



Building Permit Requirements for RESIDENTIAL POOLS

RESIDENTIAL PERMIT REQUIREMENTS:

1. An approved Zoning permit issued by the East Fallowfield Township Zoning Official is required.
 - a. Fill out a zoning permit application in full.
 - b. 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.
2. A drainage permit may be required to be issued prior to submitting for the Building Permit. Please contact the Township for these requirements.
3. Fill out in full all proper applications that apply to your proposed project (Building Sub Code and Electrical Sub Code).
 - a. Building Sub Code application:
 - i. Provide two (2) copies of the proposed construction drawings of the proposed pool.
 - ii. The drawings must show complete detail of the construction of the proposed pool, pool decking, and any other structural elements related to the pool construction and fencing details that surround the pool area including: height, gates, locks, door alarms, and type of fence to be installed. *(If using any existing fencing for the pool area, it must meet today's standards for the fencing in of the pool area.)*
 - iii. All pool 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.
 - b. Electrical Sub Code application:
 - i. Provide two (2) copies of the proposed wiring diagram and the grounding of the pool wiring.
 - ii. Plans will be sent to United Inspections for their review and approval.
4. Provide a letter along with the Building Sub Code application stating who will be responsible for the installation of the pool fence and all door alarms *(if required)*.
5. Provide a copy of all Contractors Certificate of Insurance and Workman's Compensation showing East Fallowfield Township as insured or fill out the exempt form provided for Workman's Compensation.



6. Provide a copy of all Contractors PA Home Improvement License from the State Of Pennsylvania.
7. Provide a copy of your Homes Owners Associations (HOA) approval letter with your application.
(If you live in a neighborhood that has a HOA).

Notes: (a) the above instructions are guideline for the permit process. Others items may be required if the Code Official deems it's required. (b) If any of the above items are not submitted to East Fallowfield Township and apply to the proposed project – it will cause a delay in the review process of the permit.

REQUIRED INSPECTIONS:

1. An attached sheet to your permit will be issued for all the required inspections when the permit is issued.
2. The applicant is required to schedule all inspections with East Fallowfield Township.
 - a. All inspection requests require a written notice of 24 hours in advance and can be faxed to 610-635-6077 or emailed to permits@eastfallowfield.org.
 - b. Inspections are available Monday through Friday between 1pm and 4pm.
 - c. Please include the address of the property, the permit number, the day and time of the inspection and the type of inspection you would like to have done. A contact number for the permit holder must be included so our inspector can call them.
3. All Electrical inspections are to be done by the third party inspection agency, United Inspections. They can be reached at 215-542-9977.
4. All Pool Permits require a Certificate of Occupancy issued before the occupancy of the pool. The Permit will remain an open permit if the Certificate of Occupancy is not issued.

Please contact me at 610-384-7144 or at codeofficer@eastfallowfield.org for questions or information regarding the above.

Nick Vendetta
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

Permit and Inspection Guidelines

Note: The information below is to be used as a guideline for the permitting process. The Code Official may request additional information or documentation if he deems it necessary.

RESIDENTIAL PERMITS – general information for all permits

- Complete and submit all permit applications that apply to your proposed project (**Zoning, Stormwater Management, Building, Electric, Plumbing and/or Mechanical Permits**).
- Provide a copy of your **Homeowner Association's (HOA) approval letter** with your application (if you live in a neighborhood that has an HOA).
- Provide a copy of all Contractors' **Certificates of Insurance** and **Workman's Compensation** or fill out the exempt form provided for Workman's Compensation.
- Provide a copy of all Contractors' **Home Improvement Licenses from the State of Pennsylvania**.
- Provide a **plot plan** or drawing of your proposed project, including location and dimensions of any structures, as well as setback information if applicable.
- **Please note: If any of the above items are not included/submitted with your application to East Fallowfield Township, it could cause a delay in the review process of the permit.**
- When your permits have been approved, East Fallowfield Township will contact you with the total dollar amount due, and you will arrange payment and permit pick-up by emailing permits@eastfallowfield.org or calling **610-635-6077**. Please be sure to include the **STREET ADDRESS** in the **Subject Line** of all email correspondence.
- When you are ready to schedule your inspections (a list of required inspections will be attached to your permit) please contact permits@eastfallowfield.org or call **610-635-6077**.

ZONING PERMIT

- An approved **Zoning Permit** issued by East Fallowfield Township Zoning Official is required for projects including fences, sheds, patios, residential additions and alterations. Please fill out the **Zoning Permit Application** and submit two (2) copies of your plot plan with all the features of your property (house, driveway, accessory structures, well, septic tank and system, et al...) and setbacks to the property lines for your proposed addition.
- Zoning permits may also be required in conjunction with other permits, depending on the project.

STORMWATER MANAGEMENT PERMIT

- An approved **Drainage (Stormwater Management) Permit** issued by East Fallowfield Township Engineer may be required if project is over 2,500 square feet.
- If Stormwater Management is required for your project, please provide **two (2) copies of the construction drawings** for the proposed addition/alterations in addition to your permit application.

BUILDING PERMIT

- Building permits are required for projects including decks, pools, sunrooms, basement remodels, garages, and single-family dwellings.
- For residential additions and alterations, project drawings must show **complete detail** of the construction of the proposed addition/alteration. Your construction drawing **must be signed and sealed by a design professional Engineer Architect licensed in the Commonwealth of Pennsylvania.**
- All construction is required to meet the minimum requirements of the 2009 International Residential Building Code and 2008 National Electrical Code and Act 45 of 1999 of the State of Pennsylvania and all amendments.

ELECTRIC PERMIT

- Electric permits are required for projects including generator replacement, hot tub installation, and HVAC installation.
- Fill out the **Electrical Subcode Application** if it applies to your scope of work.
- Provide two (2) copies of the approved wiring diagram with your application. East Fallowfield Township will send this information to **United Inspections** for their review and approval.

PLUMBING PERMIT

- Fill out the **Plumbing Subcode Application** if it applies to your scope of work.
- Provide two (2) copies of the proposed drainage system. Be sure to show the **existing drainage system** with the venting, as well as the **proposed drainage system** with the sizes of ALL drains and vents, trap sizes, and materials to be used.

MECHANICAL PERMIT

- Fill out the **Mechanical Subcode Application** if it applies to your scope of work.
- Provide (2) copies of all proposed duct work, with a complete heat loss calculation of the proposed addition with a new heater. If you are using the existing heater, you must do a heat loss calculation of the existing dwelling and the addition as one unit.

INSPECTIONS

- Your approved permit will have a **Required Inspections Sheet** attached to the back of the permit. Please note that there may be several inspections you will need to schedule during the build, and all jobs require a final inspection by our Building Code Official, Rob McLarnon. Please email permits@eastfallowfield.org or call **610-635-6077** to schedule your inspections.
- All **electrical inspections** are to be done by the third-party inspection agency, **United Inspections**. Applicants will be required to contact United Inspections directly for this inspection, prior to scheduling a final inspection with the township. The telephone number for United Inspections is **215-542-9977**.
- Applicants are required to give at least 24 hours' notice when requesting inspections with East Fallowfield Township. Please email permits@eastfallowfield.org or call **610-6335-6077** to schedule your required inspections.
- Inspections for work in progress are available **Monday through Friday from 1pm to 4pm.**
- Final inspections are available **Monday through Friday from 1pm to 4pm.**
- **11:00 a.m.**

1.

If you have any questions about the permitting process, please email East Fallowfield Township at permits@eastfallowfield.org or call 610-635-6077.

Thank you.

Nick Vendetta
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



BUILDING 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. or Bldrs. Reg. No. _____
Federal Emp. No. _____

JOB SUMMARY (Office Use Only)

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

B. BUILDING CHARACTERISTICS

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

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

TYPE OF WORK:

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



ELECTRICAL 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/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
[] No Plans Required
Joint Plan Review Required
[] Building [] Plumbing
[] Fire [] Elevator
[] Elec. 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.

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

[] Licensed Plumbing Contractor [] Exempt Applicant



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
_____	_____	
_____	_____	

FEE (Office Use Only)

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

APPLICANT – WHITE COPY / OFFICE – YELLOW COPY
ASSESSMENT OFFICE – PINK COPY / BILLING – GOLD COPY



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 our Code Officer at 610-635-6292 or
codeofficer@eastfallowfield.org

Property Address: _____ Date: _____

Applicant's Name & Address: _____

Applicant Phone #: _____ Owner Phone #: _____

Owner's Name & Address: _____

Contact Email: _____ Owner Email: _____

Complete only items Applicable

Use of Proposed New Structures or Property Use: _____

Use of Existing Structure: _____

Proposed Change of Use of Existing Structure: _____

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 _____



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: _____