

## KENNETT TOWNSHIP

### RESIDENTIAL POOL PERMIT CHECKLIST

- PDF of pool plans emailed to our office prior to submittal
- Pool Building Permit Application (2 pages)
- Pool Zoning Application
- Plot Plan with setbacks showing proposed pool and existing/proposed fencing/pool barrier. Pool structure (NOT WATERS EDGE), deck, cabana, pool shed, and all equipment must be **20 feet** from rear and side property lines.
- Impervious coverage worksheet
- Scope of work/customer proposal
- Two (2) Full sized sets of sealed drawings showing complete building plans. **Minimum Sheet Size: 14" x 10". Maximum Sheet Size: 24" x 10"**
- Electrical Permit Application
- Electrical layout plans. *Plans must be submitted to an approved electrical underwriter for plan review. See sample in packet. Submit stamped and signed copies to the township. The underwriter is also responsible for conducting rough and final inspections. Kennett Township does not conduct electrical inspections.*
- Pool/spa heating equipment specs
- Fencing/Pool Barrier detail photos and specs or
- Automatic Pool cover details/specs
- UCC Form- Inspections list
- Township Liability Statement
- Chester County Assessment Form- given to Homeowners

If mailing to our office:  
Kennett Township/Permits  
801 Burrows Run Road  
Chadds Ford PA 19317

Email: [permits@kennett.pa.us](mailto:permits@kennett.pa.us)



801 BURROWS RUN ROAD,  
CHADDS FORD, PA 19317  
PHONE: 610-388-1300

Permit #:

### POOL BUILDING APPLICATION

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: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Homeowner Email: \_\_\_\_\_ (REQUIRED)

Homeowner Phone: \_\_\_\_\_ Is HOA approval required? \_\_\_\_\_

POOL COMPANY INFORMATION

Contractor Company Name/DBA: \_\_\_\_\_

Contact Name at Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (# & Street): \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

ENGINEER OR DESIGN PROFESSIONAL INFORMATION

Engineering Firm Name: \_\_\_\_\_

Contact Name at Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**TYPE OF CONSTRUCTION FOR PROJECT- PLEASE CHECK ALL THAT APPLY:**

\_\_\_\_ IN GROUND POOL      \_\_\_\_\_ POOL FENCING ONLY

\_\_\_\_ ABOVE GROUND POOL      \_\_\_\_\_ NEW PROPERTY FENCING

\_\_\_\_ SPA      \_\_\_\_\_ RETAINING WALL HEIGHT: \_\_\_\_\_ LENGTH: \_\_\_\_\_

\_\_\_\_ NEW PATIO Size of patio will be: \_\_\_\_\_ sf x \_\_\_\_\_ sf (do not include pool coping)

FOR POOL SHEDS OR POOL HOUSES A SEPARATE PERMIT IS NEEDED

Is there a separate Grading/Stormwater permit for this application?	
Total Square Footage of Earth being disturbed:	
Pool will be (material):	
SIZE OF POOL (L X W) :	DEPTH OF POOL AT DEEPEST POINT:
WILL POOL HAVE AUTOMATIC POOL COVER?	
WILL WINDOW LATCHES OR LOCKS BE REQUIRED FOR THIS PROJECT?	
WILL ANY TREES BE REMOVED/CLEARED TO MAKE ROOM FOR POOL OR POOL PATIO?	
WILL ANY RETAINING WALLS BE ERECTED WITH THIS PROJECT?	
HOW WILL EROSION CONTROL BE MITIGATED FOR THIS PROJECT (BRIEFLY DESCRIBE)	
WAS A ZONING HEARING REQUIRED FOR THIS PROJECT?	

**Party Responsible for Permit Payment:** \_\_\_\_\_ Contractor \_\_\_\_\_ Homeowner

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 is:** \_\_\_\_\_ Homeowner \_\_\_\_\_ Contractor \_\_\_\_\_ 3<sup>rd</sup> Party

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Township Approval:</b>
BCO Approved: _____ Date: _____
Cost: \$ _____



# POOL ZONING APPLICATION

Zoning \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_

**Swimming Pools & all equipment MUST be located at least 20 feet from any rear or side property line.**

**PLOT PLANS WITH SETBACKS & IMPERVIOUS COVERAGE FORMS MUST BE SUBMITTED WITH ALL POOL ZONING PERMITS**

**PROPERTY INFORMATION:**

Homeowner (s): \_\_\_\_\_

Address: \_\_\_\_\_

Homeowner Email: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Pool Type	Height Dimensions (L x W)		Material Type	<b><u>Estimated Cost:</u></b>
Above ground Pool				
In ground Pool		HEIGHT:		

**FENCE INFORMATION:**

\_\_\_\_\_ Fence already exists on entire property      \_\_\_\_\_ New Fence being added for pool area only

\_\_\_\_\_ New fence being constructed for entire property

**SETBACK AREA- please list setbacks for 3 property lines **MUST BE FILLED OUT DO NOT WRITE "SEE PLAN"**:**

Rear: \_\_\_\_\_ Ft. Side 1: \_\_\_\_\_ Ft. Side 2: \_\_\_\_\_ Ft.

**CERTIFICATION:**

I hereby certify that I am the owner of record of the named property; or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Zoning Officer shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provisions for the code(s) applicable to such permit.

Signature of Applicant

Print Name:

**ZONING OFFICER APPROVAL:**

\_\_\_\_\_ DATE: \_\_\_\_\_ COST: \$ \_\_\_\_\_



## KENNETT TOWNSHIP

### IMPERVIOUS COVERAGE CALCULATION INSTRUCTIONS

Impervious Coverage is the area of a lot covered by any impervious surface such as roofing, parking areas, walkways, driveways (regardless of material) or any surface that water cannot penetrate such as brick, asphalt, or pavers. Anything with a roof is impervious including sheds, barns, covered porches, carports or pole barns. Pool water and wood or composite decking are NOT considered impervious.

Completion of this worksheet allows us to confirm your compliance with the zoning requirement by Zoning district for your property.

To calculate, the maximum square footage of impervious coverage permitted on a lot, multiply the percentage allowed in your Zoning district by the total square footage of the lot.

*Note: You can also utilize the "Tools" app in Chesco Views to assist in calculating the impervious coverage (see the plot plan information sheet to get further instructions on accessing the site).*

### PLEASE USE SAMPLE BELOW AS A GUIDE:

IMPERVIOUS COVERAGE COMPUTATION SAMPLE		
<b>NET LOT AREA: 81,277 SQ FT</b>		
<b>EXISTING</b>		
HOUSE FOOTPRINT	2803	SQ FT
DRIVEWAY	1400	SQ FT
CONCRETE WALKWAY	132	SQ FT
PATIO	390	SQ FT
COVERED PORCH	137	SQ FT
POOL COPING	250	SQ FT
DETACHED GARAGE	1025	SQ FT
<b>TOTAL CURRENT</b>	<b>6137</b>	<b>SQ FT</b>
6137 SQ FT/81,277 SQ FT =		7.56% IMPERVIOUS TOTAL
<b>PROPOSED</b>		
SHED	1025	SQ FT
<b>NEW PROPOSED SQ FT</b>	<b>7162</b>	<b>SQ FT</b>
7162 SQ FT/81,277 SQ FT =		8.80% NEW PROPOSED TOTAL

# KENNETT TOWNSHIP IMPERVIOUS COVERAGE WORKSHEET

Property Address: \_\_\_\_\_

**CALCULATION OF IMPERVIOUS AREA PERCENTAGE- total area of impervious coverage**

Please note: Impervious surface includes house, covered porch, garage, shed, barn (any structure with a roof) and driveway, parking area, walkway, concrete steps, pool patio or pool coping, other patio or any asphalt, concrete, paved, brick or stone surface. (surface that water cannot penetrate).

Non impervious/Not included: Pool water, wood, or composite decks or stairs.

**Total Lot Size in Square Feet (can be found on Chesco Views)** \_\_\_\_\_

	EXISTING SQ FT.		PROPOSED SQ. FT.		REDUCTIONS	FINAL SQ. FT. OF IMPERVIOUS
House		+		-		=
Garage		+		-		=
Driveway		+		-		=
Walkways/Patio		+		-		=
Sheds/Barns		+		-		=
Other:		+		-		=
<b>TOTALS</b>		+		-		=

Total Final Square Feet of impervious divided by Total Square Feet of Lot Size:

Example: 4200 sf of final impervious / 32,000 total sf lot size = .13%

\_\_\_\_\_ **Total % of Impervious Coverage**

Office Use Only: Zoning: _____
MAX ALLOWABLE COVERAGE:

Zoning Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_



# 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:** \_\_\_\_\_

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: \_\_\_\_\_



## IN GROUND POOL INSPECTIONS

### UNIFORM CONSTRUCTION CODE INSPECTION REQUIREMENTS/PROCEDURES

#### KENNETT TOWNSHIP CODE ENFORCEMENT DEPARTMENT

#### **All inspections require 2 business days notice**

#### **Required Inspections for In- Ground Pools:**

**For In-Ground Concrete Pools: Pool Steel Inspection**

**For In-Ground Fiberglass or drop-in Pools: Pre-Set Inspection**

**Underground Conduit and Pool Bonding: Done by a 3rd Party Electrical Agency**

**Final Electrical: Done by a 3rd Party Electrical Agency**

**Final Pool: Inspection checks for compliance and fencing/barriers, access gate hardware, operation, door and window alarms and pool cover (if applicable).**

**KENNETT TOWNSHIP CONDUCTS POOL FINALS ON WEDNESDAYS ONLY.**

**Final electrical 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.**

**Kennett Township does not perform any electrical inspections.**

FINAL: To be performed after final electric pertaining to the issued building permit have been completed. 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.

Signature: \_\_\_\_\_



## 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: \_\_\_\_\_

*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](http://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.