

DO I NEED A PERMIT FOR THAT?

PROJECTS THAT ALWAYS REQUIRE A PERMIT:

- Any Change Effecting a Building's Structure
- Boilers, Water Heaters, or Furnaces
- Decks & Patios
- Building Demolition
- Drainage Systems
- Driveway Extensions
- Electrical Work
- Fences of any type
- Fire Alarms & Sprinklers
- Home Occupations
- HVAC
- New Buildings, Renovations, or Additions
- Pools (in excess of 24 inches deep)
- Plumbing Work
- Sheds & Accessory Structures
- Signs
- Stucco Remediation



Why do I need a permit?

More than 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 any construction, repair, renovation, or addition is started, it's important to contact the office to determine if a permit must be obtained. Permits are put in place for the safety of the homeowner, and 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 or not you need a permit, call the township.

PROJECTS THAT DON'T USUALLY REQUIRE A PERMIT:

- Cabinet Installation
- Installation of Carpet or Tile
- Painting
- Repaving/Sealing Driveways
- Re-Roofing
- Siding Replacements
- Window Replacement (when there is no structural change)



KEEP IN MIND...

- If you have an HOA some changes, such as decks, need to be approved by them prior to applying for a permit from the Township.
- If you have a question as to whether a permit is required, please be sure to give us a call – 610-869-9620

Residential and Commercial Building Inspector & Zoning:

Scott Moran
610-637-1003
scott.accuratebulding@gmail.com

Building Permit Coordinator:

Amber McEwing
610-869-9620
amber.mcewing@penntownship.us

HOW CAN I APPLY FOR A PERMIT?



Step 1: Fill out your permit application

We've made applying for permit applications easy!

- You can fill out applications **online** and email them to us.
- Print/pick up **paper applications** from our office and fill out a paper version.

Website Instructions:

To access permit applications through our website visit, **www.penntownship.us** – Click on **"Residents"** then **"Permit Applications"**. Here you'll find all our permit applications.

Step 2: Submit your application

Once you've filled out ALL information you may submit permits via one of the following:

- **Email it to us – office@penntownship.us**
- **Drop it off or mail it – 260 Lewis Road, West Grove, PA 19390**

*Reminder – A certificate of insurance, plot plans, drawings with measurements and permit application are required at time of submittal. See permit application sheet for additional instructions.

Step 3: Wait for approval

Once you've submitted your application, the township will send your application to the building inspector for review. He will review each permit, approve it, deny it, or request changes and then bring it back to the township. The township will contact the applicant and let them know that their permit is ready for pick up and what the permit fee will be.

PERMIT FAQs

- Residential permits can take up to two (2) weeks for review.
- Commercial permits can take up to thirty (30) days for review.
- Permit fees are due upon pick up.
- We accept cash, checks, and credit cards (service fees apply).
- **If adding electric or a charging station for an electric car a permit is needed.**
- Permits should be visibly displayed at the work site.
- Permits are valid for six (6) months from the date of issue. A one-time extension can be requested - there will be an additional fee.
- You may view our Zoning Ordinances on our website under "Maps & Zoning".
- A Road Occupancy Permit is required for any work that will affect township roads. Please inquire at the Township office for more information.
- **When building any structure of 1,000 sq. ft or greater it will require a Stormwater management application.**
- **Any structure (pools, patios, decks, etc.) that exceeds the impervious coverage will require the applicant to apply for a Zoning and Conditional use hearing.**



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Dial 8-1-1 Before You Dig.

PA Law Requires 3 Business Days Notice
1-800-242-1776
www.paonecall.org