

**EAST GOSHEN TOWNSHIP  
BUILDING & ZONING PERMIT APPLICATION**

1580 PAOLI PIKE WEST CHESTER, PA 19380-6199  
PHONE (610)-692-7171 FAX (610)-692-8950

**PERMIT APPLICATION CHECKLIST**

**PLEASE INCLUDE ALL REQUIRED INFORMATION DESCRIBED BELOW WITH THE PERMIT APPLICATION.**

**Incomplete Permit Applications will delay the permit review process.**

**1. PROPERTY INFORMATION:**

- Address of property.
- TPN (Tax Parcel Number) and Zoning district of property (if known).

**2. OWNER INFORMATION:**

- Owner Name, Address, Telephone Number and email address.

**3. CONTRACTOR(S) INFORMATION:**

**All** Contractors working at the property **SHALL** be listed on permit application.

- Business Name, Business Phone and Email address
- Contractor Type - Carpentry, Electrical, Plumbing, HVAC, Roofing, etc.
- Township and Pennsylvania State Contractor Registration numbers (if Applicable)

\* If additional lines are needed to list all contractors, attach a separate sheet to application.

**All** contractors must furnish East Goshen Township with the following information.

- Contractor information form completely filled out.
- \$25 registration fee per contractor (if Applicable).
- Copy of insurance certificate(s) naming East Goshen Township as a certificate holder. (General Liability and Workman's Comp [if applicable])**

**4. PROJECT INFORMATION:**

- Project Type – Residential, Commercial, New Construction, Addition, Renovation, Pool, Shed, Deck, Patio, Siding, Roofing, HVAC, Finished Basement, etc.
- Total Cost of Project - Includes all phases of construction, material and labor costs.
- Total Square Footage - Total area of project.
- Historic Resource – Is the structure or property classified as a Historic resource?
- Does the property have any easements? Show easements on site plan for the project
- Is the structure located within the floodplain? This information is available at the Township.
- Project Description - Use this area to describe in more detail the work proposed.
- Pennsylvania Residential Energy provisions worksheet (for all new conditioned spaces)
- Area of New Impervious Coverage – If the project increases the impervious cover on the property indicate the area of the new impervious coverage, submit a site plan and **COMPLETE A STORMWATER MANAGEMENT APPLICATION.**

**5. CERTIFICATION**

- The applicant shall certify that the information is true and correct

**6. SITE PLAN**

- Submit a site plan of the property showing all current structures and the proposed work with dimensions and property lines.

**RESIDENTIAL CONSTRUCTION**

**All** residential building permit applications require **TWO (2) COMPLETE AND DETAILED COPIES OF THE PROPOSED BUILDING PLANS AND SITE PLANS**, including all specs, materials required, sizes, etc. HVAC units require product specification information. A marked up set of plans will be returned to the applicant upon approval.

**If the project increases the building(s) footprint, adds a new structure or requires a stormwater management application, please provide a site plan showing all proposed improvements and the distances to all property lines; in some cases a property boundary survey may be required.**

**COMMERCIAL CONSTRUCTION**

**All** commercial building permit projects require **THREE (3) SEALED SETS OF BUILDING PLANS**, including all specs, materials required, sizes, etc. HVAC units require product specification information. A marked up set of plans will be returned to the applicant upon approval.

**Commercial projects that include electrical work must have the electrical plans reviewed and approved by a licensed third party electrical inspector and submitted with your permit application (3 Sets).**

**If the project increases the building(s) footprint or adds a new structure, please provide a drawing of the lot showing the proposed structure and the distances to all property lines.**

**\*\*\* APPLICATION MUST BE SIGNED BY THE APPLICANT \*\*\***

Permit fees are calculated during the review process, you will be notified of the permit fee when your permit is ready. Fees are due when the permit is issued and must be paid by check only. **NO CASH or CREDIT CARDS ACCEPTED.**

**ALL PERMITS REQUIRE INSPECTIONS. ALL INSPECTIONS SHALL BE SCHEDULED 24 HOURS IN ADVANCE.  
FINAL INSPECTION AND ISSUANCE OF A USE & OCCUPANCY CERTIFICATE IS REQUIRED PRIOR TO ANY USE.**

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(PLEASE PRINT CLEARLY)

Date Submitted: \_\_\_\_\_

Date Received: \_\_\_\_\_

**1. PROPERTY INFORMATION**

Property Address: \_\_\_\_\_ Zoning District: \_\_\_\_\_ TPN: \_\_\_\_\_

**2. OWNER INFORMATION**

Owner: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**3. Contractor Information**

NAME	PHONE/EMAIL	CONTRACTOR TYPE	TWP REG. # / PA REG. #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**4. PROJECT INFORMATION**

Project Type: \_\_\_\_\_ Total Cost of Project: \_\_\_\_\_ Total Sq. Footage: \_\_\_\_\_

Is the property an Historic Resource?: \_\_\_\_\_ Does the Property have any easements?: \_\_\_\_\_ (Show on Site Plan)

Is the structure located within the floodplain (SFHA – Special Flood Hazard Area)?: \_\_\_\_\_ Does the project create new impervious cover on the property?: \_\_\_\_\_ (if yes, indicate area and show on site plan) \_\_\_\_\_ sq. ft.

**IF THE PROJECT INCREASES THE IMPERVIOUS COVER ON THE PROPERTY; COMPLETE A STORMWATER MANAGEMENT PERMIT APPLICATION AND SUBMIT IT WITH THIS APPLICATION.**

**(DECKS, PATIOS, SHEDS, ADDITIONS, NEW STONE OR PAVED DRIVEWAYS, ETC., ARE ALL IMPERVIOUS)**

Project Description: (Provide a detailed description of the work proposed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(IF THE PROJECT ADDS A STRUCTURE TO THE PROPERTY, INCREASES THE SIZE OF THE STRUCTURE OR INCREASES THE IMPERVIOUS COVERAGE ON THE PROPERTY; A SITE PLAN MUST BE SUBMITTED WITH THE PERMIT APPLICATION.)**

**5. CERTIFICATION**

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as the authorized agent and we agree to conform to all applicable laws of this jurisdiction. Construction shall comply with all applicable Township Codes and the Adopted ICC Building Codes. The Building/structure shall also comply with the American's with Disabilities Act of 1990 where applicable. This application has been examined by me and to my knowledge and belief is a true, correct and complete application. Adds

NAME (PRINTED): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT CONTACT (NAME): \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

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**6. SITE PLAN:** Show existing features of the property, property lines, easements and project dimensions.

A large grid of graph paper, consisting of small squares, intended for drawing a site plan. The grid covers the majority of the page below the instructions.