



West Vincent Township Building and Zoning Department

Electronic Permit (E-Permit) and Plan Processing Procedures

Due to the COVID-19 Coronavirus pandemic, the Township’s public offices are closed until further notice. In light of these circumstances, effective March 30, 2020, the Township will be accepting digital submissions of building and zoning permits, stormwater, subdivision and land development plans.

Directions:

- 1.) Please visit the Township’s website at www.westvincentwp.org, click “Building and/or Zoning Department” download applicable forms and complete the forms.
- 2.) Review the Township Fee Schedule located here: <https://www.westvincentwp.org/wp-content/uploads/Resolution-5-2020-Fee-Schedule.pdf>. Mail payment in the form of a check made payable to West Vincent Township. On your check indicate the Applicant name along with “Permit” or “Subdivision Plan.”
- 3.) Enclosed with your permit forms, please fill out the below contact information and sign the Statement of Acknowledgement below.
- 4.) Combine your permit forms, applicable plans, and Statement of Acknowledgement, scan and send by email to Jason Barron, Permits Administrator, at jbarron@westvincentwp.org. Once you submit your application you will receive a confirmation email.
- 5.) If your application is incomplete or requires correction, you will be contacted to provide additional information. If your application is approved, you will receive an approval notice with the notice of **“Approved – Not Yet Issued.”** Upon the Township opening for regular business, the Township will issue all approved permits and you may begin work.

Contact Information:

Name: _____ Date: _____

Address: _____

Phone Number: _____ Email Address: _____

Acknowledgement:

I, the undersigned, _____, do hereby acknowledge that I understand that by submitting my permit application and receiving an Approval letter that under the present COVID-19 concerns and Governor Wolf’s Order in effect March 19, 2020, that all non – life sustaining business activities have ceased until further notice. No work associated with my permit and related inspections will commence during this period.

Signed: _____