REAR YARD

NOTES

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



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