

PROCEDURE FOR BUILDING PERMIT APPLICATION
Per 2018 International Residential Building Code

§105.3 - Application for Permit. To obtain a permit, the applicant shall first file an application therefore in writing on a form furnished by the department of building safety for the purpose. Such application shall:

1. Identify and describe work to be covered by the permit for which application is made.
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required in Section R106.1.
5. State the valuation of the proposed work.
6. Be signed by the applicant, or the applicants or authorized agent.
7. Give such other data and information as required by the building official.

§106.1- Submittal Documents. Submittal documents consisting of construction documents, and other data shall be submitted in two or more sets with each application for a permit. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional. Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that reviewing of construction documents is not necessary to obtain compliance with this code.

§106.2 - Site Plan. – The construction documents submitted with the application for permit shall be accompanied by a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines. For demolition permit applications, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The building official is authorized to waive or modify the requirements for a site plan where the application for permit is for alteration or repair or where otherwise warranted.

Procedure and Required Documentation for Permit Applications

- Original, signed permit applications are accepted; Electronic applications are **not** accepted
- Residential permit applications shall include two (2) sets of all supporting information consisting of plot plan, structural/building plans and specifications, and, if necessary, manufacturer’s installation instructions
- Commercial permit applications shall include three (3) sets of all supporting documents including plot plan, and structural/building plans and specifications; shall be prepared and signed by a registered Engineer/Architect
- Approved permit applications shall be issued once permit fees are satisfied according to the current Fee Schedule as adopted by the Township Board of Supervisors
- Contractors shall hold current registration with West Brandywine Township
- Permit applications, once deemed complete, are allotted a review period of 15-business days for residential applications; 30-business days for commercial applications

BUILDING PERMIT APPLICATION

Type of Building	Zoning District	Total Square Feet
Number of Families	Number of Stories	Parcel Number
I hereby certify that I have examined this application and its attachments finding them to be in accordance with the provisions set forth in the PA Uniform Construction Code, 2018 International Building Code, and Ordinances of West Brandywine Township.		
APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO		
on _____, 20 ____		Building Inspector _____
Permit Fee (base) \$ _____ + PA UCC Fee \$ _____		Building Code Official _____
Total Permit Fee \$ _____		Permit Number _____

Top Section for Office Use Only – Fill application below

PROPERTY INFORMATION

Street Number	Street Name
City	Zip Code
Parcel Number	Lot Size

OWNER INFORMATION

First Name	Last Name or Business Name
Mailing Address (if different from above)	
Email Address	Daytime Phone

All Contractors engaging in home improvement services within West Brandywine Township shall comply with Contractor Insurance Verification Requirements: Ord. 2021-03, Adopted 8/5/2021.

AUTHORIZED AGENT/CONTRACTOR

First Name	Last Name
Business Name	WBT Contractor License #
Mailing Address	
Email Address	Daytime Phone

TYPE OF IMPROVEMENT

- | | | |
|---|--|--|
| <input type="checkbox"/> New Residential | <input type="checkbox"/> Residential Accessory Structure | <input type="checkbox"/> New Commercial |
| <input type="checkbox"/> Residential Alteration | | <input type="checkbox"/> Commercial Alteration |
| <input type="checkbox"/> Residential Addition | <input type="checkbox"/> New Manufactured Home | <input type="checkbox"/> Commercial Addition |

NEW CONSTRUCTION INFORMATION

	Number of
Stories	
Bedrooms	
Full Baths	
Partial Baths	
Garage (bays)	
Height above Grade	

	Area (sq ft)
Basement Area	
First Floor	
Second Floor	
Third Floor	
Garage Area	
Attic	
Deck	
Driveway	
Walkway/Patio	
Total Square Footage	

Type of Footings	Footing Size	Composition
Type of Piers	Size	Size of footings under piers

Give size of:	Clear Height	Wall Thickness	Material	Joists	Center Studs	Centers
Basement						
1 st Floor						
2 nd Floor						
3 rd Floor						
Upper Floors						

R-Values	Walls	Ceiling	Basement
Roofing	Rafters	Sheathing	Shingles Slope

Heating System: Hot Air Hot Water Steam Radiant

Method of firing/fuel system: Coal Oil Gas Electric Other _____

Water: Public On Lot Private – Well CCHD Permit # _____ Private Community

Sewer: Public On Lot- Septic CCHD Permit # _____ Private Community

Will building/structure be wired for electricity?
 NO YES Name of Electrical Inspection Agency _____

Are any buildings/structures to be demolished? YES NO

Driveway alteration/construction shall require either a Township Driveway Permit for driveways connecting to Township roadway or a PennDOT Highway Occupation Permit for driveways connecting to a state roadway.

GENERAL CONSTRUCTION INFORMATION

FLOOR AREA	
<u>Existing (sq ft)</u>	<u>Proposed NEW (sq ft)</u>
1 st Floor	1 st Floor
2 nd Floor	2 nd Floor
3 rd Floor	3 rd Floor
Upper Floor	Upper Floor
Basement <input type="checkbox"/> Finished <input type="checkbox"/> Unfinished	Basement <input type="checkbox"/> Finished <input type="checkbox"/> Unfinished
Garage <input type="checkbox"/> Attached <input type="checkbox"/> Detached	Garage <input type="checkbox"/> Attached <input type="checkbox"/> Detached
Deck	Deck
Total NEW Floor Area (sq ft):	

LOT COVERAGE	
<u>Existing (sq ft)</u>	<u>Proposed NEW (sq ft)</u>
Dwelling	Dwelling
Driveway	Driveway
Walkway	Walkway
Shed(s)	Shed(s)
Accessory Structure(s)	Accessory Structure(s)
Patio	Patio
Lot Size (sq ft)	
Total Existing Coverage Area (sq ft):	
Total Proposed NEW Coverage (sq ft):	

DESCRIBE PROPOSED WORK:

When will work commence? _____

TOTAL COST OF CONSTRUCTION (include materials and labor) \$ _____

APPLICANT’S CERTIFICATION

Application is hereby made to West Brandywine Township for the approval of the Specifications and Plans herewith submitted for erection of the building/structure herein described.

The Applicant certifies that:

1. Within sixty days after completion of the work, any temporary structure or workshop will be removed, and further agrees to the requirements that all provisions of the 2018 International Building Code and Township Zoning Ordinances shall be complied with during the construction of said building/structure, whether specified herein or not.
2. The estimate cost and other information provided as part of this application is correct
3. Any changes to the approved documents will be filed with the Township
4. Approved plans and specifications will be available on site at all times
5. Work shall not commence prior to the issuance of a building permit
6. Approved permits shall be prominently displayed at the construction site

Applicant’s Signature

Date

INSPECTIONS

The issuance of this building permit requires the applicant to comply with all provisions set forth in the PA Uniform Construction Code, 2018 International Code Council Building Code, and ordinances of West Brandywine Township. The inspections marked below are the stages of construction when West Brandywine Township Codes Department must be notified by the applicant. Inspections shall be scheduled forty-eight (48) hours in advance. Failure to notify the Township before proceeding to the next step will result in a stop order. Twenty-four (24) hour notice is required to cancel a scheduled inspection; Failure to do so will result in a failed inspection. **Fee for all failed inspections as outlined in the current fee schedule.*

This section to be completed by WBT Codes Department

REQUIRED INSPECTIONS

Permit # _____

- SETBACK INSPECTION**
Inspection shall be made checking the location of construction prior to excavation. Stakes or batter boards must be in place and property lines clearly marked.
- FOOTING INSPECTION**
Inspection shall be made after excavation, any formwork is completed, and grade stakes are installed. Concrete may not be placed until the footings are approved by the Building Inspector.
- FOUNDATION INSPECTION**
Foundation walls must be parged and dampproofed, and foundation drainage installed. No framing or backfilling until approved by the Building Inspector.
- ROUGH ELECTRIC**
Applicant is responsible for contracting with a third-party agency licensed in Pennsylvania for electrical inspections. Rough and Final electrical inspections must be completed by the same electrical inspector.
- ROUGH FRAMING AND ROUGH PLUMBING INSPECTION**
After all rough framing, rough plumbing, rough heating, and rough wiring is complete. The rough wiring must be inspected by an approved independent inspection agency and the approval posted at the site. Do not install insulation until the rough framing and rough plumbing are approved by the Building Inspector.
- POST INSULATION/ PRE- DRYWALL**
- DRYWALL** (prior to tape and spackle)
- FINAL ELECTRIC**
Applicant is responsible for contracting with a third-party agency licensed in Pennsylvania for electrical inspections. Rough and Final electrical inspections must be completed by the same electrical inspector.
- FINAL USE & OCCUPANCY**
A final Use & Occupancy inspection will be made after the structure has been completed. The following items must be presented prior to the issuance of a Use & Occupancy Permit:

West Brandywine Township Codes

Date

A dwelling may not be occupied, or a structure may not be used, until the issuance of a Certificate of Use & Occupancy. If the required inspections are not performed as noted above, failed inspection fees may apply and/or a Certificate of Use & Occupancy may be denied.

I HEREBY ACKNOWLEDGE RECEIPT OF THIS FORM

Signature of Applicant

Date

CONTRACTOR INFORMATION

All Contractors engaging in home improvement services within West Brandywine Township shall comply with Contractor Insurance Verification Requirements; Ord. 2021-03, Adopted 8/5/2021.

GENERAL CONTRACTOR WBT Contractor License # _____	Name	Address
	Email	Phone
EXCAVATION/GRADING WBT Contractor License # _____	Name	Address
	Email	Phone
MASONRY-CONCRETE WBT Contractor License # _____	Name	Address
	Email	Phone
MASONRY-BRICK/STONE WBT Contractor License # _____	Name	Address
	Email	Phone
CARPENTER WBT Contractor License # _____	Name	Address
	Email	Phone
ROOFING WBT Contractor License # _____	Name	Address
	Email	Phone
PLUMBING WBT Contractor License # _____	Name	Address
	Email	Phone
ELECTRICAL WBT Contractor License # _____	Name	Address
	Email	Phone
HVAC WBT Contractor License # _____	Name	Address
	Email	Phone
INSULATION WBT Contractor License # _____	Name	Address
	Email	Phone
DRYWALL WBT Contractor License # _____	Name	Address
	Email	Phone
PAINTER WBT Contractor License # _____	Name	Address
	Email	Phone
KITCHEN/TRIM INSTALLER WBT Contractor License # _____	Name	Address
	Email	Phone
FLOORING WBT Contractor License # _____	Name	Address
	Email	Phone

PLEASE NOTE: General contractor registration covers only those employed by the general contractor. Persons representing themselves, as contractors, shall be registered even though they are working under the general contractor.

I, _____, being the applicant for the building permit do hereby affirm the enclosed information as being true and correct. Should any of the listed contractors change, it will be my responsibility to inform the Township Code Enforcement Officer and see that the Township registration requirements are met.

Applicant Signature

Date

WEST BRANDYWINE TOWNSHIP CODE ENFORCEMENT OFFICE
198 Lafayette Road
West Brandywine, PA 19320
Phone: 610-380-8200 Fax: 610-384-4934
CONTRACTOR'S INSURANCE VERIFICATION

FEE PER CURRENT FEE SCHEDULE

DATE: _____

Contractor's engaging in any and all types of home improvements shall register with West Brandywine Township Codes Office prior to commencing home improvements within the Township. A check shall accompany completed application, made payable to West Brandywine Township.

Please complete the application in its entirety. Sign and date application, include current Certificate of Insurance naming West Brandywine Township as the Certificate Holder, specifying minimum general liability and workers compensation limits as outlined below. If you are filing a self-employment or religious exemption, and are not required to carry Workers Compensation Insurance, **please complete and have notarized the attached Affidavit for submittal along with the Application. If the Affidavit is not completed, processing of the application will be delayed. Also include a copy of your State Registration Certificate.**

The following minimum insurances are required to obtain a valid Registration Certificate:

- a. General Liability - 1) Per Occurrence - \$500,000; 2) Per Personal Injury - \$500,000; 3) Property Damage - \$1,000,000
- b. Workers Compensation and Employer's Liability - 1) Each Accident - \$100,000

VALID FOR ONE YEAR FROM DATE OF ISSUANCE

CONTRACTOR INFORMATION:

Contractor's Name: _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Names of principal partner or officer: _____

Type of Contractor: _____

Number of Employees: _____ If you have no employees and you do not have worker's compensation insurance, please complete attached Affidavit, sign, notarize, and include with this application.

Municipalities presently certified in: _____

Certificate of Insurance attached: Yes No

CERTIFICATION: THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

Print Name

Signature

WEST BRANDYWINE TOWNSHIP CODE ENFORCEMENT OFFICE

198 Lafayette Road

West Brandywine, PA 19320

Phone: 610-380-8200 Fax: 610-384-4934

Worker's Compensation Insurance Coverage to comply with Act 44 of 1993

AFFIDAVIT

To be completed if Applicant is a contractor claiming exemption from providing Worker's Compensation Insurance, i.e. if you have no employees or claiming exemption on religious grounds, the Affidavit must be completed, signed and notarized. Contractor's Insurance Verification process will be delayed if Affidavit is not completed.

Name of Applicant: _____

Federal or State Employer or Tax Identification No: _____

The undersigned swears or affirms that he/she is not required to provide Worker's Compensation Insurance under the provisions of Pennsylvania's Worker's Compensation Law for one of the following reasons as indicated:

Contractor and sole proprietor without 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.

Contractor exempt on religious grounds qualified under Section 304.2 of the WC Act.

Signature of Applicant

Date

Name: _____

Address: _____

City: _____ State: _____ Zip _____

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

Signature of Notary Public

My Commission Expires: