

FINISHED BASEMENT PERMIT APPLICATION PACKET



**Please use this application packet for any:
Interior basement renovations or finishing including adding walls,
drywall, adding rooms, bathrooms, plumbing or adding or changing
egress or exterior doors (including French doors or sliding doors) or
new windows.**

**The square footage of the house is not changing with this permit, all work is in the
basement.**

Plumbing, HVAC and Electric may be added or changed.

**This completed permit packet can be scanned to our office -PDF
only - NO cellphone pictures**

PDF should be one packet only with all forms

OR

An appointment MUST be made to drop off this packet.

Email or call for appointment.

Please make sure all forms are filled out completely and electrical,
plumbing and mechanical drawings are included.

If on septic and adding a bedroom or bathroom, Chester County
Sewage approval is required, see next page.

No money is due with this packet, we will send an invoice.

PERMIT DEPARTMENT:

permits@kennett.pa.us

610-388-1300- EXT.110

ADDING A BATHROOM OR BEDROOM?

When adding a bedroom to a property, Chester County requires a separate SEPTIC PERMIT.

If you are on Kennett Township Sewer or Kennett Borough Sewer this does not apply.

If you have a private septic system, you need to reach out to Chester County Health Department and fill out the form that reads Evaluation of Existing Septic System(s), Change of Use, or Amended Flows

They can also be reached at:

610- 344- 6688 OR

<https://www.chesco.org/365/Sewage-Water>

This must be done through Chester County

KENNETT TOWNSHIP FINISHED BASEMENT PERMIT APPLICATION

CHECKLIST

NOT ALL ITEMS MAY BE APPLICABLE TO YOUR PROJECT

NO STAPLES PLEASE IF DROPPING OFF

- Building Permit Application with cost breakdown (2 PAGES)
- Scope of work/customer proposal/invoice or 1 page narrative if homeowner is doing work
- Two sets of drawings with applicable construction details shown
- Electrical Permit Application
- Electrical layout plans. *Plans must be submitted to an approved electrical underwriter for plan review. Submit stamped and signed copies to the township. The underwriter is also responsible to conduct rough and final inspections.*
- Electrical contractor COI
- Plumbing Permit Application
- Plumbing Schematic
- Plumbing contractor COI
- Mechanical/HVAC Permit
- Mechanical SPECS for new unit
- Mechanical Plans
- Mechanical contractor COI
- UCC Form
- Township Liability Statement
- If adding a bedroom, a Chester County Sewage Approved Application or letter of Approval/sign off
- Chester County Assessment form, adding habitable space may cause a tax assessment/increase in taxes.

NO MONEY IS DUE WITH THIS PERMIT APPLICATION



801 BURROWS RUN ROAD,
CHADDS FORD, PA 19317

Permit #:

RESIDENTIAL ALTERATION BUILDING APPLICATION-BASEMENT

To alter, erect or use a structure, to use land in accordance with the Zoning Ordinance, Building Code, and all other pertinent ordinances of Kennett Township, Chester County, Pennsylvania.

Homeowner Name(s) _____

Site Address (# & Street) _____

City _____ Zip _____

Homeowner Email: _____

General Contractor /DBA: _____

Contact Name at Company: _____ Phone: _____

Mailing Address: _____

City _____ ST: _____ Zip _____

Email _____

PROJECT DESCRIPTION:

WILL NEW HVAC BE INSTALLED? _____ YES _____ NO (INCLUDING MINI-SPLITS. Permits are required)

IS ELECTRIC BEING ADDED OR UPGRAGED? _____ YES _____ NO

IS PLUMBING BEING ADDED OR MOVED? _____ YES _____ NO

ARE NEW WALLS BEING ADDED? _____ YES _____ NO

ARE NEW EGRESS DOORS OR NEW WINDOWS BEING ADDED? _____ YES _____ NO

ARE LOAD-BEARING WALLS BEING MOVED OR REMOVED? _____ YES _____ NO

IS A NEW BEDROOM BEING ADDED IN BASEMENT? _____ YES _____ NO

ARE ANY FIREPLACES BEING ADDED? _____ YES _____ NO

IS FINISHING/CONSTRUCTION DUE TO DAMAGE? _____ YES _____ NO

CONSTRUCTION COST BREAKDOWN- please write "N/A" if no costs

COSTS SHOULD BE THE SAME AS ON THE APPLICATION PAGES AND MUST ADD UP TO THE TOTAL

HVAC COSTS: \$

PLUMBING COSTS: \$

CONSTRUCTION COSTS: \$

ELECTRICAL COSTS: \$

TOTAL COST OF CONSTRUCTION PROJECT (NO CENTS PLEASE) \$:

Party Responsible for Permit Payment: _____ CONTRACTOR _____ HOMEOWNER

Party responsible for scheduling and being at inspections:

Name: _____ Phone: _____

I certify that all information on this application is correct, and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniformed Construction Code) and any additional applicable codes, ordinances, and regulation of Kennett Township. I understand issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel, or set aside any provisions of the codes or ordinances of Kennett Township or any other governing body. I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant Signature: _____ Date: _____

TOWNSHIP USE ONLY:

BCO APPROVAL: _____ DATE: _____

USE TYPE: _____ CONSTRUCTION TYPE: _____

BUILDING COST: _____ MECHANICAL: _____ STATE FEE \$4.50

PLUMBING: _____ ELEC: \$75 OTHER: _____



Kennett Township Electrical Permit Submissions

PLEASE READ

*ELECTRICAL PLANS/SCHEMATIC MUST ACCOMPANY ELECTRICAL PERMITS AND BE STAMPED BY A THIRD PARTY ELECTRICAL UNDERWRITER.

THIS IS NOT AN ELECTRICIAN. IT IS A 3RD PARTY INSPECTION AGENCY THAT VERIFIES THE ELECTRICAL PLANS ARE UP TO THE CURRENT CODE.

THIS AGENCY WILL ALSO PERFORM A FINAL INSPECTION.

*KENNETT TOWNSHIP DOES NOT PERFORM ANY ELECTRICAL INSPECTIONS, THESE MUST BE DONE BY A THIRD PARTY INSPECTION AGENCY.

THE SAME AGENCY THAT STAMPS/APPROVES YOUR PLANS WILL CONDUCT THE FINAL INSPECTION.

You can also do a google search for
"PLAN REVIEW ELECTRIC THIRD PARTY PA"
for more information.

Not having the required stamp on plans will hold up the permit process.



ELECTRICAL PERMIT APPLICATION

Permit # _____

Date: _____

To alter, erect or use a structure, to use land in accordance with the Zoning Ordinance, Building Code, and all other pertinent ordinances of Kennett Township, Chester County, Pennsylvania

Site Address: _____

Owner Name: _____

Application for a permit to perform or install (give description of work being done):

COST OF ELECTRICAL CONSTRUCTION: \$ _____ **(No cents)**

Site Address: _____

ELECTRICAL CONTRACTOR NAME (DBA): _____

ELECTRICAL LAYOUT PLANS ARE REQUIRED. PLANS MUST BE SUBMITTED TO AN APPROVED ELECTRICAL UNDERWRITER FOR PLAN REVIEW. STAMPED PLANS ARE REQUIRED FOR ELECTRICAL PERMITS. THE UNDERWRITER IS ALSO RESPONSIBLE FOR ROUGH AND FINAL INSPECTIONS.

Type of Work: New Building Alteration Addition Repair Upgrade Car charger

Service size: _____ AMP **Inspection Agency:** _____

Number of Fixtures: Switches: _____ Smoke Detectors: _____ Lighting: _____

Receptacles: _____ Tele/Data Boxes: _____

Total Number of Fixtures: _____

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Applicant's Signature: _____ **Date:** _____

Building Code Official Approval: _____ Date: _____

MECHANICAL PERMIT APPLICATION



Permit # _____

Date: _____

To alter, erect or use a structure, to use land in accordance with the Zoning Ordinance, Building Code, and all other pertinent ordinances of Kennett Township, Chester County, Pennsylvania

Application for a permit to perform or install (give description of work being done):

COST OF MECHANICAL CONSTRUCTION: \$ _____ (No cents)

Site Address: _____

CONTRACTOR NAME (DBA): _____

MECHANICAL LAYOUT PLANS AND SPECS FOR EQUIPMENT ARE REQUIRED INCLUDING LOAD CALCS.

Type of Work: _____ New Building _____ Alteration _____ Addition _____ Repair _____ Upgrade

Fuel Source: _____ Oil _____ Electric _____ Natural Gas _____ Propane

Is this a NEW system: _____ YES _____ NO

Brand: _____ **Model:** _____

I certify that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniformed Construction Code) and any additional applicable codes, ordinances and regulation of Kennett Township. I understand issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel, or set aside any provisions of the codes or ordinances of Kennett Township or any other governing body. I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Applicant's Signature: _____ **Date:** _____

Building Code Official Approval _____ Date: _____

Cost: \$ _____



PLUMBING PERMIT APPLICATION

PERMIT #: _____

To alter, erect or use a structure, to use land in accordance with the Zoning Ordinance, Building Code, and all other pertinent ordinances of Kennett Township, Chester County, Pennsylvania.

Provide brief description of plumbing work:

Work Site Address (# & Street): _____

Plumbing Contractor/DBA: _____

Contact Name at Company: _____ **Phone:** _____

Total cost of Plumbing Construction: \$ _____

Detailed plumbing plans are required, including pipe sizing, pitch, length of run, etc. Plans should include drain, waste, vent domestic water, and gas piping and type of material to be used.

Type of Work: New Building Alteration Addition Repair Upgrade Change in use

TYPE	NUMBER	TYPE	NUMBER
Stacks		Sump	
Sinks		Shower	
Bath/Shower		Dishwasher	
Water Closets		Urinal	
Lavatory		Dishwashing Machine	
Tank and Heater		Garbage Disposal	
Laundry Tray		Other:	
Washing Machine		Other:	
Floor Drains		ENTER TOTAL # HERE	

I certify that all information on this application is correct, and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniformed Construction Code) and any additional applicable codes, ordinances and regulation of Kennett Township. I understand issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel, or set aside any provisions of the codes or ordinances of Kennett Township or any other governing body. I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

General Contractors may sign for Subcontractors.

Applicant's Signature: _____ **Date:** _____

For Township Use Only:

Building Official Approval: _____ **Date:** _____ **Cost: \$** _____



KENNETT TOWNSHIP LIABILITY STATEMENT

To be completed by Owner or Authorized Agent

Construction Address: _____

The issuance of this permit is conditioned upon compliance with all facets of the approved permit application and/or the subdivision plan from which this lot was created, to include, but not be limited to, soil erosion controls, stormwater management, grading plan, monument placing and all other details of the subdivision approval.

If, upon inspection, work is being done other than as approved, a Stop Work Order will be issued with the condition that corrections be made before any work is resumed.

If it is necessary to make a change, the proposed change shall be detailed by the applicant and submitted in writing. A written approval must be received prior to proceeding, as requested. Failure to procure written change approval will result in an obligation to construct as originally approved.

When inspection for a Use and Occupancy Permit is made and it is noted that the provisions of the permit issuance and/or subdivision approval have not been accomplished, a Use and Occupancy Permit will NOT be issued.

Print Name: _____

Signature: _____

_____ Homeowner _____ Contractor _____ Other

Date: _____

UNIFORM CONSTRUCTION CODE INSPECTION REQUIREMENTS/PROCEDURES

KENNETT TOWNSHIP CODE ENFORCEMENT DEPARTMENT

All inspections require 48 hours' notice

Please note that other inspections for an addition may be required for an addition, we will provide a list when the permit is issued.

FOOTING: To be performed after footing is dug with chairs and rods in place and before concrete is poured.

ELECTRICAL: Any electrical work, including low voltage or specialty, applicant shall submit 2 sets of "Third party REVIEWED and APPROVED plans. Rough and Final inspections will be conducted by a qualified third-party inspection agency. Final inspection approval shall be placed on the electrical panel and a "cut card" shall be send to the township.

FRAMING: To be performed before insulation is installed and after all rough-in work is complete on plumbing, electrical and mechanical systems. Framing inspections will not be done until all mechanical, electrical, plumbing and fire protection material is installed

INSULATION: To be performed before wallboard is installed.

DRYWALL: To be performed prior to taping and spackling.

PLUMBING: All systems to be inspected including pressure tests as follows: Sanitary systems at 5psi for 15 minutes, water system per code for 15 minutes.

MECHANICAL: Any underground or aboveground rough mechanical systems of any type shall be inspected prior to encasement.

FINAL: To be performed after all items pertaining to the issued building permit have been completed and a final electrical inspection by a third-party agency has taken place.

I fully understand that it is my responsibility, or the person that I have listed on the application as my designee to call for inspections and, that if inspections are not made according to this procedure, I or my designee may be in violation of the UCC and may be subject to persecution. I/we also understand that no one may occupy the structure (or portion thereof) until a UCC certificate of Occupancy or Certificate of Compliance is obtained.

No work may start until a permit is issued.

Printed Name: _____

Signature: _____ Date: _____

HOMEOWNER MUST BE GIVEN A COPY

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.