



## **SUBMISSION FOR A RESIDENTIAL PERMIT CHECKLIST**

- Zoning Permit
- Soil and Erosion Plan
- Driveway Permit (if on state highway)
- Sewage Permit
- Well Permit
  - Public Water
  - Public Sewer
- Two set of Construction Plans
- Property Owner's Certification and Indemnity Form
- Workers' Compensation Insurance Affidavit
- Building Permit Application
- No payments will be accepted until a permit has been issued.
- We only accept checks made payable to East Marlborough Township
- Contact information is important.

### **If you have any questions, contact:**

Charlie Shock-Building Inspector/Zoning Officer - 610-220-9294 /  
[shockey7@verizon.net](mailto:shockey7@verizon.net)

OR

Scott Moran-Plans Examiner & Inspector - 610-637-1003 /  
[scottmoran@zoominternet.net](mailto:scottmoran@zoominternet.net)

East Marlborough Township  
721 Unionville Road  
Kennett Square, PA 19348  
610-444-0725

## RESIDENTIAL ZONING PERMIT

**Please fill the information out completely.**

Applicant/Contractor Name: \_\_\_\_\_

Applicant/Contractor Address: \_\_\_\_\_

Applicant/Contractor E-mail: \_\_\_\_\_

Applicant/Contractor Phone Number: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

E-mail of Property Owner: \_\_\_\_\_

Phone Number of Property Owner: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax Parcel Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

**Circle one:**

- New Construction
- Addition or Renovation
- Accessory (pool, deck, fence, shed, detached garage...)

**\*This permit must be accompanied by a sketch showing the plot plan, existing structures, and proposed construction.**

**For building permit/zoning questions please contact:**

Charlie Shock 610-220-9294 / shockey7@verzion.net

<b>Office Use Only</b>
Date Received _____
Due Date _____
Permit Number _____

East Marlborough Township  
721 Unionville Road  
Kennett Square, PA 19348  
610-444-0725

**Office Use Only**

Date Received \_\_\_\_\_

Date Due \_\_\_\_\_

Permit Number \_\_\_\_\_

## East Marlborough Township

**Residential and Commercial Building Permit Application**

721 Unionville Road, Kennett Square, PA 19348

610-444-0725

**Owner/Contractor/Architect or Engineer Information:**

1.) Owner Name \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

2.) Contractor \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

PA Registration \_\_\_\_\_

3.) Architect or Engineer \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

**Location of Building:**

Address \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_ Zoning District \_\_\_\_\_ Lot# \_\_\_\_\_ Lot Size \_\_\_\_\_

**Cost of Improvement:**

Cost of Improvement \_\_\_\_\_ Plumbing \_\_\_\_\_ Heating/Air Conditioning \_\_\_\_\_

Other \_\_\_\_\_ Electrical \_\_\_\_\_ Total Cost of Improvement \_\_\_\_\_

**Scope of Work (please be specific):**

\_\_\_\_\_

\_\_\_\_\_

**Residential Building Only:**

Number of Bedrooms \_\_\_\_\_

Number of Bathrooms \_\_\_\_\_

**Type of Sewage Disposal  
(please circle):**

Public (EMT sewer)

Private (septic tank, etc.)

**Type of Water (please circle):**

Water Company

Private (well, cistern)

**Dimensions:**

Number of stories \_\_\_\_\_

Total square feet of floor area, all floors  
based on exterior dimensions \_\_\_\_\_

Total land area, sq ft \_\_\_\_\_

**Principal Type of Heating:  
(please circle):**

Gas Oil Propane

Electricity Coal

Other \_\_\_\_\_

**Number of Off-Street Parking  
Spaces:**

Enclosed \_\_\_\_\_

Outdoors \_\_\_\_\_

# WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION

## (ADDENDUM TO BUILDING PERMIT APPLICATION)

### A.) The applicant is:

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

(a contractor within the meaning of the Pennsylvania Worker's Compensation Law)

- Yes
- No

If the answer is "yes", complete Section B & C below as appropriate

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### B.) Insurance Information

Applicant is a qualified self-insurer for workers' compensation

- Certificate attached

Name of Worker's Compensation Insurer

Workers' Compensation 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 Pa.C.S.A., Section 4904 relating to unsworn falsification to authorities.

Signature of Applicant: \_\_\_\_\_

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### C.) Exemption

Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned sears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

- Contractor with no employees. The contractor is 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:

Date: \_\_\_\_\_

Signature of Notary: \_\_\_\_\_

I verify that my response to these questions are true and correct to the best of my knowledge, information and belief. I understand that false statements are subject to 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)

**PROPERTY OWNER'S CERTIFICATION AND INDEMNITY**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tax Parcel #: \_\_\_\_\_

I/we 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 Pennsylvania Uniform Construction Code and its Amendments.

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 a 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 Signature: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_