



Building Permit Requirements for RESIDENTIAL DECKS

Note: this information is meant to be used as a guideline for the permit process. Additional information may be requested if the Code Official deems it necessary. If any of the required items are not submitted to East Fallowfield Township, it could cause a delay in the review process of the permit.

PERMIT REQUIREMENTS

1. Fill out a **Zoning Permit Application** in full.
 - a. Submit two (2) copies of your plot plan showing:
 - i. existing structures (including house, driveway, accessory structures, well, septic tank/system, etc.)
 - ii. proposed addition and,
 - iii. the proposed setbacks to the property line for the addition.
2. Fill out the **Building Subcode Permit Application**.
 - a. Provide two (2) copies of the proposed construction drawings of the proposed deck.
 - b. The drawings must show complete detail of the construction of the proposed deck including:
 - i. Footing layout plan indicating each footing location, size, and type.
 - ii. Detailed framing plan indicating the size, spacing and attachment method of all members.
 - iii. Railing and stair details indicating the height, size, spacing, rise, run and attachment method of all members.
 - c. All construction is required to meet the requirements of the 2018 International Residential Building Code and 2017 National Electrical Code and Act 45 of 1999 of the State of Pennsylvania and all amendments.
3. Fill out the **Electrical Subcode Application** **if you are installing electric power of 120 volts or greater:**
 - a. Provide two (2) copies of the proposed wiring diagram for plan review.
 - b. Plans will be sent to United Inspections for their review and approval.
4. Fill out the **Mechanical Subcode Application** **if you are installing gas appliances:**
 - a. Provide (2) copies of all construction drawings.
 - b. Provide specifications on all equipment being installed.



PERMIT POLICIES & PROCEDURES

The following is an overview of what to expect when applying for a building permit in East Fallowfield Township. Our Township has elected to be an Opt-In Township of the Uniform Construction Code of the State of Pennsylvania.

Applying for a Commercial or Residential Building Permit:

1. Submit completed application with all sections that apply to the project filled out in full.
2. Submit copies of all Contractors' Certificates of Insurance and Worker's Compensation showing East Fallowfield Township as insured, or fill out the exempt form provided for Worker's Compensation.
3. Submit copies of all Contractors' PA Home Improvement License from the State of Pennsylvania (*not required for new construction*).
4. Submit two (2) copies of all related construction drawings with the completed application. All drawings submitted must reference the current codes adopted by the 2018 International Residential Building Code and 2017 National Electrical Code and Act 45 of 1999 of the State of Pennsylvania and all amendments.
5. When the application is completed and submitted to the Township it will begin review by a Certified Code Official.
6. If the plans are signed and sealed by a design professional Engineer or Architect licensed in the Commonwealth of Pennsylvania, a review letter or permit issue must be completed within 15 business days by the Code Official. If the Code Official fails to respond in the 15 business days, the plans are deemed approved.
7. If the plans are not signed and sealed by a design professional Engineer or Architect licensed in the Commonwealth of Pennsylvania, a review letter or permit issue must be completed within 30 business days by the Code Official. If the Code Official fails to respond in the 30 business days, the plans are deemed approved.
8. When a review letter is written for the requirement of code compliance or just for more information needed, the applicant must respond within 30 business days from the date of the review letter, or the application will be deemed null and void. After the Review letter is complied with and the plans are resubmitted the Code Official, he shall have the required number of days to respond with a review letter or issue the permit for approval.
9. When the Building Permit application is approved and issued, the permit is good for a period of six (6) months from the date that it was issued to start the construction. If construction has not begun within the six (6) months, the permit holder may request an extension of time in writing to the Code Official to extend the approval of the construction. Once the work has

started, the permit is valid until the project is completed per the permit approval. All work must be completed within a 5-year period. The Code Official is the Authority and has jurisdiction for overseeing the approved drawings comply with the permit approval.

10. A list of required inspections will be issued with the approved permit and a copy of the approved drawings for the proposed construction. This approved drawing shall remain on site for the Code Official or Code Inspector to reference for compliance of the approved permit.
11. Prior to the start of construction, a pre-construction meeting may be required to be held to go over the policies and procedures of East Fallowfield Township for compliance of the approval.
12. When there are changes to the approved construction drawings, the Contractor/Property Owner MUST notify the Code Official of the changes. The Code Official may require that the construction drawings be revised and re-submitted to East Fallowfield Township for re-approval by the Code Official and for the permit file.
13. When the construction is completed and prior to the Occupancy of the project, a final inspection must be done by the Code Official.
 - a. If there was a drainage permit issued by the Township Engineer, the drainage permit must be signed off and the As-Built's (*if required*) must be approved by the Township Engineer before the final Certificate of Occupancy (C/O) inspection is scheduled. Please allow 2 weeks prior to scheduling for the Certificate of Occupancy. *(Note: a conditional Certificate of Occupancy (C/O) may be requested in writing by the Property Owner and their contractor for a limited amount of time to complete the project. The Township Zoning Official, Township Engineer and Building Code Official must approve the Conditional Certificate of Occupancy in order to be issued.)*
 - b. When the Code Official has found the project to be completed and all required inspections have been performed and passed by a certified inspector, the Code Official shall issue the Certificate of Occupancy and sign off on the property file within five (5) business days of the final inspection.
 - c. The building permit file will be removed from the open permit records files of East Fallowfield Township to the permanent Property Records files.

Please contact us if you have questions or need additional information.

Thank you.

Nick Vendetta
Building Code Official
Keystone Municipal Services
East Fallowfield Township
610-384-7144
codeofficer@eastfallowfield.org

Sue Sereditch
Permits & Inspections Facilitator
East Fallowfield Township
610-635-6077
permits@eastfallowfield.org



East Fallowfield Township
Chester County, PA



Allow 30 days for processing

\$75.00 Fee

Permit #: _____

USE AND ZONING PERMIT

Application to Zoning Officer for Approval of Construction, Alteration, Use and Zoning

NOTICE: Any person or neighbor aggrieved by the issuance of this permit may have a right to appeal, including grants or variances. Such appeal shall be within 30 days of approval. Because of the potential for appeal, any expenditures made prior to such expiration to the appeal period, or during pendency of an appeal if filed, are at the permit holder's risk.

Any permit issued from this application shall be deemed valid only for a period of six (6) months. Nothing contained herein shall be construed to permit the beginning of construction of any building or alteration thereof until a building permit has been obtained from the Building Inspector of East Fallowfield Township and nothing herein contained shall be construed to permit the occupancy of any building for which an application has been made until the Building Inspector certifies that he has inspected the work and approves the same as being in conformity with the applicable Township Ordinances.

For all permit and building requirement questions, contact 610-635-6077 or

codeofficer@eastfallowfield.org

Property Address: _____ Date: _____

Contractor's Name & Address: _____

Contractor's Phone #: _____ Contractor's Email: _____

Owner's Name & Address: _____

Owner's Phone #: _____ Owner's Email: _____

Complete only items Applicable

Proposed addition/structure: _____

Proposed Additional Impervious (square feet): _____

Must Complete

Lot Dimensions		Dimensions of Proposed Structure		Proposed Setbacks	
Width at Front		Length		Front	
Width at Rear		Width		Rear	
Right Side Depth		Height		Right Side	
Left Side Depth				Left Side	

ESTIMATED COST OF WORK: \$ _____

A PLOT PLAN MUST BE ATTACHED locating all existing and proposed man-made structures and shall include their dimensions and setbacks to a least two property lines. In addition, the plan must include driveways, streams, north arrow, etc.

When approved by the Zoning Officer, this form becomes a Use and Zoning Permit.

For Zoning Officer Use Only

Date Received: _____ Date Reviewed: _____

Approved: _____ Denied: _____

Remarks: _____

Applicant Signature

Zoning Officer Signature



**BUILDING
SUBCODE
TECHNICAL SECTION**

Date Received _____
Date Issued _____
Permit # _____



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. (_____) _____ Email (_____) _____
Lic. No. or Bldgs. Reg. No. _____
Federal Emp. No. _____

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK

JOB SUMMARY (Office Use Only)

PLAN REVIEW:		Date	Initial	INSPECTIONS		Dates (Month/Day)	
				Type:	Failure	Approval	Initial
☐	No Plans Required			Footing			
☐	All			Foundation			
☐	Foundation			Slab			
☐	Frame			Frame			
☐	Other			Barrier-Free			
Joint Plan Review Required:				Insulation			
☐	Elec.	☐	Plumb.	☐	Elevator		
SUBCODE APPROVAL				Finishes			
☐	CO	☐	CCO	Energy			
☐	CA	☐	CA	Mechanical			
Date: _____				TCO			
Approved by: _____				Other			
				Final			
				Barrier-Free			

TYPE OF WORK:

	FEE (Office Use Only)
Building	\$ _____
Electrical	_____
Mechanical	_____
Plumbing	_____
Lateral	_____
Zoning	_____
State Fee	_____
U & O	_____
Subtotal	_____

Est. Cost of Bldg. Work:

1. New Bldg.	\$ _____
2. Alteration	\$ _____
3. Total (1+2)	\$ _____

B. BUILDING CHARACTERISTICS

Use Group	Present	Proposed
Constr. Class	Present	Proposed
No. of Stories		
Height of Structure		
Area — Largest Floor	Sq. Ft.	Sq. Ft.
New Bldg. Area/All Floors	Sq. Ft.	Sq. Ft.
Volume of New Structure	Cu. Ft.	Cu. Ft.
Total Land Area Disturbed	Sq. Ft.	Sq. Ft.
Deck/Accessory	Sq. Ft.	Sq. Ft.

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 _____

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) 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 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

Taxing Authority-please run additional copies of this letter when your supply runs low.

East Fallowfield Township
Office of Code Enforcement
www.eastfallowfield.org



2264 Strasburg Road
East Fallowfield, PA 19320
610-635-6077 (F) 610-384-7143
permits@eastfallowfield.org

Workers' Compensation Insurance Coverage Information

ATTACH TO BUILDING PERMIT APPLICATION

A. The applicant is:

A contractor within the meaning of the Pennsylvania Worker's Compensation Law

☐ Yes

☐ No

If the answer is "yes", complete Sections B and C below as appropriate.

B. Insurance Information

CERTIFICATE OF INSURANCE MUST BE ATTACHED

Name of Applicant: _____

Federal or State Employer Identification No.: _____

Applicant is a qualified self-insurer for workers' compensation.

☐ Certificate attached

Name of Workers' Compensation Insurer: _____

Workers' Compensation Insurance Policy No.: _____

Policy Expiration Date: _____

C. Exemption

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

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

☐ Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.

☐ Religious exemption under the Pennsylvania's Workers' Compensation Law.

Subscribed and sworn to before me this

_____ day of _____ 20____

(Signature of Notary Public)

My commission expires: _____

(Seal)

Signature of Applicant

Address: _____

County of: _____

Municipality of: _____