

Thornbury Township
Chester County
BUILDING PERMIT

Requirements

1. Proof of ownership or authorized agent representing property is required.
2. The applicant must complete a Uniform Zoning/Construction Permit Application (attached). All questions must be completed since all information provided determines issuance of the permit.
3. Building Plans and list of Materials must be submitted with the application.
4. A Plot Plan on a separate sheet showing size and location of all structures, either on-lot sewage or public sewer tie in, on-lot water well and distance to property lines (hand drawn is acceptable).
5. Copy of Workers' Compensation Certificate. (See attached form)
6. Copy of the Erosion and Sedimentation Plan and approval letter may be required from the County. Depending on the area of the expanded footprint, stormwater management may be necessary.
7. If the application is for a New Home, a septic system permit issued by the Sewage Enforcement Officer or evidence of a tapping or connection fee being paid to the respective public sewer entity must be submitted with the application. A road crossing permit may be required for excavating to a sewer tap or water tap. Check with LTL staff for requirements in your Municipality (local and State).
8. A copy of the well permit issued by the Chester County Health Department must be attached.
9. If the application is for additions involving bedrooms, Sewage Enforcement Officer must also verify by letter, the adequacy of existing on lot septic systems prior to the issuance of permit.
10. An Electrical Permit is required with all residential and commercial building permits. The application will be provided with the permit application.
11. A Plumbing Permit is required with all residential and commercial building permits. The application will be provided with the permit application.
12. A Driveway Permit is required for any new home. If the driveway abuts a State Route, a PennDOT Highway Occupancy Permit is required.
13. The applicant should have stakes placed at the corners where the structure is to be built. The building inspector will check this stakeout before the building permit will be issued.
14. Most New Homes require 10 to 13 inspections.

15. A Certificate of Occupancy is required for all permits. Work must begin within six (6) months of permit being issued or a new permit is required.
16. A minimum of twenty-four (24) hours notice is required for all inspections.

PLEASE NOTE: there will be an \$85.00 fee for each failed inspection (\$125 for commercial applications)

17. If the proposed construction is for a non-residential building, a Land Development Plan is required.
18. If a Non-Residential building is to be constructed, the application must submit a set of construction drawings to which an architect or engineer has applied his seal.

Payment is required upon issuance of permit and prior to construction. All fees shall be payable to the Municipality.

Residential permits shall be granted or refused within 15 business days and Commercial permits shall be granted or refused within 30 business days as per the Uniform Construction Code requirements after the written application has been submitted and determined complete. **LTL makes every effort to process and issue residential permits within 10 working days. Questions regarding permits can be directed to LTL @ 610-987-9290 or 888-987-8886.**

Remember PA One-Call before excavating, simply dial 811, or www.paonecall.org.

Thornbury Township, Chester County Pennsylvania

8 Township Drive, Cheyney, PA 19319

Phone: 610-399-1425 Fax: 610-399-6714

PLUMBING PERMIT APPLICATION

TOWNSHIP: _____

Date of Application: _____, 20____

Permit Fee: \$ _____

Name of Applicant (Owner): _____

Address _____ Phone _____

Zip Code _____

Name of Contractor: _____

Address _____ Phone _____

Zip Code _____

Subdivision Name and Lot No. (if applicable): _____

Tax Map Parcel Number: _____

- Check Appropriate Box:
- Mobile Home or Manufactured Dwelling
 - Single-Family Dwelling
 - Two Family Dwelling
 - Apartment Building or Condominium
 - Addition or Alteration
 - Sewer Lateral
 - Water Lateral
 - Non-Residential Application: Specify: _____
 - Permit for work not listed elsewhere

Statement of materials to be Used: _____

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge.

Applicant's Signature: _____ Date: _____

Permit No. _____ Issuance Date: _____

Approved by Inspector: _____ Date: _____
Signature

Thornbury Township, Chester County Pennsylvania
8 Township Drive, Cheyney, PA 19319
Phone: 610-399-1425 Fax: 610-399-6714
DRIVEWAY PERMIT APPLICATION

TOWNSHIP: _____

Date of Application: _____, 20____ Permit Fee: \$ _____

Name of Applicant _____
Address _____ Phone _____
_____ Zip Code _____

Owner (if other than applicant) _____
Address _____ Phone _____
_____ Zip Code _____

Name of Contractor or Builder _____
Address _____ Phone _____
_____ Zip Code _____

Property Address of Site: _____

Location of Driveway: _____

Statement of materials and Construction to be Used: _____

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge, and furthermore the property owner has authorized the work.

Applicant's Signature: _____ Date: _____

Permit No. _____ Issuance Date: _____

Approved by Inspector: _____ Date: _____
Signature

**MANDATORY WORKER'S COMPENSATION
INSURANCE COVERAGE INFORMATION
(Attach to Building Permit Application)**

A. **Applicant:**
Name if Applicant: _____
Federal or State Employer or Tax Identification No: _____

B. **The Applicant is a contractor within the meaning of the Pennsylvania
Worker's Compensation Law:** Yes No
If the answer is "yes" – complete section C below.
If the answer is "no" – complete section D below.

C. **Insurance Information**
Applicant is a qualified self-insurer for worker's compensation
 Certificate Attached
Name of Worker's Compensation Insurer: _____
Worker's Compensation Insurance Policy No: _____
Policy Expiration Date: _____
 Certificate Attached

The undersigned deposes and says that the information set forth above is true and correct to the best of the knowledge, information, and belief of the undersigned and that such is given subject to the penalties of 18 PA.C.S., Section 4904, relating to unsworn falsification to authorities.

Applicant: _____

D. **Exemption**

Complete this section if the applicant is a contractor claiming exemption from providing Worker's Compensation Insurance.

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 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 as required by Section C, above.

Religious exemption under Worker's Compensation Law.

Applicant: _____
Address: _____

APPLICATION RECEIVED	REVIEWS COMPLETED	PERMITS APPROVED
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Applicant's Certification:

As the owner or the authorized agent of the project for which this application is filed, I certify that:

1. The applicant certifies that description of use, estimated construction cost and all other information provided as part of this application for a building permit is correct.
2. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of way, flood areas, etc.
3. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from Thornbury Township.
4. This project will be constructed and the work will be completed in accordance with the "approved" construction documents and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405, and any additional approved building code requirements adopted by the Municipality.
5. Any changes to the approved documents will be filed with Thornbury Township.
6. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to Thornbury Township.
7. No error or omission in either the drawings and specifications or application, whether approved or not, or issuance of a permit shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405 and any additional approved building code requirements adopted by the Municipality.
8. If signed by someone other than the construction owner, this work has been authorized by the owner of record and I have been authorized by the owner to complete this application on his behalf. I will be acting on behalf of the owner as:

ARCHITECT
 ENGINEER
 CONTRACTOR
 AGENT/OTHER:

9. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

APPLICANT MUST COMPLETE THE ENTIRE SECTION BELOW:

* OWNER OTHER INDICATE
 Architect
 Engineer
 Contractor
 Agent/Other

*Applicant signature

*Name (typed or printed)

*Phone Number

Fax Number

email

*Mailing Address:

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 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 and 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 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. Thanks you for your anticipated cooperation.