

Valley Township
Department of Code Enforcement
P.O. Box 467, 890 West Lincoln Highway
Coatesville, Pennsylvania 19320
(610)384-5751x4
Fax (610)384-2746

Patrice Proctor
Codes Department Supervisor
William E. Webb
Building, Zoning, Codes Inspector

Dear Builders, Contractors and Residents:

PLEASE READ THIS NOTICE CAREFULLY. You are required to fill out the following information on the attached building permit application:

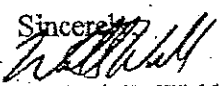
Name, Address, Site Location, Tax Parcel Number or Account Number, Phone number, Date, Type of work, Use of work, and estimated costs.

You must also sign the application and have any contractor sign the application and include a copy of their insurance with the application and project plans. Please include all sizes and square footage in all plans. The codes department will contact you with the cost of your permit. You will not be allowed to start any work until the permit is approved and payment has been made. Please also keep in mind that if your application is not complete your plan will be rejected and will cause a delay in your project. The Building Code allows for up to fifteen (15) business days for the codes department to review and make a decision on your application.

REMINDER: If you fail to secure all required inspections, including final inspection, your project will fail and you may be charged with violations of Section 113 of the 1993 National Building Code and Section R109 of the International Residential Building Code.

If you have any further questions please contact me Monday through Friday 7:30am-3:30pm.

Sincerely,


William E. Webb

Building, Zoning, and Codes Inspector

Attachments: Required Inspections and Building Permit Application

INSPECTIONS REQUIRED

1. SETBACK INSPECTION- Prior any work being done. Site must be staked out with wooden markers.
2. Footer Inspection - 24 hours notice required and inspection will be done prior to pour.
3. Backfill Inspection- 24 hours notice required and inspection must be done after waterproofing is applied to walls.
4. Slab- 24 hours notice required and inspection will be done prior to pour.
5. Electrical Inspection- Must be completed by Third Party Electrical Inspector and Must be done before Frame inspection.
6. Rough Mechanical Inspection- 72 hours notice required
7. Rough Plumbing Inspection- 72 hours notice required and inspection will be done prior to frame inspection. Air Test Required.
8. Rough Framing- 24 hour notice required and inspection will be done after rough electrical inspection and before drywall.
9. Insulation Inspection- 24 hour notice required and inspection will be done once you have passed frame inspection.
10. Drywall Inspection- 24 hour notice required and inspection required prior to mud and tape.
11. Sewer Connection- 72 hours notice required and inspection will be prior to backfill. Air or water test required.
12. Water Service- 72 hours notice required and inspection will be prior to backfill.
13. Final Inspection- 72 hours notice required

TOWNSHIP OF VALLEY, CHESTER COUNTY, PENNSYLVANIA

Phone: 610-384-5751

P.O. Box 467, Coatesville, PA 19320

Fax: 610-384-2746

APPLICATION FOR BUILDING PERMIT

In connection with erection of new buildings, additions, alterations, repairs, raising, moving, removing or tearing down of any building or part of same; erection, removal or alteration of signs or billboards.

PERMIT NO. _____ USE: _____

Date: _____

TO: The Building Inspector, Township of Valley, Chester County, PA

APPLICANT: _____
Name of Owner (Please Print) Address: Phone No.

Application is hereby made for a permit to: _____

Site Location: _____
(Lot no.) (House no.) (Street or road)

Zoning District	_____				
Plot of Ground	_____ x _____				
	<small>(frontage) (depth)</small>				
The Building is to be used as	_____				
		Building	\$ <u>App Fee & L&I Fee</u>	\$ <u>29.00</u>	
		Garages	\$ _____	\$ _____	
		Porches	\$ _____	\$ _____	
		Fireplaces	\$ _____	\$ _____	
		Other	\$ <u>U&O Fee</u>	\$ _____	
		TOTAL	\$ _____	\$ _____	

Floor areas (Sq. Ft.)	1 st floor	2 nd floor	Total 1 st & 2 nd	Basement	Garage	Total
	_____	_____	_____	_____	_____	_____

I declare under the penalties of perjury that this application (including any accompanying plans and specification) has been examined by me and to the best of my knowledge and belief is a true, correct and complete application. All construction must conform to standard engineering practices.

FEE \$ _____

(signature) OWNER

APPROVED – DISAPPROVED

(signature) BUILDER
 Or CONTRACTOR

DATE _____

(address of Builder or Contractor) (phone no.)

 Building Inspector

(signature) if applicable ARCHITECT
 Or ENGINEER

(Address of Architect) (phone no.)

NOTE: Two sets of plans and specifications shall accompany the application as well as two plot plans showing the size of the lot and the location of improvements thereon, giving side, rear and front yard requirements.

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

JEFFREY A. LAUDENSLAGER
Director of Assessment

JOSEPH A. FINNAREN
Chief Assessor

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,

The Assessment Office

Jeffrey A. Laudenslager
Director

Joseph A. Finnaren, C. P. E.
Chief Assessor

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