

EAST GOSHEN TOWNSHIP
BUILDING & ZONING PERMIT APPLICATION
1580 PAOLI PIKE WEST CHESTER, PA 19380-6199
PHONE (610)-692-7171 FAX (610)-692-8950
codes@eastgoshen.org

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)
2. **OWNER INFORMATION:**
 - Owner name, address, telephone number, and email address
3. **CONTRACTOR(S) INFORMATION** (If additional lines are needed to list all contractors, attach a separate sheet to application.)
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)**All** contractors must furnish East Goshen Township with the following information:
 - Contractor Information Form completely filled out
 - \$25 registration fee per contractor (for all commercial work and residential new home construction only)
 - 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 (if applicable).

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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Date: _____

Date Received: _____

1. PROPERTY ADDRESS: _____ TPN: _____

City: _____ State: _____ Zip: _____

2. PROPERTY OWNER 1: _____ **PROPERTY OWNER 2:** _____

Property Owner Address (if different from property address): _____

Phone #1: _____ Phone #2: _____

Email #1: _____ Email #2: _____

3. CONTRACTOR INFORMATION

BUSINESS NAME	CONTRACTOR TYPE	PHONE	EMAIL	PA HIC #	TWP #
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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)?: _____

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

5. IMPERVIOUS COVERAGE: IF THE PROJECT INCREASES THE IMPERVIOUS COVER ON THE PROPERTY, COMPLETE A STORMWATER MANAGEMENT PERMIT APPLICATION AND SUBMIT IT WITH THIS APPLICATION. IF THE PROJECT ADDS A STRUCTURE TO THE PROPERTY, INCREASES THE SIZE OF A STRUCTURE, OR INCREASES THE IMPERVIOUS COVERAGE ON THE PROPERTY, A SITE PLAN MUST BE SUBMITTED WITH THE PERMIT APPLICATION.

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

Does the project create new impervious cover on the property?: _____ (If yes, indicate area and show on site plan.)

New Impervious Square Feet: _____

6. 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. This application has been examined by me and to my knowledge and belief is a true, correct, and complete application.

PROJECT CONTACT NAME _____ SIGNATURE: _____ DATE: _____

(We will contact the person listed here with questions and/or information regarding this project.)

CELL PHONE #: _____ EMAIL: _____

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7. 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 most of the page below the instructions.