

# East Caln Township

Chester County, Pennsylvania  
110 Bell Tavern Road ♦ Downingtown, PA 19335  
Phone: 610-269-7326 ♦ Fax: 610-269-9183

## Application for Building & Zoning Permit

### Location of Improvement:

Physical Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Subdivision: \_\_\_\_\_  
Tax Parcel #: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Is property located in a Home Owners Association? \_\_ Yes \_\_ No  
If Yes, which : \_\_\_\_\_ (if yes, attach HOA approvals for outdoor work)

### Applicant/Consultant Contact Information:

Homeowner/Applicant Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone#: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
 CALL HOMEOWNER/APPLICANT WHEN PERMIT IS READY FOR PICK UP  
 IS COMPLETING THIS FORM

Principal Contractor: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone#: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
PA Home Improvement Contractors #: \_\_\_\_\_  
 CALL CONTRACTOR WHEN PERMIT IS READY  
 IS COMPLETING THIS FORM

Architect: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone#: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
 IS COMPLETING THIS FORM

Engineer: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
 IS COMPLETING THIS FORM

3<sup>rd</sup> Party Electrical Inspection Agency: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Plot plan submission required for all out outdoor improvements**

Two (2) sets of building plans must be submitted with the application for Residential Projects.

An electronic copy of plans are required for Commercial Projects & must be sealed by a PA registered design professional.

Commercial contractors must be registered with the Township.

Manufactures specifications sheets of Mechanical Equipment must be provided.

Electrical plans MUST be stamped by a 3<sup>rd</sup> Party Electrical Inspector.

**Type of Permit, Check all that apply:**

<input type="checkbox"/> New 1 or 2 Dwelling building <input type="checkbox"/> Addition (Residential) <input type="checkbox"/> Alteration (Residential) <input type="checkbox"/> Electrical (3 <sup>rd</sup> party pre-approval required) <input type="checkbox"/> Heating/Cooling (HVAC) & Geothermal <input type="checkbox"/> Plumbing <input type="checkbox"/> Deck <input type="checkbox"/> Patio, Pavement, Driveway or Sidewalk <input type="checkbox"/> Shed	<input type="checkbox"/> New Commercial Building <input type="checkbox"/> Addition (Commercial) <input type="checkbox"/> Alteration (Commercial) <input type="checkbox"/> Generator <input type="checkbox"/> Sign <input type="checkbox"/> Demolition <input type="checkbox"/> Solar Systems <input type="checkbox"/> Pool or Hot Tub/Spa <input type="checkbox"/> Tent <input type="checkbox"/> Other: _____
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**Zoning Information (for outdoor projects included but Patios, Sheds, Garages, Pavement:**

Lot Size (sq. ft): _____  Existing Impervious Coverage: Dwelling: _____ Sq. Feet Driveway: _____ Sq. Feet Pool: _____ Sq. Feet Patio: _____ Sq. Feet Other: _____ Sq. Feet  Proposed Additional Impervious Coverage: _____ Sq. Feet  Proposed Total Sq. ft. of Im. Coverage: _____ Total Proposed Impervious Coverage %: _____	<p align="center"><b>Setbacks:</b></p> <p align="center">Please provide a plot plan showing all structures (existing and proposed) and distances to the property lines (front, back sides).</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:35%; text-align: center;">Current</th> <th style="width:35%; text-align: center;">Proposed</th> </tr> </thead> <tbody> <tr> <td>Front:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Side:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Side:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Rear:</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> Height Above Grade (feet): _____ Height of any Steps (feet): _____		Current	Proposed	Front:	_____	_____	Side:	_____	_____	Side:	_____	_____	Rear:	_____	_____
	Current	Proposed														
Front:	_____	_____														
Side:	_____	_____														
Side:	_____	_____														
Rear:	_____	_____														

**Briefly describe the proposed work (use additional sheet if needed):**

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**Project Costs:**

General Construction: \$ \_\_\_\_\_

Electrical: \$ \_\_\_\_\_

Plumbing: \$ \_\_\_\_\_

Mechanical: \$ \_\_\_\_\_

Total: \$

Application is hereby made to East Caln Township (the "township") for the approval of the Specifications and Plans herewith submitted for the work herein described. I hereby certify that the proposed work is authorized by the Owner of Record and that the approved plan will be adhered to during construction. I certify that the estimated cost and other information on provided as part of this application is correct. Any changes to the approved documents will be filed with the Township. If the licensed architect, engineer or contractor listed on this application should change, a written notification must be submitted to the Township. Approved plans and specifications will be available on site at all times. Work shall not commence prior to the issuance of a permit. Approved permits shall be prominently displayed at the construction site. All work will be done within the guidelines of the East Caln Township Building and affiliated Codes, whether specified or not. Furthermore, I affirm that the information provided is true and accurate and acknowledge that any false statements are in violation of Pennsylvania Law, punishable by thirty days imprisonment and fines of \$1000 per day.

**PERMIT APPLICATIONS MUST BE SUBMITTED WITH PAYMENT.  
MAKE CHECKS PAYABLE TO "EAST CALN TOWNSHIP"**

Signature of Applicant:	Date:
Print name of Applicant:	
Affiliation to Property:	

**For Township Use Only**

Application Date:	Permit Fee: \$
Accepted By:	
Approval Date:	Fee Paid:
Building Approval Signature:	Permit Number:
Zoning Approval Signature:	

## ***PERMIT SUBMISSION REMINDERS***

- Submission must include a copy of each contractors Certificate of (Liability and Workers Compensation coverage). **East Caln Township, 110 Bell Tavern Road, Downingtown, PA 19335** shall be listed as Certificate Holder. If work is being completed by a contractor with no employees or by a homeowner that will work solely, fill out the [Workers Compensation Exemption Form available in the Forms section of the Townships Website](#).
- Submission must include a copy of PA Contractors registration certificate for each contractor.
- All outdoor work must include a **Plot plan/sketch** noting the distance of the improvement from each lot line. This includes but is not limited to: Decks, Patios, Sheds, additions, accessory structures, pools, fences, generators etc.
- Any permits containing Electrical work **MUST** be pre-approved by a **3<sup>rd</sup> Party Electrical Inspection Agency** PRIOR to permit submittal. Plans will not be accepted without this pre-approval.
- [Click here for Generator permit submission guidelines](#).
- Decks/Patios must show all measurements including height of any steps (into house, onto ground etc.) as well as the materials that are being proposed to being used.
- Guidelines for Basements Alterations are found on the Township website, Forms section or by [clicking here](#).
- Permits for properties located in a Home Owners Association (HOA) and that are submitting applications for outdoor work (Including, but is not limited to: Decks, Patios, Sheds, additions, accessory structures, pools, fences, generators etc.) must submit approval from the HOA.
- Ensure application is filled out completely. Incomplete applications will not be accepted and will delay review time.

If you have questions, please call the Township office 610-269-1989 or email [mobrien@eastcalntownship.com](mailto:mobrien@eastcalntownship.com)