



Grading Permit Checklist

- _____ Chester County Assessment Letter
- _____ Workman's Compensation Form
- _____ Grading Permit Application

***** ALL PERMIT SUBMISSIONS MUST CONTAIN:
TWO (2) COPIES OF EACH PERMIT APPLICATION
TWO (2) SETS OF DRAWINGS/PLOT PLANS *****

**Residential & Commercial
Building/Zoning Inspector**

Scott Moran
610-637-1003

scott.accuratebuilding@gmail.com

Penn Township Office

610-869-9620

office@penntownship.us

Office Hours:

Monday-Thursday
CLOSED Fridays & Holidays
8 AM to 4 PM

COUNTY OF CHESTER

ASSESSMENT OFFICE

313 W. MARKET STREET, SUITE 4202, P.O. BOX 2748, WEST CHESTER, PA 19380-0991

610-344-6105
Fax 610-344-5902
www.chesco.org

JONATHAN B. SCHUCK, MBA CPE
Director of Assessment

Dear Property Owner:

As you have applied for a building permit from your municipality, the county Assessment Office would like to advise you of the steps surrounding our involvement in the process. We would like to make sure that you are aware of what will take place during construction and after the improvement is finished.

- 1) The municipality is required to supply a list of all building and zoning permits to the Assessment Office monthly.
- 2) An assessor will visit your property when they are in your municipality (generally rotate through every 2 – 3 months).
- 3) When arriving at your property, the assessor will come to the front door and identify themselves wearing a Chester County I. D. badge and will present a business card. They will ask you questions about the building permit and may need to measure the improvements (from the outside).
- 4) If you are not home when the assessor arrives, a business card will be left with a note on the flip side of the card. The assessor will proceed to the improvement and measure if the work is sufficiently complete. Otherwise they will mark it for a revisit the next time they are in the municipality.
- 5) Please cooperate with the assessor, as he or she is simply trying to get the correct information about your improvement, so there will be no mistakes on the county record.
- 6) After the construction is finished or 30 months has elapsed your improvement will be assessed and added to your property record card.
- 7) You will receive a notice from our office changing your assessment reflecting the addition of the new improvement. If you require more information please call our office at 610-344-6105 and ask to speak to the assessor assigned to your municipality.

It is the intention of this letter to inform you of the assessment process so that you realize that we will be visiting your property. Please note that due to time constraints we generally **do not make appointments**, unless absolutely necessary. Please be patient when an assessor knocks on your door and answer any questions to the best of your ability. Thank you for your anticipated cooperation.

Sincerely,
Jonathan B. Schuck
Director
Susan L. Caldwell, CPE.
Chief Assessor

Taxing Authority-please run additional copies of this letter when your supply runs low.



GRADING, EROSION, SEDIMENTATION CONTROL APPLICATION
PENN TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA
260 Lewis Road, West Grove PA, 19390

Date: _____

Applicant Email Address: _____

Applicant _____
Name Address Phone Number

Property Owner _____
Name Address Phone Number

Location and/ or Description of Property: _____

Does work back up or discharge water on, or affect any other properties in any way? Yes _____ No _____

If so, list and describe other properties affected and to what extent: _____

Please include three (3) sets of plans

Title: _____

Date: _____

Registered Engineer: _____

Description of work to be performed and method of operation: _____

Method of maintaining and protecting existing facilities: _____

Anticipated Date to begin work: _____ Anticipated date to complete work: _____

The undersigned agrees to conform to all applicable laws of the Penn Township.

Applicant Signature: _____ Date: _____

☐ Approved ☐ Denied _____ Date: _____

Building Code Official

Fees \$ _____ Permit # _____ Tax Parcel # _____ Zoning District _____