



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

POCOPSON TOWNSHIP SHED/ACCESSORY STRUCTURE 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 must be included when a building permit application is submitted. The non-refundable fees are:

- Administrative fee for a permit requiring zoning review
(if it is a manufactured shed) \$25.00
- Building permit review (if it is a constructed shed) \$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.

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.**

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)**

SHED AND ACCESSORY STRUCTURE PERMIT APPLICATION

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

1. **A non-refundable fee of \$25.00 for zoning review for a manufactured shed. An additional \$25.00 non-refundable fee for building review will be required if the shed is to be constructed.** The non-refundable fees are NOT subtracted from the final permit fee that is due when the permit is picked up.
2. **Signed approval from the homeowners association (if applicable):** If you live in a community with a homeowners association or planned community association, you may be required to receive approval from the association prior to proceeding under any permit issued under this application. It is the applicant's obligation to investigate whether an association approval is necessary, and where required, obtaining such approval. Failure to obtain a required association approval may result in legal action for proceeding under any permit issued under this application. If you have obtained association approval, please attach it to the application. By not attaching an association approval, you are certifying that no such approval is necessary.
3. Pocopson Township Building Permit Application including description of proposed use of the structure and include 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: 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
 - 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.

IMPORTANT – 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-PART BUILDING PERMIT APPLICATION FORM FOR A CONSTRUCTED SHED

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, 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 6 – to be completed by Township Officials.

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.

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.

PLANS FOR A SHED shall include but may not be limited to the following:

1. Manufacturer's information regarding prefabricated shed 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 (must be provided for zoning review).
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. Shed greater than 1,000 square feet shall be considered new construction.

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 and for 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 they provide a written request to the Township with compelling evidence as to why the project has not been completed within the required one (1) year period.

INSPECTIONS

Inspections are completed on Monday and Thursday. 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. 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 (if applicable).

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:

- a. Site inspection by Zoning Officer required prior to any excavation. Please contact the Township Office at 610-793-2151 to schedule site inspection.
- b. Footings scheduled after excavation and prior to placement of concrete for footings.
- c. Rough frame scheduled after all structural framing members are in place and prior to placement of any insulation.
- d. Final inspection scheduled after shed is in place and secured to footings.

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.



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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 = _____%

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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.**



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

<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"/> Foundation only</p> <p>7 <input type="checkbox"/> Roofing (strip or overlay)</p> <p>8 <input type="checkbox"/> Siding (type _____)</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 - Carport - Shed (size)</p> <p>16 <input type="checkbox"/> Fence (size and type)</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 Buildings</p> <p>26 <input type="checkbox"/> Signs</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 - Carport - Shed (size)</p> <p>16 <input type="checkbox"/> Fence (size and type)</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 Buildings</p> <p>26 <input type="checkbox"/> Signs</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>9 Private (individual, corporation, nonprofit institution, etc.)</p> <p>10 Public (Federal, State or local government)</p>			

<p>C. COST</p> <p>10. Cost of improvement \$</p> <p>To be installed but not included in the above cost</p> <p>a. Electrical</p> <p>b. Plumbing</p> <p>c. Mechanical</p> <p>d. Other (elevator, etc.)</p> <p>11. TOTAL COST OF IMPROVEMENT \$</p>	<p>(Omit cents)</p>	<p>C-2 FEE CHARGED & PAID</p> <p>Building _____</p> <p>Occupancy _____</p> <p>Plumbing _____</p> <p>Mechanical _____</p> <p>Electrical _____</p> <p>Zoning _____</p> <p>Other _____</p> <p>Total _____</p> <p>Receipt No. _____</p>	<p>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.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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ALL IMPROVEMENTS MUST CONFORM TO BOCA BUILDING, PLUMBING, AND MECHANICAL CODE AND NATIONAL ELECTRIC CODE. ACT 222 ENERGY CONSERVATION REQUIREMENTS MUST BE MET.

<p>III. A 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>_____</p> <p>_____</p> <p>_____</p>	<p>B 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>D DIMENSIONS</p> <p>48. Number of stories</p> <p>49. Total square foot of Improvement</p> <p>50. Total square feet of floor area, all floors, based on exterior dimensions</p> <p>51. Total land/lot area, sq. ft.</p>	
	<p>C 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>E NUMBER OF OFF-STREET PARKING SPACES</p> <p>52. Enclosed</p> <p>53. Outdoors</p>	

PERMIT NO. _____

STREET _____

T.M.P. NO. _____

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				
3. Architect or Engineer				

Management Approval *(where required)*

Signature of Contractor	Address	Application Date
Signature of Owner	Address	Date

Email of Property Owner: _____

Email of Contractor: _____

Email of Architect or Engineer: _____

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;">FOR DEPARTMENT USE ONLY</p> <p>Construction Type _____</p> <p>Use Group _____</p> <p>Fire Separation _____</p> <p>Live Loading _____</p> <p>Occupancy Load _____</p>
<p>Building Approved by: _____</p>	<p>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.

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.