

## EAST PIKELAND TOWNSHIP BUILDING PERMIT REQUIREMENTS

1. The applicant must complete a Building Permit Application (attached). All questions must be completed since all information provided determines issuance of the permit.
2. Building plans (2 sets) and materials list must be submitted with the application.
3. A **Plot Plan** on a separate sheet showing size and location of all structures, either on-lot sewage or public sewer tie in, on-lot water well and distance to property lines (hand drawn is acceptable).
4. Copy of Worker's Compensation Certificate (see attached form).
5. A copy of the Erosion and Sedimentation Plan **and/or** approval letter from the County is required if more than 500 square feet of land is being disturbed (i.e. new construction, addition, driveway, etc.).
6. A Grading, Erosion Control, Stormwater Management Plan is required for all earth disturbance, paving, and new structures (per Ordinance 101). This plan may need to be prepared by a design professional. A Tree Removal Permit must be obtained in conjunction with any land disturbance when trees will be removed. This includes included excavation for swimming pools.
7. If the application is for a new home, a septic system permit issued by the Chester County Health Department (610-344-6225) or evidence of a tapping or connection fee being paid to Valley Forge Sewer Authority (610-935-1553) must be submitted with the application.
8. Connections to public sewer: In addition to the building sewer inspection, the applicant must also schedule the required Valley Forge Sewer Authority inspection by contacting Pete Eisenbrown at (610) 987-9290 at least 72 hours in advance.
9. If the application is for a new home not serviced by public water, a copy of the well permit issued by the Chester County Health Department (610-344-6225) must be attached.
10. A Road Opening permit may be required for excavating a sewer tap or water tap. Check with the East Pikeland Township office for requirements.
11. Any application involving a property with an on lot septic system may require a County Sewage Permit. If the application is for a residential building involving bedrooms or any commercial building the Chester County Health Department (610-344-6225) must also verify by letter the adequacy of the existing on lot septic systems prior to the issuance of the permit.

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12. When an Electrical Permit is required with residential and commercial building permits, the application should be provided with the building permit application. Electrical Permit fees cover the required electrical inspections by the Township Building Inspector and utility company cut-in cards. No additional third party electrical inspections are necessary.
13. When a Plumbing Permit is required with residential and commercial building permits, the application should be provided with the permit application.
14. A Driveway Permit is required for any new driveway, or widening of an existing driveway. If the driveway abuts a State Road, a PennDOT Highway Occupancy Permit is required.
15. The applicant should have stakes placed at the corners where the structure is to be built. The building inspector will check this stakeout before the building permit is issued.
16. If the proposed construction is for a Non-Residential building or use, and involves sewage, parking or stormwater management, a Land Development Plan will be required.
17. For construction of a Non-Residential building, two (2) sets of construction drawings to which an architect or engineer has applied his seal must be submitted.

Businesses are required to post their address number on any ground or elevated sign. The size of the address numbers must be at least 4 inches.

Most Permit fees are based on square footage using the rate in the Township Schedule of Fees. Payment is required upon ISSUANCE of permit and prior to construction. All fees shall be payable to "East Pikeland Township".

Permits shall be granted, or refused, within thirty (30) days after the written application has been submitted and determined complete. Permits are issued for one (1) year and may be renewed annually for three (3) years.

East Pikeland Township does not require contractors to be licensed with the township.

**Remember you are required to contact PA ONE CALL three business days before you dig, drill or blast. (800) 242-1776 or 8-1-1. [www.paonecall.org](http://www.paonecall.org).**