

West Brandywine Township 198 Lafayette Road
West Brandywine, PA 19320
Phone: 610-380-8200
permit@wbrandywine.org

Above Ground/Under Ground Storage Tank Installation/Removal Permit and Guidance

AGST (Above Ground Storage Tank) and UGST (Under Ground Storage Tank) installation and removal work must be completed in accordance with the International Building/ Fire Code, referenced NFPA regulations and the requirements of the PA DEP Storage Tank Regulations.

The installation or removal of tanks shall be by a recognized contractor who is an experienced specialist in both installation and removal of either underground or above ground storage tanks.

ABGST and UGST Permit application must include all the following documents:

Removal

- 1) Plot plan showing location of tank and associated piping
- 2) Copy of the contractors PA DEP Certification
- 3) Copy of Signed Inspection Sheet
- 4) PA One Call notification prior to start of the project
- 5) Copy of executed work contract, scope of work
- 6) Upon completion of the removal a Closure Report must be submitted to this office

Installation

- 1) Plot plan showing location of tank and associated piping
- 2) Copy of the contractors PA DEP Certification
- 3) Copy of Signed Inspection Sheet
- 4) PA One Call notification prior to start of the project
- 5) Copy of executed work contract, scope of work

Additional information is available at www.state.pa.us, Keyword: DEP Storage Tanks
<https://www.dep.pa.gov/Business/Land/Tanks/Underground-Storage-Tanks/Pages/default.aspx>

STORAGE TANK INSTALLATION/REMOVAL PERMIT APPLICATION

☐ Installation ☐ Removal

SECTION I

Situs Address

Street Number: _____ Street Name: _____

City: _____ State: _____ Zip: _____

SECTION II

Property Owner Information

Owner Name: _____

Street Number: _____ Street Name: _____

City: _____ State: PA Zip: _____

Owner Phone Number: _____ Email: _____

SECTION III

Contractor Information

Name: _____

Registered with Township? Yes No DEP Reg # _____

Contractor Address: Street Number: _____ Street Name: _____

City: _____ State: _____ Zip: _____

Contractor Phone Number: _____ Email: _____

On Site Contact: _____ On Site Telephone: _____

SECTION IV

Applicant:

☐ Same as Owner ☐ Same as Contractor

SECTION V

Submittal Requirements (Use page two or separate sheet)

1. ☐ Check if more than one tank is being removed (*If more than one tank, plan must include all*)
2. ☐ Above Ground ☐ Below Ground
3. Size of Tank _____ gallons
4. Last contents of tank: ☐ Oil ☐ Gas ☐ Propane ☐ Other _____
5. Is Tank subject to DEP? ☐ No ☐ Yes (*If yes, provide details of proposed closure on page two*)
6. Applicant will describe in enough detail scope of work (*Use page two or separate sheet*)
7. Provide site plan showing location of tank, associated piping, structures, property lines, etc.
8. Will soil samples be taken? ☐ Yes ☐ No (*If yes, provide name of third party*) _____
9. Testing and acceptance methods and methodology
10. Provide names of testing agencies
11. Cost of Removal _____ Cost of Installation _____

Storage Tank Installation/Removal Application

All removals will conform to the 2018 IBC, 2018 IFC, Local Ordinances, State and Federal requirements. It is the applicant's responsibility to notify and apply to all applicable agencies including PA One Call. The applicant is responsible for the safety of the site and integrity of any spoil pile.

SECTION VI

Proposed Work

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Applicant Signature: _____

Date: _____

This Section to be completed by the Codes Administration Office

I hereby certify that I have examined this application and its attachments and find them to be in accordance with the provisions of the West Brandywine Township Building Code and Zoning Ordinance.

APPROVED/DISAPPROVED _____ 20_____

Code Officer

PERMIT FEE: \$_____ (Base) + Current PA UCC Fee

TOTAL DUE: \$_____

WEST BRANDYWINE TOWNSHIP
198 Lafayette Road
West Brandywine, PA 19320
(610) 380-8200

Permit No. _____

INSPECTIONS REQUIRED

The issuance of this building permit requires the applicant to comply with all provisions set forth in the current International Code Council Building Code. The inspections marked below are the stages of construction when the West Brandywine Township Building Inspector must be notified by the applicant. Inspections must be scheduled 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.*

☐ **SETBACK INSPECTION**

Inspection will be made checking location of construction prior to excavation. Stakes or batter boards must be in place and property lines clearly marked.

☐ **FOOTING INSPECTION**

Inspection will be made after excavation and 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 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.

☐ **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:

- a. Copy of approved sewage permit and approved well permit where applicable.
- b. Final electrical inspection by an approved independent inspection agency.

A dwelling may not be occupied, or structure may not be used, until the issuance of a Use & Occupancy Permit. If the required inspections are not performed as noted above, a Use & Occupancy may be denied.

***Note:** Rough and final electrical inspections must be completed by the same electrical inspector.

I HEREBY ACKNOWLEDGE RECEIPT OF THIS FORM

Signature of Applicant

West Brandywine Township

Date

West Brandywine Township Procedure and Required Documentation for Permit Applications

- Original, signed permit applications are accepted; electronic versions may be sent to permit@wbrandywine.org
- Residential permit applications shall include one (1) set of all supporting information consisting of site plan, structural/building plans and specifications, and, if necessary, manufacturer's installation instructions; an additional electronic copy may be sent to permit@wbrandywine.org
- Commercial permit applications shall include one (1) hardcopy and one (1) electronic copy of all supporting documents including site plan, and structural/building plans and specifications; shall be prepared and signed by a registered Engineer/Architect. Additional copies may be required at the discretion of the Plans Reviewer and/or Building Code Official. Electronic copies shall be sent to permit@wbrandywine.org
- All applications shall provide 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, the location and size of existing structures, and construction that are to remain on the site or plot.
- 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.
- Permit applications, once deemed complete, are allotted a review period of 15-business days for Residential applications; 30-business days for Commercial applications; 45-Calendar days for Grading applications.
- Grading Permit Fee of \$350.00 covers one (1) hour Engineer review time, one (1) site visit by Code Officer and Administrative costs. In the event of additional reviews, applicant is required to establish an escrow with the Township in an initial amount of \$500.00 and maintain a minimum balance requirement of \$250.00 each month thereafter, until the issuance of a Use and Occupancy permit is granted. Applicant shall submit W-9 to establish escrow.
- 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

COUNTY OF CHESTER ASSESSMENT OFFICE

313 W. MARKET STREET, SUITE 4202, P.O. BOX 2748, WEST CHESTER, PA 19380

JONATHAN B. SCHUCK, MBA CPE
Director of Assessment

610-344-6105
Fax 610-344-5902
www.chesco.org

Dear Property Owner:

As you have applied for a building permit from your municipality, the county Assessment Office would like to advise you of the steps surrounding our involvement in the process. We would like to make sure that you are aware of what will take place during construction and after the improvement is finished.

- 1) The municipality is required to supply a list of all building and zoning permits to the Assessment Office monthly.
- 2) An assessor will visit your property when they are in your municipality (generally rotate through every 2 - 3 months).
- 3) When arriving at your property, the assessor will come to the front door and identify themselves wearing a Chester County I. D. badge and will present a business card. They will ask you questions about the building permit and may need to measure the improvements (from the outside).
- 4) If you are not home when the assessor arrives, a business card will be left with a note on the flip side of the card. The assessor will proceed to the improvement and measure if the work is sufficiently complete. Otherwise, they will mark it for a revisit the next time they are in the municipality.
- 5) Please cooperate with the assessor, as he or she is simply trying to get the correct information about your improvement, so there will be no mistakes on the county record.
- 6) After the construction is finished or 30 months has elapsed your improvement will be assessed and added to your property record card.
- 7) You will receive a notice from our office changing your assessment reflecting the addition of the new improvement. If you require more information, please call our office at 610-344-6105 and ask to speak to the assessor assigned to your municipality.

It is the intention of this letter to inform you of the assessment process so that you realize that we will be visiting your property. Please note that due to time constraints we generally do not make appointments, unless absolutely necessary. Please be patient when an assessor knocks on your door and answer any questions to the best of your ability. Thank you for your anticipated cooperation.

Sincerely,

Jonathan B. Schuck
Director

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: