



Zoning Officer

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Building Inspector

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Why do I need a Permit?

Approximately 10 years ago the State of Pennsylvania mandated all municipalities adopt a Building Code known as the Uniform Construction Code (UCC). The UCC provides specific requirements and exemptions for building projects.

Before starting any construction, repair, renovation or addition it's always best to call the office to determine if you will need a permit. Permits are put in place for your safety, they ensure that proper codes are being followed and work is being done safely and in compliance with the UCC. If you are ever uncertain whether you need a permit it's always best to call and ask.

The office is open Monday - Thursday 9 a.m. to 4 p.m. (610) 869-9620

Permit Process Checklist

- ✓ Property owners will decide on a contractor and together they will come up with plans to be submitted with the permit application.
- ✓ Obtain proper applications from either the township website or the office. The Property owner and contractor will complete applications together. Applications must be turned into the office along with two (2) sets of clear construction drawings, two (2) plot plans, two (2) copies of all applications, proof of Workman's compensation Insurance and accompanying.
- ✓ The applications will be turned into to the appropriate officer (building or zoning) for review. Once the office staff receives the approved permit back from the code officers they will contact the applicant to pick up permit and pay any accompanying fees.
- ✓ Once the fees are paid and permit is picked up, work may start. Permit is valid for one (1) year from the time work begins.
- ✓ When work is completed, applicant must contact the correct officer for final inspection.

Items That Always Require Permits

- ✓ New buildings, renovations, additions or installments
- ✓ Demolition
- ✓ Electrical and plumbing work
- ✓ Fences over 6-8 feet
- ✓ Sheds, accessory structures
- ✓ Signs
- ✓ Fire alarm and sprinkler systems
- ✓ Pools in excess of 24 inches high
- ✓ Decks/patios
- ✓ Driveway extensions
- ✓ Anything that effects a building's structure
- ✓ Boilers, water heaters, furnaces
- ✓ HVAC
- ✓ Drainage systems
- ✓ Home occupations

If you have an HOA some changes, such as decks, need to be approved by them before coming to the township.

Items That Don't Usually Require Permits

- ✓ Painting
- ✓ Re-roofing
- ✓ Siding replacements
- ✓ Window replacement when there is no major structural change
- ✓ Repaving or sealing driveways
- ✓ Installation of carpet or tile
- ✓ Cabinets

****If you are unsure whether you need a permit, call the office.****

If you require information regarding the township's zoning rules, regulations and requirements, copies of the zoning ordinance are available for purchase at the township office for \$50 per book. You can also stop by anytime during open office hours to take a look at the book. Office staff will try their best to answer your questions about building and zoning, but in some cases we may need to refer you to the building or zoning officer.

Solicitation Permits

Due to the safety concerns for our residents the Supervisors have passed a no peddling or soliciting ordinance in Penn Township. However, a soliciting permit may be acquired from the township. A permit and copies of the ordinance can be obtained on our website or through the township office, by either stopping in during office hours or sending an email to office@penntownship.us. Applications should be submitted back to the township office, along with proof of insurance of a minimum of \$1,000,000 in general liability for the zoning officer to review. There is also an application fee of \$250 and a registration fee of \$500 per year for soliciting in Penn Township.

Road Occupancy Permits

A Road Occupancy Permit is required for any work that will affect township roads or traffic, such as driveway replacements; tree removal; or utility work. The application may be obtained through the township office or on their website. ROP are handled by the township secretary, so all questions must be directed to the office. Fees and other specifications may be required; they are dependent on the type of work. Please note, when filling out the application starting and ending dates **MUST** be exact or the permit could become expired.

Office Information

The Penn Township office building is located at 260 Lewis Road West Grove, PA 19390. Across from the Jennersville YMCA and next to Jennersville Regional Hospital. Office hours are Monday through Thursday 9:00 a.m. to 4:00 p.m. If you have any questions, don't hesitate to call (610) 869-9620 or fax (610) 869-9194. You can also email the office at office@penntownship.us or visit our website at www.penntownship.us.