

**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

**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	_____				
			<i>Summary of Estimated Costs</i>		<i>Permit Fees</i>
		Building	\$	App Fee & L&I Fee	\$ 29.00
Plot of Ground	_____ x _____	Garages	\$	_____	\$ _____
	(frontage) (depth)	Porches	\$	_____	\$ _____
		Fireplaces	\$	_____	\$ _____
The Building is to be used as	_____	Other	\$	U&O Fee	\$ _____
		TOTAL	\$	_____	\$ _____

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

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.