

WEST BRANDYWINE TOWNSHIP
198 Lafayette Road
West Brandywine, PA 19320
Ph: 610-380-8200 Fax: 610-380-4934

Permit No. _____

Parcel No. _____

SWIMMING POOL PERMIT APPLICATION

OWNER _____

CONTRACTOR _____

PHONE _____

PHONE _____

ADDRESS _____

ADDRESS _____

EMAIL _____

EMAIL _____

APPLICANT/CONTACT PERSON _____

The application must be accompanied by the following information:

1. Two (2) copies of all structural plans and details for an in-ground pool, or one (1) copy of the manufacturer's installation information for an above-ground pool. (Please note that the manufacturer's information submitted for an above-ground pool will not be returned to you.)
2. Two (2) copies of a property sketch noting the distance of the proposed swimming pool to all property lines, all existing structures, impervious surfaces (driveways, patios, etc.), on site sewer or well systems and any established easements or right of ways.
3. A signed Inspection Checklist Form
4. The Contractor's Information Sheet signed and dated. List "Homeowner" as the general contractor if work is to be completed at no charge by a resident of the property.
5. Contractor's registration application and fee when construction is by a paid contractor.

(Please note: A copy of the plans and property sketch will be returned to you with your approved permit)

General Information:

1. Dimensions: Pool Shape _____ Width _____ Length _____ Depth _____ Total Sq. Ft. _____
2. Pool Type: ☐ Above-Ground ☐ In-Ground ☐ Liner ☐ Without Liner
3. Material Type: ☐ Concrete ☐ Fiberglass ☐ Steel Frame ☐ Other _____
4. Electrical Inspection Agency _____
5. Estimated Cost of Construction _____
6. Comments _____

For office use only

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 / ☐ DENIED _____ 20____

Codes Official

ZONING DISTRICT _____

BCO

TOTAL SQUARE FEET _____

PERMIT FEE _____

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	Address
WBT Contractor License	Phone
PAVING /GRAVING	Address
WBT Contractor License	Phone
ASPHALT-CONCRETE	Address
WBT Contractor License	Phone
ASPHALT-BRICK/STONE	Address
WBT Contractor License	Phone
CARPENTER	Address
WBT Contractor License	Phone
ROOFING	Address
WBT Contractor License	Phone
PLUMBING	Address
WBT Contractor License	Phone
ELECTRICAL	Address
WBT Contractor License	Phone
VAC	Address
WBT Contractor License	Phone
INSULATION	Address
WBT Contractor License	Phone
REPAIR WALL	Address
WBT Contractor License	Phone
PAINTER	Address
WBT Contractor License	Phone
INTERIOR/EXTERIOR STALLER	Address
WBT Contractor License	Phone
FLOORING	Address
WBT Contractor License	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

SWIMMING POOL INSPECTIONS

As the holder of this permit, you are required to comply with all the provisions set forth in the International Code Council Building Code 2018. You are required to schedule the following series of inspections as appropriate during the construction of your pool. It is your responsibility to contact the Township to schedule each of the required inspections. All inspections will be performed by a representative of the Township. You must schedule each inspection a minimum of 48 hours in advance. Failure to notify the Township prior to proceeding with the next phase of construction will result in a stop order and you will be obligated to expose that phase of construction which requires an inspection. If during an inspection the construction is found not in compliance with the applicable codes, a failed inspection will be issued. **Fee for all failed inspections as outlined in the current fee schedule.* Twenty-four (24) hour notice is required to cancel a scheduled inspection. Your signature at the bottom of this page acknowledges that you have read and fully understand the requirements contained herein. Please contact the Township prior to accepting the terms of this permit if you should have any questions.

☐ **SETBACK INSPECTION**

This inspection must be performed prior to excavation or land disturbance. The location of the pool and all property lines must be staked by the contractor or homeowner prior to this inspection. The purpose of this inspection is to determine if the location of the pool on the property meets the required setback distances contained within the Township's Zoning Ordinance, and to perform a visual inspection of the site to determine any issues which may not have been addressed during the permitting process.

☐ **FOUNDATION INSPECTION**

This inspection is performed once all grading and bedding is completed for an above-ground pool, or once the excavation is complete and the reinforcing steel (or any other structural framework which will be concealed once the pool is completed) is in place. Silt fence or other approved erosion control devices must be installed prior to excavation or grading and will be inspected for proper and effective installation. Plumbing for the pool must be properly installed at the time of inspection, however, do not backfill or conceal. All plumbing components must be exposed for inspection and must be properly bedded. A rough electrical inspection (including the inspection of pool grounding) must be completed by an independent inspection agency prior to the foundation inspection. The contractor or homeowner must provide proof of a passed rough electrical inspection to the Township during the foundation inspection. For steel reinforced pool, ensure that all steel is properly tied and that all required steel clearances are met.

☐ **FINAL INSPECTION**

This inspection is performed once the pool construction is complete, the pool filled and operational, and all related work items (including but not limited to grading and seeding, patios, lighting, ladders, diving boards, fencing, gates and door alarms) are complete. The pool may not be used until it passes the final inspection. The electric service to the pool must have passed a final inspection by an independent inspection agency prior to the Township's final inspection. Again, the contractor or homeowner must provide proof of a passed final electrical inspection to the Township.

I HEREBY ACKNOWLEDGE RECEIPT OF THIS FORM.

Signature of the 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:

Don't Let Storm Water Run Off With Your Time and Money!

What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.

Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

What is Storm Water?

Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what are commonly called storm sewers. These are the drains you see at street corners or at low points on the sides of streets. Collectively, the draining water is called **storm water runoff**.



Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,

Pollution Prevention Practices:

- Designated fueling and vehicle maintenance area away from streams.
- Remove trash and litter.
- Clean up leaks immediately.
- Never wash down dirty pavement.
- Place dumpsters under cover.
- Dispose of all wastes properly.

minimizing clean up and maintenance costs, and the impacts to water resources caused by soil erosion during active construction. Erosion controls can reduce the volume of soil going into a sediment control device, such as a sediment trap, therefore, “clean out” frequencies are lower and maintenance costs are less. When possible, divert water around the construction site using berms or drainage ditches.

In addition, use pollution prevention and “good housekeeping measures” to reduce the pollution leaving construction sites as well. This can be as simple as minimizing the pollution source’s contact with rainwater by covering it, maintaining a “clean site” by reducing trash and waste, and keeping vehicles well maintained.

The Best Laid Plans

Plans such as erosion and sediment control plans and storm water pollution prevention plans are important tools for outlining the erosion control and pollution prevention practices that you will use to manage storm water runoff prior to breaking ground. Developing good plans allows for proper budgeting and planning for the life of the project. Proper installation and maintenance of erosion and storm water controls is essential to a plan that works. Training for on-site staff helps to ensure the proper installation and maintenance of erosion controls and pollution prevention practices. Inspect controls and management techniques regularly to ensure they are working, especially after storm events. If polluted storm water is leaving the site, you may need to repair or add additional storm water controls.



The Bigger Storm Water Picture

Your community is preventing storm water pollution through a comprehensive storm water management program. This program addresses storm water pollution from construction, but it also deals with new development, illegal dumping to the storm sewer system, and municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our streams is . . . water! Contact your community or the Pennsylvania Department of Environmental Protection for more information about storm water management.

For more information:

West Brandywine Township (610) 380-8200
Chester County Conservation District (610) 696-5126
www.chesco.org/conservation

Pennsylvania Association of Conservation District's:
<http://www.pacd.org/default.html>

Pennsylvania Handbook of Best Management Practices for Developing Areas:
http://www.pacd.org/products/bmp/bmp_handbook.html

Storm Water Manager's Resource Center:
<http://www.stormwatercenter.net>

Pennsylvania Department of Environmental Protection:
<http://www.dep.state.pa.us>

