



P.O. Box 1, Pocopson PA 19366
Office: 610.793.2151 Fax: 610.793.1944
www.pocopson.org

POCOPSON TOWNSHIP BUILDING PERMIT APPLICATION PACKET IMPORTANT PLEASE READ!

The Permit Application Process will take approximately 15 working days. If any construction commences before a permit is issued and paid for, the permit fees will be doubled.

Non-refundable administrative fees: A non-refundable administrative fee of \$25.00 must be included when a building permit application is submitted. The non-refundable fees are:

- Administrative fee for a permit requiring zoning review \$25.00
- Building permit review \$25.00
- TOTAL FEE DUE IF ZONING AND BUILDING REVIEW \$50.00

All administrative fees are non-refundable and are NOT subtracted from the final permit fee that is due when the permit is picked up. The complete fee schedule is available on our website at <https://pocopson.org/township-forms/>.

The building permit application must be signed by the landowner/applicant. If the applicant is NOT the landowner a written statement indicating that the applicant will act as agent/representative is required.

PLEASE NOTE: The Township requires two (2) copies of a plot plan showing your **setbacks, your construction prints, and the estimated cost of your project.** Your application **cannot be approved** without this information showing your **setbacks.**

The PA Statewide Building Code will require a second means of egress when applying for a building permit to finish a basement. The means may be a walkout exit door, a bilco-type door, or an egress window with a minimum clear opening of 5.7 square feet with an approved window exit well.

Inspections are mandatory for all projects. Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Inspector or appropriate Township Official. It is the duty of the permit holder to notify the Building Inspector or appropriate Township Official that such work is ready for inspection. If inspections are ignored, the permit will be revoked.

All electrical inspections are performed by United Inspection Agency. Contact Len Warren at 610-399-5094 or fax to 610-399-5126 to schedule an electrical inspection.

**PERMIT MUST BE VISIBLE FROM THE STREET
UNTIL COMPLETION OF CONSTRUCTION
(May place in Front Window)**

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<input type="checkbox"/> Building Permit Form (Section I – IV must be completed and signed; submit with nonrefundable application fees that apply)	
<input type="checkbox"/> Agent’s Affidavit (complete if applicable)	
<input type="checkbox"/> Subcontractor Information (complete if applicable)	
<input type="checkbox"/> Plumbing Subcode (complete if applicable)	
<input type="checkbox"/> Electrical Subcode (complete if applicable)	
<input type="checkbox"/> Mechanical Inspector (complete if applicable)	
<input type="checkbox"/> Zoning Permit Application (complete if applicable)	
<input type="checkbox"/> Building and Impervious Coverage Breakdown (complete if applicable)	
<input type="checkbox"/> I acknowledge receipt of stormwater management information sheet	
<input type="checkbox"/> I acknowledge receipt of County of Chester Assessment Office Notice	

BUILDING PERMIT APPLICATION PACKET FOR NEW CONSTRUCTION

(alterations, additions, garages, barns, swimming pools, etc.)

If any form in this packet does not apply to your project, you must put “N/A” or “not applicable” and submit the form with the application.

Applicants must read all instructions and submit the following completed documents prior to issuance of a building permit:

1. Two (2) copies of soil erosion, sedimentation, and grading control permit with accompanying plans for approval, if applicable (separate permit application form is available). Zoning Compliance Report must accompany these permits.
2. Copy of the sewage permit and well permit, if applicable.
3. **Non-refundable administrative fees: \$25.00 fee for zoning and/or \$25.00 building permit review fee. All administrative fees are non-refundable and are NOT subtracted from the final permit fee that is due when the permit is picked up.** Please visit <https://pocopson.org/township-forms/> for the complete Omnibus Fee Schedule.
4. Pocopson Township Building Permit Application, including description of proposed use of the structure and each document as described below:
 - a. Plot Plan (2 copies) to a scale which is practical and legible showing the following:
 - i. lot size and metes and bounds (property description)
 - ii. landowner name, address, and date of the Plot Plan
 - iii. direction of North
 - iv. right-of-way lines and dimensions, easement lines and dimensions, contour lines for sloping lots or spot elevations for level lots.
PLEASE NOTE: A stormwater management plan is required at the time of submission; the Township Engineer and/or Zoning Officer may require a complete grading plan for steep slope lot or lots with unusual topographic conditions and for any grading changes or land disturbance
 - v. **PLEASE NOTE: Setback lines must show property lines, front, rear, and side yard setback dimensions, location of all structures on property and location of well and septic tank**
 - vi. physical features such as catch basins, utility structures, rock outcroppings, streams, and location of existing buildings, parking areas and driveway(s) marked as “new” or “existing”
 - vii. location of sanitary sewage facilities and all wells (per Item 2 above, copies of sewage and well permits must be included if applicable)

- viii. location of proposed structure (footprint) for which the building permit is requested
 - ix. provisions for erosion and sedimentation control and stormwater management
- b. Construction drawings – two (2) copies – to be presented in a form generally accepted by construction industry standards and sealed by a registered architect engineer. Plans to be properly oriented. Reverse will not be accepted. Building Plans must show the following:
 - i. Floor plans, foundation plan, and each floor plan at 1/4" per foot – 2 copies showing materials and dimensions as follows:
 - ☐ Foundation walls, footings, chimneys, fireplaces, plumbing fixtures, heating equipment, required ventilating equipment, foundation drains
 - ☐ Exterior walls, interior partitions, stairs, window and door sizes and locations, rooms and their intended use
 - ☐ Structural elements, including size, materials, and direction or location of beams, girders, columns, lintels, joists, rafters, studding, furring, and any required finishes and bracing
 - ii. Notes: **Place the following notes on all residential first floor plans:**
 - ☐ No vertical wires, plastic or plastic foam in return air spaces
 - ☐ Air conditioning condensing units shall be placed on solid concrete lintels on 3" bed of tamped crushed stone or as directed by manufacturer (3" from grade to equipment)
 - ☐ Draft stops and fire stopping at soffits and drop ceilings. Line bottoms of joists with 1/2" plywood or gypsum board and face of studs with 3/4" plywood or 2" nominal lumber prior to building box
 - ☐ Foundation drain required around perimeter of basement, a 4" diameter perforated pipe, laid in crushed stone, below floor level, outside of foundation and led to sump pit or grade
 - ☐ Egress window for each bedroom located in finished basement
 - ☐ No burial pits or burying permitted. No burning permitted. Remove all debris to a legal dump site
 - iii. **ADDITIONAL DETAILS REQUIRED WITH SUBMISSION OF CONSTRUCTION BUILDING PERMIT APPLICATION (if applicable) include two (2) sets of construction drawings with:**
 - ☐ Foundation plan detailing footing locations, sizes, and reinforcement. Wall type (CMU or poured concrete) size with ventilation and access detail for crawl spaces. Provide slab detail for crawl space and basement floor
 - ☐ Framing plan including size and spacing of all beams, joists, rafters, studs and attachment detail. If Truss Roof Construction, provide Truss Certifications. Provide insulation details or use the prescriptive criteria in the 2009 IECC, Climate Zone 4A.

- ☐ Elevation detail
 - ☐ Complete floor plan
 - ☐ Two (2) sets of plumbing drawings with all supply, drain, and vent locations, sizes and connections to existing plumbing; two (2) sets of HVAC plans; two (2) sets of electrical drawings
 - c. Elevations (4 exterior views) – 2 copies showing finished grades, depth of foundations and footings, floor-to-floor heights, roof slopes, height from grade to peak, windows, door, projections, overhangs, and exterior materials.
 - d. Typical wall section(s) – 2 copies showing materials and thickness of footings, foundation wall, sill plates, anchorage, framing, furring, sheathing, insulation, parging, damp proofing, roofing, depth of foundation, floor-to-floor heights, and final grade.
5. Building other than single-family dwelling may require additional information.
6. Special structures or unusual conditions may require additional information.

IMPORTANT NOTICES – PLEASE READ:

- FAILURE TO PROVIDE ALL INFORMATION AS REQUIRED ABOVE WILL BE CAUSE FOR DENIAL OF PERMIT.
- THE PERMIT APPLICATION PROCESS WILL TAKE APPROXIMATELY 15 WORKING DAYS. IF ANY CONSTRUCTION COMMENCES BEFORE A PERMIT IS ISSUED AND PAID FOR, THE PERMIT FEES WILL BE DOUBLED.
- QUESTIONS REGARDING THE BUILDING PERMIT APPLICATION AND REVIEW PROCESS SHOULD BE DIRECTED TO THE BUILDING INSPECTOR AT 610-793-9390 OR BY EMAIL TO buildinginspector@pocopson.org.
- Individuals improving and/or developing a single lot after subdivision has occurred must execute a Professional Services Agreement with the municipality to cover all miscellaneous costs incurred with the project. **Zoning and/or Building Permits will not be issued without this agreement.** For additional information regarding this requirement please contact the Township Manager at 610-793-2151 or email to nvaughn@pocopson.org.

BUILDING PERMIT PROCEDURES

A Building Permit is required for all new construction, alterations and demolition within the Township, including porches, patios, decks, swimming pools, and sheds. Prior to starting any work, the landowner or agent must obtain the appropriate permits and forms from the Township for the proposed project. **Please read all of the following information – it will help you properly complete the building permit application.**

BUILDING PERMIT FEES

The schedule of fees for zoning and building permit applications is established by current Pocopson Township Resolution. Contact the Township Office at 610-793-2151 for a copy of the Resolution or visit the Township website at www.pocopson.org.

COUNTY OF CHESTER ASSESSMENT OFFICE

Pocopson Township is required to supply a list of all building and zoning permits to the Assessment Office monthly. Following completion of your project, your improvement to your property will be assessed and added to your property record card. For additional information contact the Assessment Office at 610-344-6105.

HOW TO COMPLETE THE 4-PAGE BUILDING PERMIT APPLICATION FORM

General information – provide the application date and type of permit.

Part 1: Location of Project – provide street address and complete all sections in full. (Parcel number and zoning district information is available from Pocopson Township.) A detailed plot plan indicating the entire property and the location of the proposed construction must be provided with the Zoning Permit Application.

Part 2: Type and Cost of Project – provide type of improvement, ownership, cost and proposed use. If proposed use is not specifically identified within the form, please note Item #17 and indicate use.

Part 3: Selected Characteristics of Project – provide type of construction, square footage, principal type of heating fuel, type of mechanical, sewage disposal and water supply. Include dimensions of proposed structures, number of bedrooms proposed and number of parking spaces.

Part 4: Identification – provide signature of applicant along with an address and a phone number (or cell phone number) where applicant can be reached during business hours; **if applicant is not the property owner, a written statement indicating that the applicant shall act as agent/representative shall accompany the application.** If work is being done by a contractor, please provide the name of the person responsible for performing the work and a phone number where that person can be reached during business hours. A Certificate of Insurance for each contractor working on the project, verifying insurance and workers compensation coverage, must accompany the completed and signed building permit application. **Contractors performing home improvements totaling \$5,000 or more per year must provide an official registration number in accordance with the Pennsylvania Home Improvement Consumer Act of July 1, 2009.**

Parts 5 through 7 – to be completed by Township Officials.

Part 8: Site or Plot Plan – provide a sketch of the property indicating all property lines, existing and proposed structures, all driveways and access walkways and patios. Indicate on this plan all site restricted areas including deed restrictions, wetland areas, steep slope areas, easements, etc.

PLEASE NOTE: If the property is located within an established homeowners association, the applicant shall provide a copy of the letter of approval from the homeowners association with the application to the Township. Individuals improving and/or developing a single lot after subdivision has occurred must execute a Professional Services Agreement with the municipality to cover all miscellaneous costs incurred with the project. **Zoning and/or Building Permits will not be issued without this agreement.** For additional information regarding this requirement please contact the Township Manager at 610-793-2151.

PLANS AND SPECIFICATIONS

The applicant must submit **two (2) copies of the plans and specifications** with each Building Permit Application in order for the plan reviewer to determine if the proposed construction complies with all applicable building codes.

A. PLANS FOR ADDITIONS AND NEW CONSTRUCTION – shall include but may not be limited to the following:

1. **foundation plan** indicating the dimensions of the proposed structure and foundation, and the depth and width of the proposed footings (concrete footings to be a minimum of 36" below finished grade, a minimum of 8" thick, a minimum of 2500 psi concrete). Indicate the size and thickness and identify all materials used for foundation walls and provide information regarding the concrete flooring including all sub-grade materials and preparations.
2. **floor plan** for each proposed level indicating all interior layout and dimensions, including all bearing and non-bearing partitions. Indicate all beams and supports which are being utilized including the materials, size, spacing and span. Include the size, spacing, span and bridging for all floor joists being provided. A separate detailed framing plan may be requested in association with the floor plan.
3. **roof plan** indicating the size, spacing and span for all ceiling joists and the size, spacing, span and slope for all roof rafters. Indicate size of the ridge, the size and spacing of collar ties, and the type thickness and R-factor of ceiling insulation. Provide information on all materials being utilized within the roof including sheathing, flashing, felt and shingles. Indicate all roof openings, including attic ventilation, valley and connection which are to be provided.
4. **wall section** indicating all wall plates, stud sizing and spacing, type and placement of all rack bracing, details on façade materials, the clear span for all cantilever sections and any and all headers being provided above openings. Indicate the type, thickness and R-factor of all wall insulation.
5. **cross-section indicating foundation and all framing members**, including all pre-engineered structural members (floor trusses or roof trusses) which are being utilized. Each type of pre-engineered structural member (trusses, floor systems, etc.) shall have a certification, stamped by a professional engineer licensed in the Commonwealth of Pennsylvania, provided at the time of application.

B. PLANS FOR POOLS – shall include but may not be limited to the following:

1. location of pool on the property, materials and reinforcing to be utilized for the pool construction. Plot plan indicating location of pool and all related equipment must be provided with the Zoning Permit Application.
2. location of temporary fencing installed during excavation and construction process.
3. details of permanent fencing indicating locations of openings, height and materials to be utilized and all other information needed to determine compliance with the applicable Zoning Ordinances and agencies at the time of application.

C. PLANS FOR SHEDS – shall include but may not be limited to the following:

1. manufacturer's information regarding prefabricated sheds shall be provided at the time of application (usually available from the shed supplier).
2. plot plan indicating location of the shed on the property provided with the Zoning Permit Application.
3. plans should indicate size, height and materials utilized for construction of shed.
4. all sheds in excess of 100 square feet of floor area are to be provided with footings and/or anchors.
5. sheds greater than 1,000 square feet shall be considered new construction

D. PLANS FOR A DECK – shall include but may not be limited to the following:

1. plot plan indicating location of the deck on the property provided with the Zoning Permit Application.
2. footing layout plan indicating each footing location, size and type.
3. detailed framing plan indicating the size, spacing and attachment method of all members.
4. railing and stair detail indicating size, spacing and attachment method of all members.

REVIEW PROCESS

The application will be reviewed by the Township Officials for compliance with the Township Zoning Ordinances and any other applicable Ordinances of Pocopson Township, as well as the requirements of the Uniform Construction Code for the Commonwealth of Pennsylvania. The Permit Application Process will take approximately 15 working days. If the proposed project does not comply in any way with the applicable Ordinances and/or Codes, the applicant will be notified by phone and/or mail regarding the specific item or items to be addressed. **The Plan Reviewer may amend, correct and/or change minor items within the plans or specifications; it is the applicant's responsibility to construct the project to any amended plans and specifications.**

Township personnel will notify the applicant when the building permit is approved and available at the Pocopson Township Administration Office, 664 S Wawaset Road. The Building Permit is to be displayed by the applicant so as to be visible from the street. **NOTE: Work may not be started until the permit has been granted, paid for and picked up.** All permitted projects shall begin construction within six (6) months from the date the permit is issued; permitted projects requiring zoning approval shall be completed within one (1) year from the date the permit is issued. Applicants may receive at the discretion of the Township an extension for up to one (1) additional year for completion of the project if a written request is provided to the Township with compelling evidence as to why the project has not been completed within the required one (1) year period.

BUILDING INSPECTIONS

Inspections are necessary to ensure that all work conforms to the approved plans and specifications, Township Code, and the Uniform Construction Code of the Commonwealth of Pennsylvania. **Building Inspections are completed on Monday and Thursday.** United Inspection Agency is the appointed electrical inspector. Notification for inspections at the various stages of construction is the responsibility of the applicant or landowner. All uninspected work will not be approved by the Building Inspector in accordance with all applicable Codes.

HOW TO SCHEDULE INSPECTIONS:

Contact Len Warren, United Inspection Agency, at 610-399-5094 to schedule all electrical inspections.

Contact the Building Inspector at 610-793-9390 to schedule an inspection or by email to buildinginspector@pocopson.org. Inspections are completed on Monday and Thursday.

REQUIRED INSPECTIONS:

1. New Construction (includes additions, garages, etc.)
 - a. Footings – scheduled after excavation and prior to placement of concrete for footings
 - b. Foundation – scheduled after wall forms are in place and prior to placement of concrete for walls
 - c. Backfill – scheduled after foundation is waterproofed and prior to backfilling
 - d. Slab – scheduled after subgrade preparation and prior to placement of concrete for slab
 - e. Rough HVAC inspection – at time of frame/plumbing. Rough frame/rough plumbing scheduled after all structural and framing members along with water supply, waste lines and venting are in place and prior to placement of any insulation or fixtures. Rough electrical inspection and approval by United Inspection Agency must be obtained prior to the rough frame/rough plumbing inspection being performed
 - f. Insulation – scheduled after insulation is in place and prior to wall finish being installed
 - g. Drywall screw pattern – before Final Use and Occupancy Inspection
 - h. Final electrical inspection – before Final Use and Occupancy Inspection
 - i. Final Use and Occupancy/final plumbing – scheduled after all finish work is complete and/or prior to settlement. Final electrical inspection and approval by United Inspection Agency must be obtained prior to completing the Final Use and Occupancy Inspection
2. Pools
 - a. Pool steel – scheduled after steel reinforcing has been installed prior to concrete application and after rough electrical inspection and approval by the United Inspection Agency for all wiring and grounding of fixtures has been obtained

- b. Final inspection – scheduled after final electrical inspection and approval by the United Inspection Agency has been obtained and after permanent fencing meeting the requirements of the Township has been installed
- 3. Sheds and other accessory structures
 - a. Footings – scheduled after excavation and prior to placement of concrete for footings
 - b. Rough frame – scheduled after all structural and framing members are in place and prior to placement of any insulation. Rough electrical inspection and approval by United Inspection Agency must be obtained prior to rough frame inspection being performed
 - c. Final inspection – scheduled after shed is in place and secured to footings
- 4. Decks
 - a. Footings – scheduled after excavation and prior to placement of concrete for footings
 - b. Rough frame – scheduled after framing has been installed and prior to placement of deck
 - c. Final inspection – scheduled after the installation of all floor decking, stairs and railings
- 5. Electrical Inspections (as applicable per project)
 - a. Plan review and rough and final inspections for all electrical work is required and shall be obtained as performed by United Inspection Agency
 - b. Electrical inspections to be performed United Inspection Agency

The Township reserves the right to perform additional inspections which may be required as determined by the Building Inspector or Township Officials, in the field, or on a case-by-case basis.



P.O. Box 1, Pocopson, PA 19366
664 S Wawaset Road, West Chester, PA 19382
Office: 610.793.2151 Fax: 610.793.1944
www.pocopson.org

**APPLICATION FOR
PLAN EXAMINATION
BUILDING AND ZONING
PERMIT**

IMPORTANT - Applicant to complete all items in sections: I, II, III, IV, and VIII

**I.
LOCATION
OF
BUILDING**

AT (LOCATION) _____ (NO.) _____ (STREET) _____ ZONING DISTRICT _____
BETWEEN _____ (CROSS STREET) _____ AND _____ (CROSS STREET) _____
TAX PARCEL NO. _____ LOT _____ LOT SIZE _____

II. TYPE AND COST OF BUILDING - All applicants complete Parts A - D

A. TYPE OF IMPROVEMENT

- 1 ☐ New building
2 ☐ Addition (if residential, enter number of new housing units added, if any, in Part D, 13)
3 ☐ Alteration (See 2 above)
4 ☐ Repair, replacement
5 ☐ Wrecking (If multifamily residential, enter number of units in building in Part D, 13)
6 ☐ Foundation only
7 ☐ Roofing (strip or overlay)
8 ☐ Siding (type _____)

D. PROPOSED USE - For "Wrecking" most recent use

- | | |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Residential | Nonresidential |
| 12 <input type="checkbox"/> One family | 18 <input type="checkbox"/> Amusement, recreational |
| 13 <input type="checkbox"/> Two or more family - Enter number of units -----> _____ | 19 <input type="checkbox"/> Church, other religious |
| 14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units -----> _____ | 20 <input type="checkbox"/> Industrial |
| 15 <input type="checkbox"/> Garage - Carport - Shed (size) | 21 <input type="checkbox"/> Parking garage |
| 16 <input type="checkbox"/> Fence (size and type) | 22 <input type="checkbox"/> Service station, repair garage |
| 17 <input type="checkbox"/> Other - Specify _____ | 23 <input type="checkbox"/> Hospital, institutional |
| | 24 <input type="checkbox"/> Office, bank, professional |
| | 25 <input type="checkbox"/> Public Buildings |
| | 26 <input type="checkbox"/> Signs |
| | 27 <input type="checkbox"/> Stores, mercantile |
| | 28 <input type="checkbox"/> Tanks, towers |
| | 29 <input type="checkbox"/> Other - Specify _____ |

B. OWNERSHIP

- 9 Private (individual, corporation, nonprofit institution, etc.)
10 Public (Federal, State or local government)

C. COST

10. Cost of improvement \$
To be installed but not included in the above cost
a. Electrical
b. Plumbing
c. Mechanical
d. Other (elevator, etc.)
11. TOTAL COST OF IMPROVEMENT \$

(Omit cents)

C-2 FEE CHARGED & PAID

Building _____
Occupancy _____
Plumbing _____
Mechanical _____
Electrical _____
Zoning _____
Other _____
Total _____
Receipt No. _____

Nonresidential-Describe in detail proposed use of buildings, e.g., garage, office building industrial plant. If use of existing building is being changed, enter proposed use.

ALL IMPROVEMENTS MUST CONFORM TO BOCA BUILDING, PLUMBING, AND MECHANICAL CODE AND NATIONAL ELECTRIC CODE. ACT 222 ENERGY CONSERVATION REQUIREMENTS MUST BE MET.

III. A PRINCIPAL TYPE OF FRAME

- 30 ☐ Masonry (wall bearing)
31 ☐ Wood frame
32 ☐ Structural steel
33 ☐ Reinforced concrete
34 ☐ Other - Specify _____

B TYPE OF SEWAGE DISPOSAL

- 40 ☐ Public or private company
41 ☐ Private (septic tank, etc.)

D DIMENSIONS

48. Number of stories
49. Total square foot of Improvement
50. Total square feet of floor area, all floors, based on exterior dimensions
51. Total land/lot area, sq. ft.

C TYPE OF WATER SUPPLY

- 42 ☐ Public or private company
43 ☐ Private (well, cistern)

E NUMBER OF OFF-STREET PARKING SPACES

52. Enclosed
53. Outdoors

PERMIT NO. _____

STREET _____

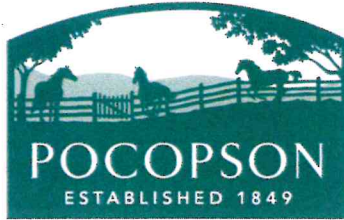
T.M.P. NO. _____

IV. IDENTIFICATION — <i>To be completed by all applicants</i>				
	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				
Management Approval <i>(where required)</i>				
Signature of Contractor		Address	Application Date	
Signature of Owner		Address	Date	
<p>Email of Property Owner: _____</p> <p>Email of Contractor: _____</p> <p>Email of Architect or Engineer: _____</p>				

DO NOT WRITE BELOW THIS LINE

V. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS									
Permit or Approval	Check	Date Obtained	Number	By	Permit or Approval	Check	Date Obtained	Number	By
BROILER					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 _____				

VI. VALIDATION	
<p>Building and Zoning Permit Number _____</p> <p>Building and Zoning Permit issued _____ 19 _____</p> <p>Building and Zoning Permit Fees \$ _____</p> <p>Certificate of Occupancy \$ _____</p> <p>Plan Review Fee \$ _____</p>	<p style="text-align: center;"><u>FOR DEPARTMENT USE ONLY</u></p> <p>Construction Type _____</p> <p>Use Group _____</p> <p>Fire Separation _____</p> <p>Live Loading _____</p> <p>Occupancy Load _____</p>
<p style="text-align: right;">Building Approved by: _____</p>	
<p style="text-align: right;">TITLE _____</p>	



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Agent's Affidavit

Date _____

Property Owner 1 (Please Print) _____

Property Owner 2 (Please Print) _____

Address _____

Phone Number _____

Project Address (if different) _____

Chester County Tax Map Parcel Number (of Project Address) _____

Property Owner 1 (Signature) _____

Property Owner 2 (Signature) _____

Contractor/Design Professional _____

Address _____

Phone Number _____

Pocopson Twp/Commonwealth of PA Home Improvement Contractor Registration Number _____

Contractor/Design Professional Signature _____

This document shall verify that, the above referenced individual(s) is/are the owner(s) of the property indicated within the Project Address and have identified the referenced Contractor/Design Professional to serve as their duly authorized Agent for the submission of the attached Zoning/Building Permit or other application(s) to Pocopson Township.

It is understood that, by signing this document all parties understand that all statements are true and correct and false statements made within this Affidavit may subject individuals to penalties under the laws of the Commonwealth of Pennsylvania.

SUBCONTRACTOR INFORMATION

This information shall be supplied, if applicable. All subcontractors shall be identified. Attach Insurance Certificate for each Contractor.

General Contractor or Developer:

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____
Contact Person/Number: _____
Insurance Carrier: _____ Policy Number: _____

Concrete/Masonry Contractor:

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____
Contact Person/Number: _____
Insurance Carrier: _____ Policy Number: _____

Framing Contractor:

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____
Contact Person/Number: _____
Insurance Carrier: _____ Policy Number: _____

Plumbing Contractor:

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____
Contact Person/Number: _____
Insurance Carrier: _____ Policy Number: _____

Mechanical/HVAC Contractor:

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____
Contact Person/Number: _____
Insurance Carrier: _____ Policy Number: _____

Electrical Contractor:

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____
Contact Person/Number: _____
Insurance Carrier: _____ Policy Number: _____

Roofing and/or Siding Contractor:

Firm Name: _____
Address: _____
City/State: _____ Zip Code: _____
Contact Person/Number: _____
Insurance Carrier: _____ Policy Number: _____

PLUMBING SUBCODE TECHNICAL SECTION

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE.

Block _____ Lot _____
 Work Site Location _____
 Owner in Fee _____
 Address _____
 Tele. (_____) _____
 Contractor _____
 Address _____
 Tele. (_____) _____ Fax (_____) _____
 Lic. No. _____
 Federal Emp. No. _____

B. PLUMBING CHARACTERISTICS

Use Group _____ Present _____ Proposed _____
 Building Sewer Size _____ Public Sewer _____ Private Septic _____
 Water Service Size _____ Public Water _____ Private Well _____
 Est. Cost of Plumbing Work \$ _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW:

- ☐ No Plans Required
 Joint Plan Review Required
☐ Building ☐ Electric
☐ Fire ☐ Elevator
☐ Plumbing Plans Approved

Date: _____

Approved by: _____

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application.

Signature – Contractor's Seal _____

☐ Licensed Plumbing Contractor ☐ Exempt Applicant

Date Received _____

Date Issued _____

Permit # _____

D. TECHNICAL SITE DATA (List of all fixtures.)

NO. FIXTURE/EQUIPMENT

Water Closet	_____
Urinal/Bidet	_____
Bath Tub	_____
Lavatory	_____
Shower	_____
Floor Drain	_____
Sink	_____
Dishwasher	_____
Drinking Fountain	_____
Washing Machine	_____
Hose Bibb	_____
Water Heater	_____
Fuel Oil Piping	_____
Gas Piping	_____
Steam Boiler	_____
Hot Water Boiler	_____
Sewer Pump	_____
Interceptor/Separator	_____
Backflow Preventer	_____
Greasetrap	_____
Sewer Connection	_____
Water Service Connection	_____
Stacks	_____
Other	_____
Other	_____
Other	_____

FEE (Office Use Only)

\$ _____

Administrative Surcharge \$ _____

Minimum Fee \$ _____

Fee \$ _____

TOTAL FEE \$ _____

APPLICANT



ELECTRICAL
SUBCODE
TECHNICAL SECTION

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block _____ Lot _____
Work Site Location _____
Owner in Fee/Occupant _____
Address _____
Tele. (____) _____
Contractor _____
Address _____
Tele. (____) _____ Fax (____) _____
Lic. No. _____
Federal Emp. No. _____

B. ELECTRICAL CHARACTERISTICS

Use Group Present _____ Proposed _____
[] Pole/Pad # _____ [] Temporary [] Other _____
Building Occupied as _____ Utility Co. _____
Est. Cost of Elec. Work \$ _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW		Date	Initial	INSPECTIONS		Dates (Month/Day)	
[] No Plans Required				Type:	Failure	Approval	Initial
Joint Plan Review Required:							
[] Building	[] Plumbing			Rough			
[] Fire	[] Elevator			Temp. Serv.			
[] Elec. Plans Approved				Constr. Serv.			
Date: _____				TCO			
Approved by: _____				Other			
				Service			
				Final			
SUBCODE APPROVAL				Temp. Cut-in-Card Date Issued			
[] CO	[] CCO	[] CA		Final Cut-in-Card Date Issued			
Date: _____							
Approved by: _____							

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application.

Applicant's Signature/Contractor's Seal and Signature _____

[] Licensed Electrical Contractor [] Exempt Applicant

U.C.C. F120
(rev. 3/98)

1 White = Inspector Copy
3 Pink = Office Copy

2 Canary = Office Copy
4 Gold = Applicant Copy



Date Received
Date Issued
Control #
Permit #

D. TECHNICAL SITE DATA

QTY.	SIZE	ITEMS
_____	_____	Lighting Fixtures
_____	_____	Receptacles
_____	_____	Switches
_____	_____	Detectors
_____	_____	Light Poles
_____	_____	Motors—Fract. HP
_____	_____	Emergency & Exit Lights
_____	_____	Communications Points
_____	_____	Alarm Devices/F.A.C. Panel
_____	_____	TOTAL NUMBERS
_____	_____	Pool Permit/with UW Lights
_____	_____	Storable Pool/Spa/Hot Tub
_____	_____	KW Elec. Range/Receptacle
_____	_____	KW Oven/Surface Unit
_____	_____	KW Elec. Water Heater
_____	_____	KW Elec. Dryer/Receptacle
_____	_____	KW Dishwasher
_____	_____	HP Garbage Disposal
_____	_____	KW Central A/C Unit
_____	_____	HP/KW Space Heater/Air Handler
_____	_____	KW Baseboard Heat
_____	_____	HP Motors 1/+ HP
_____	_____	KW Transformer/Generator
_____	_____	AMP Service
_____	_____	AMP Subpanels
_____	_____	AMP Motor Control Center
_____	_____	KW Elec. Sign/Outline Light

Administrative Surcharge \$ _____
Minimum Fee \$ _____
DCA Training Fee \$ _____
TOTAL FEE \$ _____

FEE (Office Use Only)

**MECHANICAL
INSPECTOR
TECHNICAL SECTION**

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE.

Block _____ Lot _____
Work Site Location _____
Owner in Fee _____
Address _____
Tele. (_____) _____
Contractor _____
Address _____
Tele. (_____) _____ Fax (_____) _____
Lic. No. _____
Federal Emp. No. _____

B. MECHANICAL CHARACTERISTICS

Use Group R-3/R-4
Heating System ☐ Conversion ☐ Replacement
Fuel: ☐ Gas ☐ Oil ☐ Electric ☐ Solar
☐ Other _____
Type: ☐ Hydronic ☐ Hot Air
Estimated Cost of Mechanical Work \$ _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW:
☐ No Plans Required
Joint Plan Review Required
☐ Bldg. ☐ Plumb.
☐ Elec. ☐ Elevator
☐ Fire ☐ Mech.

PLANS APPROVED

Date: _____
Approved by: _____

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Signature _____

Date Received _____
Date Issued _____
Permit # _____

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK

FIXTURE/EQUIPMENT

NO. _____
Water Heater _____
Fuel Oil Piping _____
Gas Piping _____
Steam Boiler _____
Hot Water Boiler _____
Hot Air Furnace _____
Oil Tank _____
LPG Tank _____
Fireplace _____
Other _____

FEE (Office Use Only)

Administrative Surcharge \$ _____
Minimum Fee \$ _____
TOTAL FEE \$ _____

APPLICANT



P.O. Box 1, Pocopson PA 19366
Office: 610.793.2151 Fax: 610.793.1944
www.pocopson.org

ZONING PERMIT APPLICATION

Zoning permits shall be required for (1) use & occupancy of any building or other structure erected, altered or enlarged for which a building permit is required; (2) permitted change in use of any building or structure; and (3) change in nonconforming use or expansion or extension of a nonconforming use.

PROPERTY AND OWNER INFORMATION:

Location of Property: _____

Chester County Tax Parcel Number: 63 - _____ - _____

Name of Subdivision (if applicable): _____

Name of Property Owner(s): _____

Address of Record: _____

Telephone/Cell Phone: _____ Email: _____

If the Applicant is NOT the property owner, an Agent's Affidavit is required.

Name of Applicant (if different from above): _____

Address of Applicant: _____

Telephone/Cell Phone: _____ Email: _____

ZONING CLASSIFICATION:

☐ RA - Residential and Agricultural Zoning District

☐ MHP - Mobile Home Park

☐ C1 - Neighborhood Commercial

☐ LI - Limited Industrial

USES:

Current Use of the Property: _____

Proposed Use of the Property: _____

Additional Approvals required (attach copy of the signed decision):

☐ Subdivision/Land Development

☐ Conditional Use

☐ Special Exception

Approved: _____

Approved: _____

Approved: _____

A plot plan is required showing property lines, front, rear, and side yard setback dimensions, location of all structures on property, and location of well and septic tank. I certify that all of the information submitted with this application is true to the best of my knowledge and belief.

Applicant Signature: _____ **Date:** _____

This Zoning Permit authorizes the establishment of the uses stated in this Permit at the location specified. The Zoning Permit is a prerequisite for obtaining a Building Permit. After the proposed improvements are completed a Use and Occupancy Certificate when applicable shall be obtained from Pocopson Township prior to the lot or structure being used and/or occupied.

☐ Application Approved ☐ Application Denied

Date: _____ Zoning Permit # _____

Zoning Officer Signature: _____

BUILDING AND IMPERVIOUS COVERAGE BREAKDOWN
Please complete Parts 1, 2, and 3 only if applicable to your project.

PART 1. PROPERTY AND OWNER INFORMATION:

Location of Property: _____

Name of Property Owner(s): _____

Address of Record: _____

Telephone/Cell Phone: _____

Email: _____

PART 2. BUILDING COVERAGE: Building coverage is the percentage of your lot that is covered by buildings including sheds, garages, covered porches/patios, gazebos, and any structure with a roof.

% allowed _____ (leave blank for calculation by Township Official)

Lot Size in square footage: _____

Square feet allowed (lot size X % allowed as decimal) = _____

For example: 10,000 sq.ft. lot X .2 = 2000 sq. ft. allowable building coverage

House footprint (square feet): _____ Total existing building coverage (square feet): _____

Total existing building coverage as a percentage of lot:

(total existing building coverage) ÷ (lot size) X 100 = _____%

Example: 2000 sq. ft. building footprint/10,000 sq. ft. lot = .2 X 100 = 20% building coverage

Proposed construction (square feet) _____

Total building coverage existing & proposed (square feet) _____

Total proposed building coverage as a percent of lot:

(total building coverage existing & proposed) ÷ (lot size) X 100 = _____%

PART 3. IMPERVIOUS COVERAGE: Impervious coverage is the percentage of your lot that is covered by structures with a roof (for instance house(s), shed(s), garage(s), covered porch(es), covered patio(s), gazebo(s)), PLUS any paved surfaces.

% allowed _____ (leave blank for calculation by Township Official)

Lot Size in square footage: _____

Impervious coverage allowed (lot size X % allowed as decimal) = _____

For example: 10,000 sq.ft. lot X .2 = 2,000 sq. ft. allowable impervious coverage

House footprint (square feet): _____ Total existing impervious coverage (square feet): _____

Total existing building coverage as a percentage of lot:
(all structures and paved surfaces / lot size) X 100 = _____%

For example: 2000 sq. ft. building footprint + 100 sq. ft. paved surfaces / 10,000 sq. ft. lot = .21 X 100 = 21% impervious coverage

Proposed construction or additional paving (square feet): _____

Total impervious coverage existing and proposed (square feet): _____

Total proposed impervious coverage as a percent of lot:
(all structures with a roof + paved surfaces / lot size) X 100 = _____%

**If impervious coverage is over the allowable limit, please contact the
Township Administration Office at 610-793-2151.**



Here are a few suggestions about what you can do to make a difference

- Disconnect your rain gutters (downspouts) from impervious surfaces (such as driveways and sidewalks) and direct the flow to grassed areas or into infiltration beds (dry wells).
- Install a rain barrel and use the collected rainwater for watering flowers and gardens.
- Allow a buffer of native grasses and other vegetation to grow along streams, ponds, or wetlands. This will filter pollutants, protect the stream channel and bank from erosion, and provide better habitat for aquatic based animals.
- Convert small low-lying areas into rain gardens. These can consist of small gardens of water tolerant plants and bushes that will help retain and infiltrate runoff.
- One of the best ways you can reduce the impacts of stormwater is to reduce the pollutants that can be carried in runoff into streams, reservoirs and water supply intakes. Always properly dispose of household hazardous waste, including cleaning solutions, paints, oils, batteries, solvents, sealants, fertilizers, etc. When applying fertilizers or pesticides to your lawn or garden, only apply the recommended amount, and do not apply just before a rainstorm, or near a water body.

Other sources of information and assistance

Chester County
Planning Commission
610-344-6285

Chester County
Conservation District
610-696-5126

Penn State Cooperative Extension of
Chester County
610-696-3500

Natural Resources Conservation Service
U.S. Department of Agriculture
(Chester County Office)
610-696-0398



Chester County
Water Resources Authority
601 Westtown Road • Suite 260
P.O. Box 2747
West Chester, PA 19380-0990
Tel: 610-344-5400
Fax: 610-344-5401
Email: waath@chesco.org
Web site: www.chesco.org/water

Chester County
Board of Commissioners
Carol Alchele
Andrew E. Dinniman
Donald A. Mancini

Published in conjunction with the Chester County Planning Commission, December 2004.

Reducing Stormwater and Flooding The Ten Principles of Effective Stormwater Management

he recent wet weather has made us all aware of what can happen when repeated rainstorms and intense showers occur: runoff—overflowing streams—erosion—property damage—power outages—hazardous traveling conditions—flooding. We can't turn the rain on and off as we see fit and the damaging storms can never be fully tamed to our desires. We can, however, remain ever aware of the influence we have on the environment when we build, farm and reshape the land and streams to meet society's wants and needs.

Rainfall happens and with it the inevitable runoff and resulting impacts. What we as a society do to address the influences we have on our environment will have far reaching implications on the health, safety and welfare of future generations as well as on us here and now. The impacts listed above have one thing in common: They are all related to stormwater and how, once the rain hits the ground, the stormwater will interact with the environment.

Goal 5 of the *Watersheds* plan is to "Reduce Stormwater Runoff and Flooding." Several objectives have been established to meet this goal. The ultimate and collective purpose of these objectives is to accommodate planned growth in a manner that protects public safety while sustaining ground water recharge, stream baseflows, stable stream channel processes and geomorphology conditions, the flood carrying capacity of streams and their floodplains, and ground water and surface water quality—to the maximum extent practicable. This can be accomplished through municipal implementation of "effective stormwater management," which includes ten principles.



Stormwater retention basin (pond) integrates access for pedestrians as well as providing vegetation along the shoreline.

Reducing Stormwater and Flooding

The Ten Principles of Effective Stormwater Management

1 Minimize the volume of stormwater runoff generated



The single most important element of effective stormwater management is to encourage and promote land development that minimizes the volume of stormwater created in the first place. By updating local ordinance design requirements, and incorporating conservation development design criteria, municipalities can contribute to minimizing the amount of stormwater runoff generated. Leaving pervious areas undisturbed to the maximum extent practical for infiltration of rainfall, or for use as part of infiltration Best Management Practices (BMPs), also reduces the volume of stormwater runoff.

2 Define "preddevelopment condition" as "woodland, pasture or meadow condition"



The selection of an appropriate preddevelopment ground cover assumption is required in order to design stormwater systems that provide post development hydrologic conditions that are more consistent with the instream flow conditions and carrying capacities of receiving streams and floodplains, and to protect ground water recharge. For new development sites where existing cover conditions consist of woodlands or meadow, these cover types should be used in the calculations. For areas with agricultural ground covers (e.g. row crops, etc.), it is suggested that "pasture in good condition" be used as the preddevelopment ground cover assumption. For sites in urban areas and areas of redevelopment, a reduction of existing runoff volume, water quality improvement or increased infiltration is recommended, but at a lesser magnitude than is required for new development in other areas.

3 Promote infiltration to protect ground water recharge and reduce runoff



To sustain stream baseflows, and reduce flooding and instream erosion, the volume of runoff infiltrated into the ground must be maintained at or near that expected from undisturbed land. For sites within or discharging to Special Protection Waters designated as Exceptional Value or High Quality, infiltrating the net increase in runoff volume from a 2-year storm event is recommended. For all other areas, it is recommended that the volume of runoff from the first one and one-half (1.5) inches of rainfall be infiltrated. A minimum infiltration volume should be required that protects the volume of preddevelopment ground water recharge on all new development sites. Where additional onsite infiltration is not provided, the use of additional peak rate controls is recommended.

4 Protect water quality by removing pollutants prior to discharge to streams



Removing sediments, nutrients and pollutants from stormwater runoff prior to its release to streams is the most promising and widespread approach needed to protect stream water quality in Chester County. By using effective BMPs to capture the volume of runoff from the first one (1) inch of rainfall, between 85 percent and 90 percent of the total annual average rainfall runoff can be handled through BMPs for pollutant reduction prior to discharge to streams.

5 Protect instream channels and geomorphology conditions



This principle strives to protect and maintain the stability of stream channels from excessive and frequent flow rates and damaging erosion. Temporarily attenuating the runoff from a 1-year 24-hour storm event on site for a period of 12 to 24 hours reduces the runoff rates and volumes received by streams to that which is in better balance with the conditions of the receiving stream. This attenuation can be achieved by routing runoff through the site via grassed swales, wetlands, riparian buffers, or retention ponds.

6 Reduce impacts of development to flood flows



A reduction in flood peak rates is recommended to achieve a balance between post developed site conditions and the flow-carrying capacity of the stream and its floodplain. By reducing the post development peak rates of runoff for the 2-year through 100-year storm events to be equal to the corresponding peak rate for a "woodland, pasture or meadow condition," the total flood volume received by the stream system can be more efficiently conveyed within the natural channel and floodplain. Further reductions in release rates are recommended where onsite infiltration is not provided.

7 Protect adjacent lands from direct stormwater discharge



Stormwater management designs that simply discharge stormwater runoff to a neighboring property without first providing appropriate water quantity and quality measures should be avoided. Adjacent lands that are downstream of a new development should be protected from adverse impacts caused by increased runoff. Protections can include establishing a drainage easement over the adjacent lands and design and construction of conveyance systems that will protect the adjacent lands from erosion and flooding.

8 Ensure long-term operation and maintenance of stormwater facilities



Stormwater management improvements constructed to comply with the best design standards possible are all for naught if these measures are not properly maintained to function as designed. Therefore, an operation and maintenance plan should be prepared and made part of any plans approved for construction. The entity responsible for the long term operation and maintenance should be clearly designated along with an adequate source of funding.

9 Establish forested riparian buffer networks



Riparian buffers should be made part of any site design because of the water quality, infiltration and stream bank stabilization functions they can provide. Protecting the riparian zone along water bodies can provide multiple benefits including water quality improvements, reducing runoff, lower stream temperatures, and providing in-stream habitat. These areas also provide open space, and passive recreation areas. Riparian buffers can be established in urban, suburban and rural areas and are most effective when interconnected from one location to the next.

10 Protect wetlands, floodplains, and forested slopes



Wetlands located in riparian corridors and floodplains serve an often unrecognized and undervalued function—storage and attenuation of floodwaters. This in turn contributes to reducing the peak rate of flood flows further downstream. Floodplains are areas where flood flows expand across the stream valley, causing lower flood levels and slowing flood flows. Protecting floodplains from fill and construction are strongly encouraged to preserve the maximum flood carrying capacity of the natural floodplains; and therefore avoiding increasing peak flow rates or flood levels. Protecting forest cover on steep slopes helps to reduce the rate and volume of rainfall runoff and associated erosion. The tree canopy captures the rainfall and the root systems, understory brush, and leaf litter slow down runoff and increase infiltration.

COUNTY OF CHESTER ASSESSMENT OFFICE

313 W. MARKET STREET, SUITE 4202, P.O. BOX 2748, WEST CHESTER, PA 19380-0991

610-344-6105
Fax 610-344-5902
www.chesco.org

JONATHAN B. SCHUCK, MBA CPE
Director of Assessment

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) A Certified Pennsylvania Evaluator 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
Susan L. Caldwell, CPE.
Chief Assessor

Your municipality provides this letter along with permit applications.

Not all assessable improvements require a permit.