

CONSTRUCTION PERMIT CHECKLIST

Before submitting your permit application, please review the checklist below to ensure that your application contains all of the required information.

Applications missing the required information are not complete, and will not be accepted.

All permit applications must have the following information:

- Property owner's name
- Site address
- Tax parcel number

Zoning/Drainage Permits:

- A plot plan, as specified on the reverse side of the Zoning Permit Application.
- The signature of the **property owner**.
- The required approval(s) from any applicable Township, County, or Commonwealth Agency, Board(s), and/or Commission(s).
- A written description of the proposed work/improvements, including impervious coverage calculations, setback measurements, and lot size.

Construction Permits - Residential and Commercial:

- The approved Zoning Permit and Public Works Permit (if applicable).
- Two (2) copies of the complete construction drawings pertinent to the proposed project.
- Plans for any commercial application shall be sealed by a PA registered design professional unless waived by the Code Official.
- All commercial applications require a copy of the signed contract(s), or a signed cost verification listing the labor and material costs of each contractor.
- All residential plans involving the alteration, or the creation, of a second story will require the seal of a PA registered design professional.
- A Certificate of Insurance is required for either a residential or a commercial application. All certificates of insurance shall be worded in accordance with the Township's Contractor Registration Requirements, which includes general liability and workers comp coverage.
- Contractor registration is required for all commercial applications.
- A completed Use and Occupancy Application.
- CommCheck or ResCheck audit showing compliance with applicable Energy Codes (if applicable).

Plumbing, Electrical, Mechanical, Demolition, Sprinkler, and Fire Alarm Permits - Residential and Commercial:

- Two (2) sets of construction documents sealed by a PA registered design professional.
- A Certificate of Insurance is required for either a residential or a commercial application. All certificates of insurance shall be worded in accordance with the Township's Contractor Registration Requirements, which includes general liability and workers comp coverage.
- Contractor registration is required for commercial permits, permits for new house construction, and sprinkler permits.
- All applications must be made on the proper form(s).
- All commercial applications require a copy of the signed contract(s), or a signed cost verification listing the labor and material costs of each contractor.

Permit submittals missing any of the above information may be rejected.

Please contact the West Whiteland Code Administration Officer with questions prior to submission.