

East Marlborough Township

Chester County, Pennsylvania

SUBMISSIONS FOR A NON-RESIDENTIAL 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

A Guide to Building Permit Applications & Inspection Process For East Marlborough Township

East Marlborough Township has adopted the Uniform Construction Code in order to comply with Act 45, mandated by the state legislators.

Please contact the Township Building Official if you have any questions about the Uniform Construction Code.

❖ Residential Permits

The Uniform Construction Code does not apply to the following structures:

- New building or renovation to existing buildings which applied for a permit or were under contract prior to April 9, 2004.
- The following structures if the structure has a building area of less than 1000 square feet and is an accessory to a detached single family dwelling. However, these structures will still require a Zoning Permit.

- ◆ Carports
- ◆ Detached private garages
- ◆ Greenhouses
- ◆ Sheds

- A permit is not required for the following items:

- ◆ Fences that are not over six feet in height
- ◆ Sidewalks not over 30 inches above grade
- ◆ Swimming pools less than 24 inches deep
- ◆ Window replacement without any structural change
- ◆ Portable appliances
- ◆ Replacement of existing siding
- ◆ Replacement of up to 25% of roof
- ◆ Replacement of kitchen appliances
- ◆ Replacement of toilets or sinks
- ◆ Replacement of a switch, receptacle or light fixture

Note: If you finish your basement, a building permit is required. Also, if you place a shed on your property that is more than 1000 square feet, the Assessment Office will also add this to your assessed value. Please call Chester County Assessment Office at 610-344-6105 for questions you may have regarding your property assessment.

❖ Plan Review Requirements

Residential 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.

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
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: _____

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.

EAST MARLBOROUGH TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

ORDINANCE NO. 95-2

AN ORDINANCE AMENDING THE EAST MARLBOROUGH TOWNSHIP ZONING ORDINANCE OF 1992, AS HERETOFORE AMENDED, BY ADDING SUBPARAGRAPH 4, SUBSECTION C OF SECTION 2006 OF THE ORDINANCE.

PURSUANT TO THE AUTHORITY CONTAINED IN THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE, AS AMENDED, 63 P.S. §10101 ET. SEQ., THE BOARD OF SUPERVISORS OF EACH MARLBOROUGH TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA, DOES HEREBY ENACT AND ORDAIN AS FOLLOWS

Section 1.

Subparagraph 4, subsection C of Section 2006 ("Issuance of Permits") is hereby added as follows:

- 4. Prior to the issuance of a Certificate of Occupancy for new construction for which title transfer is proposed, the applicant for the Building Permit shall submit an as-built survey document which shows the location of the buildings, driveways, septic tank with drain field, domestic water well/source, and boundary iron pins or concrete monuments and has been sealed by a licensed surveyor.

Section 2.

This Ordinance shall be effective five days after its enactment.

ENACTED AND ORDAINED by the East Marlborough Township, Chester County, Board of Supervisors this 17th day of July, 1995.

Robert J. Sch...

W. J. ...

Robert F. Weir

Attest:

Charles R. Leach

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

EAST MARLBOROUGH TOWNSHIP

NON-RESIDENTIAL ZONING PERMIT

Name of Property Owner _____

Address _____

Address for which permit is requested: _____

Phone _____

Tax Parcel Number _____

Zoning District - (Circle one)

Mixed Use
Commercial - Village
Commercial - Highway
Educational, Scientific, Institutional
Limited Industrial

Please Circle applicable one:

New Construction

Renovation/Alteration

Accessory

Briefly describe the nature of the modification you propose and attach a sketch plan showing plot, building footprint of existing and proposed buildings, and any changes in impervious.

Permit Approved: _____

Date _____

Permit Number _____

Fee _____

EAST MARLBOROUGH TOWNSHIP
721 Unionville Road
Kennett Square, PA 19348
Ph. 610-444-0725
Fax. 610-444-1380

For Building Permit, call Ed Caudill: 610-444-1375

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

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, 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

**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

<p>A. TYPE OF IMPROVEMENT</p> <p>1 <input type="checkbox"/> New building</p> <p>2 <input type="checkbox"/> Addition (If residential, enter number of new housing units added, if any, in Part D, 13)</p> <p>3 <input type="checkbox"/> Alteration (See 2 above)</p> <p>4 <input type="checkbox"/> Repair, replacement</p> <p>5 <input type="checkbox"/> Wrecking (If multifamily residential, enter number of units in building in Part D, 13)</p> <p>6 <input type="checkbox"/> Moving (relocation)</p> <p>7 <input type="checkbox"/> Foundation only</p>	<p>D. PROPOSED USE - For "Wrecking" most recent use</p> <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> <p>Residential</p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family - Enter number of units - - - - -> _____</p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units - - - - -> _____</p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other - Specify _____</p> </td> <td style="width:50%; vertical-align: top;"> <p>Nonresidential</p> <p>18 <input type="checkbox"/> Amusement, recreational</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other - Specify _____</p> </td> </tr> </table>	<p>Residential</p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family - Enter number of units - - - - -> _____</p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units - - - - -> _____</p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other - Specify _____</p>	<p>Nonresidential</p> <p>18 <input type="checkbox"/> Amusement, recreational</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service station, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores, mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other - Specify _____</p>
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<p>B. OWNERSHIP</p> <p>8 <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.)</p> <p>9 <input type="checkbox"/> Public (Federal, State, or local government)</p>			

<p>C. COST</p> <p>10. Cost of improvement..... \$ _____</p> <p><i>To be installed but not included in the above cost</i></p> <p>a. Electrical..... \$ _____</p> <p>b. Plumbing..... \$ _____</p> <p>c. Heating, air conditioning..... \$ _____</p> <p>d. Other (elevator, etc.)..... \$ _____</p> <p>11. TOTAL COST OF IMPROVEMENT \$ _____</p>	<p>(Omit cents)</p>	<p>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.</p> <p>_____</p> <p>_____</p> <p>_____</p>
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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.

<p>E. PRINCIPAL TYPE OF FRAME</p> <p>30 <input type="checkbox"/> Masonry (wall bearing)</p> <p>31 <input type="checkbox"/> Wood frame</p> <p>32 <input type="checkbox"/> Structural steel</p> <p>33 <input type="checkbox"/> Reinforced concrete</p> <p>34 <input type="checkbox"/> Other - Specify _____</p>	<p>G. TYPE OF SEWAGE DISPOSAL</p> <p>40 <input type="checkbox"/> Public or private company</p> <p>41 <input type="checkbox"/> Private (septic tank, etc.)</p>	<p>J. DIMENSIONS</p> <p>48. Number of stories.....</p> <p>49. Total square feet of floor area, all floors, based on exterior dimensions.....</p> <p>50. Total land area, sq. ft.</p>	
	<p>H. TYPE OF WATER SUPPLY</p> <p>42 <input type="checkbox"/> Public or private company</p> <p>43 <input type="checkbox"/> Private (well, cistern)</p>	<p>K. NUMBER OF OFF-STREET PARKING SPACES</p> <p>51. Enclosed.....</p> <p>52. Outdoors.....</p>	
<p>F. PRINCIPAL TYPE OF HEATING FUEL</p> <p>35 <input type="checkbox"/> Gas</p> <p>36 <input type="checkbox"/> Oil</p> <p>37 <input type="checkbox"/> Electricity</p> <p>38 <input type="checkbox"/> Coal</p> <p>39 <input type="checkbox"/> Other - Specify _____</p>	<p>I. TYPE OF MECHANICAL</p> <p>Will there be central air conditioning?</p> <p>44 <input type="checkbox"/> Yes 45 <input type="checkbox"/> No</p> <p>Will there be an elevator?</p> <p>46 <input type="checkbox"/> Yes 47 <input type="checkbox"/> No</p>	<p>L. RESIDENTIAL BUILDINGS ONLY</p> <p>53. Number of bedrooms.....</p> <p>54. Number of bathrooms</p> <p style="margin-left: 20px;">} Full.....</p> <p style="margin-left: 20px;">} Partial.....</p>	

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;">FOR DEPARTMENT USE ONLY</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*

