



COMMERCIAL BUILDING PERMIT APPLICATION

ALL information must be provided before Application will be processed. If a section does not apply to your project, just enter N/A for not applicable. Do NOT skip a section that applies to your project. **Failure to submit required items may result in delay or denial of the issuance of the permit.**

Township Staff Only:
Permit # _____
Submission Date: _____
Received by: _____

Submission requirements/Checklist:

- Provide one (1) copy of this completed application.
- Two (2) copies of site/plot plans and building plans showing all proposed work.
- Provide permits for well and septic (when necessary). The Chester County Health Department must see the plans to verify the septic system is adequate for the construction (when applicable).
- Please provide Road Occupancy Permit when any construction ties into a township or state road.
- If required due to Act 167, Stormwater Management Plans shall be submitted with the application.
- All Building Permits shall be accompanied by a Zoning Permit unless work is interior or waived by the Township Official.

1. LOCATION OF PROPOSED WORK

Parcel Site/Site Address: _____

Tax Parcel ID # _____ Lot # _____

Owner: _____ Phone: _____

Owner Address (if different): _____

Owner Email: _____

Applicant (if different): _____ Phone: _____

Applicant Address (if different): _____

Applicant Email: _____

Contractor (if different): _____ Phone: _____

Contractor Email: _____

Architect/Engineer (if different): _____ Phone: _____

Email: _____

2. TYPE OF WORK OR IMPROVEMENT (check all that apply)

- New Building Addition Repair Demolition Accessibility Change in Use
- Relocation Electrical Mechanical Plumbing Deck Pool Shed
- Alteration Sign Road Opening Fireworks (display, sale & discharge)

3. DESCRIBE THE WORK *(attach documents, if needed)*

4. ESTIMATED COST OF CONSTRUCTION \$ _____

SQ. FT. of Conditioned Space _____ SQ. FT. of Unconditioned Space _____

Stories Above Grade _____ Does it have a basement? _____

Total Floor Area (sq ft) _____ Floor Area New Construction/Addition _____

5. ZONING COMPLIANCE

Does Municipality Have a Zoning Ordinance? YES NO

If Yes Has a Zoning Permit Been Obtained? YES NO Date: _____

Water Service: Private Public **Sewer Service:** Private Public

6. FLOODPLAIN

Is the site located within an identified flood prone area? YES NO

Will any portion of the flood prone areas be developed? YES NO

Owner/Agent shall verify that any proposed construction activity complies with the requirements of the National Flood Insurance Program and for PA Flood Plain Management Act (Act 166 1978, specifically section 60.3) (D).

7. WETLANDS

Is the site located within any identified wetlands area? YES NO

Will any portion of the wetland area be developed? YES NO

Owner/Agent shall verify that any proposed construction activity complies with the requirements of the Commonwealth of PA Department of Environmental Protection (25 PA Code Chapter 105).

8. STORMWATER INSPECTION AGREEMENT

*In accordance with Ordinance **No. 160 of 2014**, West Vincent Township Stormwater Ordinance, please read and sign the Stormwater Inspection Agreement. I certify that (I or my agent) will call LTL Consultants (610-987-9290) for all Stormwater Management Inspections. I am aware*



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that West Vincent Township is NOT responsible for scheduling or performing any Stormwater Inspections.

Date: _____ Applicant's Signature _____

Signature of Owner/Agent _____

Print Name of Owner/Agent _____

9. PLUMBING PERMIT

Contractor _____ Phone _____

Location (site address) _____

Services

- New
- Upgrade
- Replacement
- Addition
- Water/Sewer Service

Please Provide a Number Count for Each Fixture

- | | | |
|-----------------------|-------------------------|--------------------------|
| _____ Stacks | _____ Sinks | _____ Baths |
| _____ Lavatory | _____ Water Closet | _____ Tank/Heater |
| _____ Laundry Tray | _____ Flood Drain | _____ Water Dist. System |
| _____ Sump | _____ Fountain (drink) | _____ Catch Basin |
| _____ Shower | _____ Urinal | _____ Sewage Ejector |
| _____ Dishwasher | _____ Humidifier | _____ Garbage Grinder |
| _____ Washing Machine | _____ Rainwater Leaders | _____ Other* |

*Description of Other: _____

TOTAL FIXTURES: _____

10. ELECTRICAL PERMIT

Contractor _____ Phone _____

Location (site address) _____

Please Provide a Number Count for Each

- | | | |
|---------------------------------|-----------------------|-------------------------------|
| _____ Switch | _____ Exit Signs | _____ Receptacle |
| _____ GFCI | _____ Timers | _____ Emergency Lights |
| _____ Dimmers | _____ Motors | _____ Med. Base Fixtures |
| _____ Generators | _____ Disconnects | _____ Fluorescent Fixtures |
| _____ Heating Equipment | _____ Pumps | _____ A/C Central |
| _____ Pool | _____ Satellite Dish | _____ Electric Heat (section) |
| _____ Lightning Rods | _____ Dryer | _____ Range, Oven & Cook Top |
| _____ Septic Feeds | _____ Track Lighting | _____ Refrigerator Units |
| _____ Future Outlets | _____ Elevators | _____ Exhaust Fans |
| _____ Central Vacuum | _____ Ceiling Fans | _____ Water Heater |
| _____ Dishwasher | _____ Hot Tubs | _____ Laundry |
| _____ Garbage Disposal | _____ Smoke Detectors | _____ CO Detectors |
| _____ Other (Please list _____) | | |

SERVICE: Amp _____ Phase _____ Volts _____

11. WORKER'S COMPENSATION INSURANCE COVERAGE

A. The applicant is:

A worker within the meaning of Pennsylvania Workman's Comp Law

YES NO

B. Insurance Information:

Name of Applicant _____

Federal or State Employer ID # _____

Applicant is qualified Self-Insurer for workman's comp YES NO

Certificate attached? YES NO

Name of Workman's Comp Insurer _____

Worker's Comp Policy # _____

Policy Expiration Date _____

C. Exemption:

Complete this section if applicant is a contractor claiming exemption from providing workman's comp insurance.

The undersigned swears or affirms that he/she is not required to provide workman's comp coverage under the provisions of the PA Workman's Comp 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 permit.

____ Religious Exemption under Workman's Comp Law

Applicant _____

Phone _____ **Address** _____

12. CERTIFICATION & ACKNOWLEDGEMENT

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and the Uniform Construction Code and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, right of ways, flood areas etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel, or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all of the applicable codes, ordinances and regulations.

Application for building permit shall be made by the owner or leasee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter the covered area by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Outline of Required Commercial Inspections

The following list is a fair representation of the inspections required, in chronological order, for a Certificate of Occupancy under the ICC Residential Code and the Pennsylvania Uniform Construction Code. Additional inspections may be required at the discretion of the Building Inspector or Chester County Assessment Office.

- SETBACK** - performed after the lot has been staked out to ensure that the structure is laid out within the building envelope.
- FOOTING** - performed after excavation, all forms are in place with all required rebar in place and properly supported, all debris removed from footing excavations, bottom of footings solid and capable of design support, depth pins at the edge of the footing, layout conforms to approved plan (no 'jumps' in footing at line of garage unless designed as such).
- FOUNDATION** - poured concrete: performed after forms are completed, all required rebar is in place, no debris in forms, all penetrations properly formed cmu: performed at the beginning to determine compliance with proper mortar head and bed joints.
- BACKFILL** - performed after foundation walls are complete or forms are stripped for proper height, anchor bolt placement, damp/water proofing, perimeter drain, parging, and insulation, per design on approved plan. also confirm that first floor deck is in place or walls are properly braced or no more than 4' of backfill.
- FRAMING – ROUGH** - performed after entire structure is framed to determine compliance with code and design, anchor bolts/straps in place and compliant, jack studs, load bearing supports, proper fastening, braced wall lines, narrow wall bracing, roof tiedowns, foundation straps, sheathing- wall and roof, window and door installation per manufacturer's instructions and fire blocking.

- ROOFING** - performed at the same time as rough framing and includes underlayment, flashing, drip-edge, roof and soffit venting, shingles, and vent boots.
- PLUMBING- ROUGH** - performed at the same time as rough framing and includes laterals and services (sewer and water), water supply (test witness), drain-waste-vent (test witness), gas piping (test witness).
- MECHANICAL- ROUGH** - performed at the same time as rough framing and includes ductwork, return air, combustion air, appliance location and utility feeds.
- ELECTRICAL**- rough (shall be done before rough framing inspection) record name of inspecting agency and date of rough inspection.
- ENERGY CONSERVATION** - insulation, Tyvek (building wrap), window/door flashing, nffc ratings for all fenestration-record to confirm compliance.
- DRYWALL** - performed as the lay-up begins, to check fastening and fit, return if necessary for follow-up.
- FINAL** - perform final review of all systems: plumbing, mechanical, electrical, check total building, basement insulation and finish, confirm that grading (and landscaping) conforms to approved land plan.

Applicant's Name (Print) _____

Applicant's Signature _____ Date _____

Owner/Agent's Name (Print) _____

Owner/Agent's Signature _____ Date _____

13. REIMBURSEMENT AGREEMENT FOR PROFESSIONAL SERVICES

The Township Engineer, Solicitor, and other professionals review applications in connection with erosion control and subdivision and land development. The professional fees are chargeable to the applicant/developer under the Municipalities Planning Code (MPC) Section 503 including but not limited to, plan reviews, meetings, applications requirements, draft agreements, and consultations and for subsequent inspections of site or subdivision improvements made by the applicant/developer. Invoices for these professional services will be invoiced to applicants/developer as they incur. The fees for such services are established by resolution and listed on the Annual Fee Schedule.

As per Article VI, Section 602 of the Stormwater Management Ordinance of 2014:

- A. The expenses that are covered by Building Application/Permit Review fees shall at a minimum cover:
 1. Administrative costs
 2. The review of the SWM Site Plan by the Municipality, the Municipal Engineer, and other Consultants
 3. Coordination and meetings with the applicant
 4. The inspection of erosion and sediment control measures, Best Management Practice (BMPs), Conveyances and other related improvement during construction



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5. Review of project communications, reports, and additional supporting information
 6. Other Site inspections
 7. The final inspection upon complete on the BMPs, Conveyances, and other stormwater management facilities and related improvements presented in the SWM Site Plan
 8. Review of final As-Built Plan submission and revised calculations, and inspections, as needed.
- B. The Applicant shall also reimburse all expenses incurred by the Municipality for any additional work or municipal consultant fees required to enforce any permit provisions regulated by this ordinance, correct violations, and ensure proper completion of remedial actions.
- C. To the extent that the Applicant disputes the amount of any of the above-referenced fees, the procedures set forth in Section 510.G of the PA Municipalities Planning Code shall be utilized to resolve the same.

This Agreement is required to be executed as part of any application submission contemplated above and/or before any contact with Township professionals, along with a Professional Escrow Agreement (if applicable) acknowledging that the applicant/developer is aware of the costs to be paid by him/her and by making an escrow deposit, if applicable, as indicated by the West Vincent Township Subdivision & Land Development Ordinance (SALDO) – as amended, Article XII Administration, Sections 1201 Enforcement, Section 1202 Fees and Costs, and Section 1203 Waivers and Modifications.

The Applicant Developer acknowledges that Final project approval may be withheld by West Vincent Township until all engineering services/inspection fees are paid to the Township as contemplated herein.

I have read and understand this agreement and I am aware of the procedures that will be followed and the costs that I am responsible for.

Applicant/Developer Name (Printed) _____ Phone _____

Location/Site Address _____

Billing Address (if different) _____

Applicant/Developer Signature _____ Date _____

TOWNSHIP USE ONLY BELOW THIS LINE

Building Code Official Signature _____

Permit Number _____ Date Issued (mm/dd/yyyy) _____