

Thornbury Township, Chester County, Pennsylvania

8 Township Drive, Cheyney, PA 19319
Phone: 610-399-1425 Fax: 610-399-6714

Application for Deck/Patio Permit

Permit Number: _____ Date: _____

Tax Parcel #: _____ Lot #: _____

Fee: _____ (\$200.00 + \$0.15/sqft) – *There is an additional \$4 State surcharge on all building permits.*

***A Certificate of Occupancy is required for all permits.
Work must begin within six (6) months of permit issue or a new permit is required.***

Contact Information:

Name of Property Owner

Name of Contractor

Address

Address

City, State, Zip Code

City, State, Zip Code

(____) _____
Phone

(____) _____
Phone

Structure Information:

Project Estimated Cost: _____ Size of Deck: _____ square feet.

Deck distance from the ground: _____. Number of Footers: _____

Steps? [] yes [] no Railings? [] yes [] no Electrical Work? [] yes [] no

Decking Material: _____

Documents Required with Application:

1. Measured drawing showing layout of deck.
2. Materials list.
3. Plot Plan
4. Certificate of Insurance
5. Mandatory Worker's Compensation Form

Required Inspections:

1. Set-Back
2. When footers are placed
3. Rough frame
4. Final

*Rough frame and final inspections can be combined if the deck is more than 36 inches off the ground.

Please note: there will be a \$60.00 fee for each failed inspection.

A minimum of twenty-four (24) hours notice is required for all inspections.

Notes:

1. Footers must be pressure treated or seasonable wood, twice the diameter of the post and buried a minimum of 36" below ground surface.
2. Decks located 30 inches or higher off the ground require a railing which must be a minimum of 36 inches high. The space between the spindles must not be greater than 4 inches.
3. Decks located 8 inches or higher off the ground require a step(s) if deck has access to the ground.
4. An underwriter's sticker is required for any electrical features.

I hereby certify that the statements contained herein are true to the best of my knowledge and belief. I understand that this permit will be issued only for that work listed. I understand that additional information or permits may be required. I understand that I shall give Thornbury Township 24 hours notice prior to commencing work.

Applicant's Signature

Completed by Inspector:

Notes: _____

Approved by: _____
Inspector Date

**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 the 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: _____

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.