



UPPER UWCHLAN TOWNSHIP PERMIT APPLICATION

140 Pottstown Pike Chester Springs PA 19425
610-458-9400 (phone) * 610-458-0307 (fax)
www.upperuwchlan-pa.gov

I. MUNICIPAL USE ONLY

Date Issued: / /	Permit #	Approved By:	
Permit Fee: \$	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Debit <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa		
Administration Fee: \$	Check #	Credit Card #	Exp. Date:
Certificate of Occupancy: \$	Rept #	When Ready: Mail or Call	Appl#
Other Fee: \$	Date Fee Paid: / /	Collected By:	
Total Permit Fees: \$	Time/Date Stamp when received:		

II. LOCATION OF JOB

Site Address:		
Cross Streets: _____ and _____		
Subdivision Name:		Lot Number:
Block:	Unit:	Zoning District:

III. PERMIT-TYPE OF WORK

<input type="checkbox"/> Building	<input type="checkbox"/> Zoning	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Agricultural
Flood Zone-Choose One <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> OA (Other Areas)		
<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Pool/Hot Tub	<input type="checkbox"/> Deck <input type="checkbox"/> Fence <input type="checkbox"/> Patio <input type="checkbox"/> Shed
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Electrical	<input type="checkbox"/> Demolition	<input type="checkbox"/> Driveway <input type="checkbox"/> Grading <input type="checkbox"/> Re-Roof
<input type="checkbox"/> Alternative Energy <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Fire Suppression System <input type="checkbox"/> Other _____				
Description of Work:			Total Project Cost: \$	

IV. OWNER **Email -**

Name:	Phone Number: ()
Address:	City, State, Zip:

V. APPLICANT **Email-** CHECK IF SAME AS OWNER

Name:	Relationship to Owner:
Address:	Phone Number: ()
City, State, Zip:	Fax Number: ()

X. BUILDING INFORMATION	
Building Code Use Group:	Specific Use:
Change in Use <input type="checkbox"/> Yes <input type="checkbox"/> No - If YES, attach Change of Occupancy Form.	
Existing Building Area (In Square Feet):	Proposed Building Area (In Square Feet):
Total Building Area (In Square Feet):	
Height of Structure Above Grade:	Number of Stories:
Maximum Occupancy Load (Commercial Applications Only):	
Maximum Live Load (Commercial Applications Only):	
Is Building equipped with an Automatic Sprinkler System? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Code Edition:	

XI. DRAW PLOT PLAN HERE OR ATTACH DRAWING
--

Upper Uwchlan Township – Chester County

INSTRUCTIONS FOR BUILDING & ZONING PERMIT APPLICATION

Page 1 of Permit

I. Municipal Use Only

II. Location of Job: address, cross streets, subdivision name (if applicable), lot #, zoning district, block and unit # of where the work is being performed.

Fill out info as much as you know-minimum address of job location.

III. Permit Type: Select either: Residential, Commercial or Agricultural and Building or Zoning. (If you are unsure, we will fill it in for you)

Flood Plain Designation: Select which zone you are in (AE-100yr flood plain, X-500yr flood plain, & OA-Other Areas (or not in flood plain)

Type of work or improvement: Check box that applies to your type of permit

Describe type of work you will be doing.

Fill in Total Cost \$ of job. - (estimate if necessary)

IV. Owner: Fill out complete owner information. **(w/Email)**

V. Applicant: (if owner check box & go to V) - if not owner fill in applicant information. **(w/Email)**

Page 2 of permit

VI. Contractor: (if owner or applicant check box go to VI) - if not owner or applicant fill in contractor information. **(w/Email)**

VII. Workers Compensation Insurance

Information: If owner-check-Yes, sign Box A

(continue to VII)

If Not owner-check-No, go to Box B- fill out and sign Box C (Continue to VII)

Upper Uwchlan Township – Chester County

VIII. Applicant Signature: ALL Applicants (Owner or Contractor) MUST sign here.

Items 1-5 MUST be completed

1-PA State Reg#

2-Workers Comp certificate attached

3-Payment for Application

4-Stamped electrical plans required if doing ANY Commercial electrical work.

5-Site/Plot Plans MUST be included with all Exterior work.

6-HOA letter of approval if required for all outside work.

IX. Site information: This Section to be filled out by Applicants building an addition, a new Residential home or a new Commercial building.

Page 3 of permit

X. Building Information: This Section to be filled out by Applicants building an addition, a new Residential home or a new Commercial building

XI. DRAW PLOT PLAN HERE: On page 3 or attached sheet, draw a diagram as explained. This section is required for all permits with the exception of roofing and interior alterations. If your site has unique easements or other potential conflicts for your project, we reserve the right to require an engineered survey even for simpler projects such as decks and pools.

Upper Uwchlan Township – Chester County

Please be aware - if you are the homeowner and are taking out the permit for your contractor, it is recommended that you check on their insurance. Under certain circumstances, if your contractor is uninsured, you may be held liable if an accident occurs to them or their workers.

New houses also require lot specific site plan showing house footprint, all setbacks, finish grade elevations in addition to all other listed previously. This plan must be prepared and sealed by a registered professional surveyor.

NOTE: Property owners/agents are responsible for all site dimensions and locating the improvements in accordance with all applicable codes. If you are in doubt concerning the location of your property lines contact a civil engineer or surveyor AND have all dimensions and locations certified by a design professional.

Submit construction drawings as listed:

New house - 2 complete sets.

Residential Garage - 2 sets showing complete dimensions, footings, and structural member sizes.

Non-residential Building - 3 complete sets signed & sealed by Design Professional, structural drawings must be signed and sealed by a Design Engineer.

Additions and Alterations/Residential - 2 sets showing complete dimensions, footings, and structural member sizes.

Basement Alterations - see additional information under Basement Requirements for details.

Sheds/Accessory Buildings - 2 sets detailing size, typical construction and method of installation.

Fence - Plot plan with fence description.

Pool - 2 sets showing location and all pertinent design information also see additional pool requirements for details.

Additions/Non-Residential - 3 sets of engineered plans and third party agency approval with signature on the electrical plan.

Decks, Porches, Patios - 2 sets of drawings showing footings, connections and dimensions on all components.

Upper Uwchlan Township – Chester County

Other important information:

Ask the department for more detailed information concerning your specific job or print them off the internet.

* As provided in the code, this office may require additional engineering or design information to determine compliance with the applicable code.

The permit application will be dated when it is submitted and will be reviewed within 14 business days for residential work and 30 for commercial work.

If your application is missing any required documents or is incomplete, it will be denied and returned to you.

Once you have the missing information you may resubmit your application and the review period will start over.

Once a permit is issued you must start work within 6 months and complete the project within 5 years.

Any further questions please call our office and ask for the Building Code Official. (610) 458-9400.