

# KENNETT TOWNSHIP NEW DECK OR DECK ENLARGEMENT PERMIT APPLICATION



Please use this application packet for any  
NEW DECKS OR DECK ENLARGEMENT (adding square footage)

For deck replacement or repair, please see the "Deck replacement permit"

Construction must be according to, and plans must follow the 2021  
IRC, see our "DECK CONSTRUCTION GUIDELINES" for more info.

**This application can be emailed to the permit department at:**  
[permits@kennett.pa.us](mailto:permits@kennett.pa.us)

**NO PICTURES OF PERMITS WILL BE ACCEPTED, SUBMISSIONS MUST BE PDF, SCANNED OR HARD COPY MAILED OR DROPPED OFF AT THE TOWNSHIP BUILDING**

Construction plans must clearly show:

- Footer details
  - Framing details
  - Flashing details
  - Handrail details
  - Hardware details
  - House attachment details (if applicable)
  - Stair details (if applicable)

We have 15 days to issue a permit, from when we receive a completed submission, please make sure all forms are filled out completely and all items on checklist are submitted, to help expedite the process.

No money is due with any permit application submissions, we will issue an invoice.

**Email us with any questions- [permits@kennett.pa.us](mailto:permits@kennett.pa.us)**

## KENNETT TOWNSHIP DECK PERMIT CHECKLIST

Please use this checklist with NEW DECKS or ENLARGING decks that are being added to or enlarged (adding square footage).

- Deck Building Permit Application (2 PAGES)
- Deck Zoning Application
- Plot plan showing setbacks (see sample and PLOT PLAN section for guidance)
- Scope of work/customer proposal or customer invoice
- 2 sets of drawings (for packet drop off) with construction details (see deck construction guide for specific code compliance, and drawing sample in this packet)
- Electrical application if adding lights, switches, receptacles (if applicable)
- HOA Letter of Approval (if required)
- Insurance certificate for contractor
- Kennett Township Liability Statement
- Kennett Township UCC form
- Workers' Comp form (if applicable)
- Chester County Assessment form- customer has been given copy

To mail a permit  
application packet,

send to:

KENNETT TOWNSHIP/PERMITS  
801 BURROWS RUN ROAD  
CHADDS FORD, PA 19317

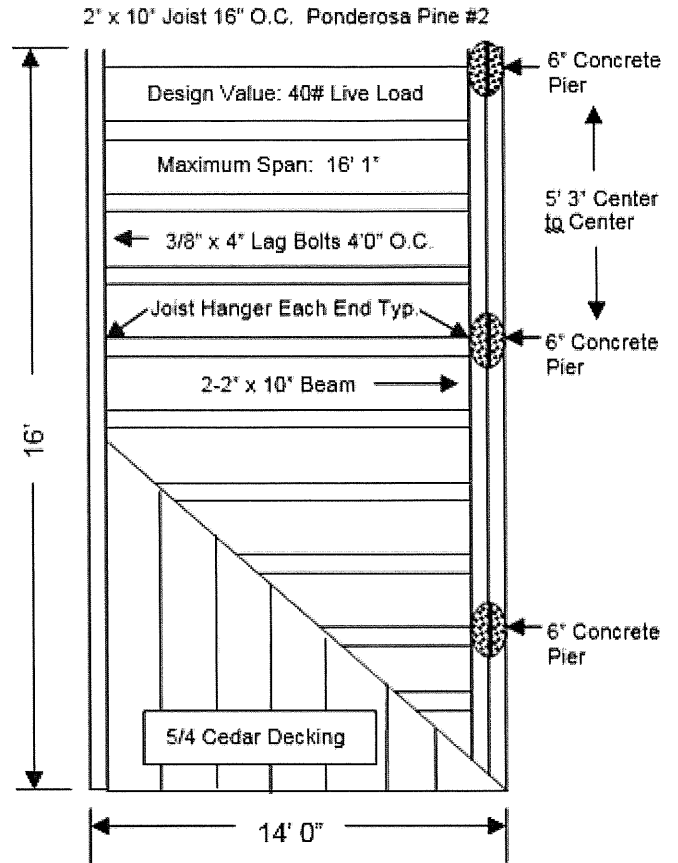
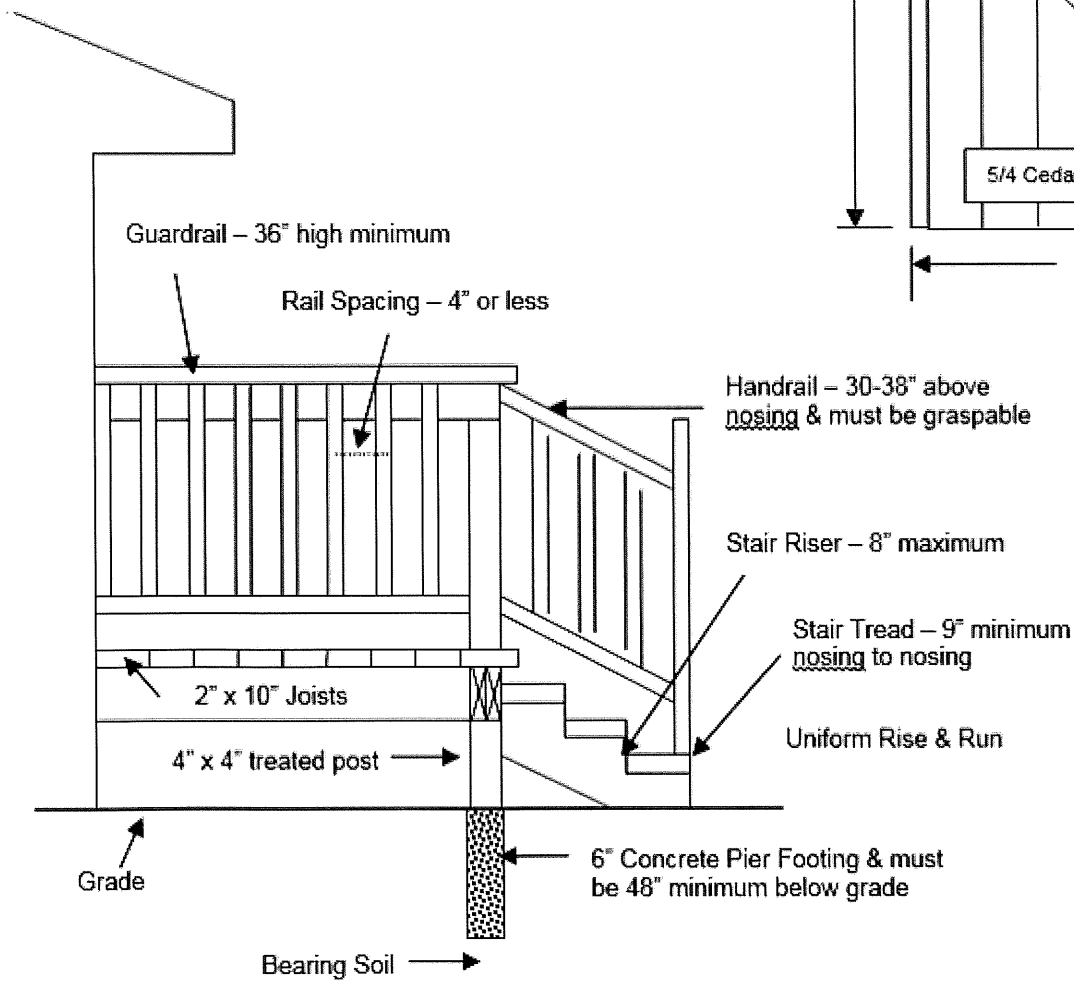
# SAMPLE CONSTRUCTION DRAWING DETAILS FOR DECK B7D? ; F EG4? ; EE; A@

## SAMPLE DECK PLAN

### Design Criteria:

- Soil Bearing Capacity
- Footing Size
- Post Size and Spacing
- Beam Size and Span(s)
- Floor Joist Size
- Stair Rise and Run
- Guardrail/Handrail Height & Intermediate Rails

Scale: 1/4" = 1'0"





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

PERMIT # \_\_\_\_\_

ZONING: \_\_\_\_\_

TAX PARCEL: \_\_\_\_\_

### DECK BUILDING APPLICATION- **FOR NEW DECKS**

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.

#### PLEASE FILL OUT ENTIRE APPLICATION

Homeowner Name(s) \_\_\_\_\_

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

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

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

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

Phone: \_\_\_\_\_

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

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

Email \_\_\_\_\_

#### TYPE OF CONSTRUCTION (please check all that apply):

\_\_\_\_\_ **NEW DECK**      \_\_\_\_\_ **DECK ADDITION OR EXTENSION**

\_\_\_\_\_ **DECK DEMO & REPLACE**

**DECK MATERIAL:** \_\_\_\_\_ **WOOD**      \_\_\_\_\_ **MAN-MADE (TREX TYPE)**

**TOTAL COST OF PROJECT \$** \_\_\_\_\_ **TOTAL SQUARE FOOTAGE:** \_\_\_\_\_

**SIZE OF DECK (IN SQ FT) :** \_\_\_\_\_ **X** \_\_\_\_\_ **X** \_\_\_\_\_

**Height of Deck off Ground:** \_\_\_\_\_ **Feet**

**Plans and Specs have been reviewed and follow 2021 IRC code** \_\_\_\_\_ **(initial)**

Who do we contact with CONSTRUCTION DETAIL questions, if different from applicant

WILL ELECTRIC BE ADDED? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, an electrical application and stamped electrical plans must be submitted.

Who is responsible for payment of permit? \_\_\_\_\_ Homeowner \_\_\_\_\_ Contractor

Invoices will be emailed, please provide valid email for responsible party.

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 Name (PRINT) \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATIONS MAY BE EMAILED TO: [permits@kennett.pa.us](mailto:permits@kennett.pa.us)

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**TOWNSHIP USE ONLY:**

Building Code Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Use Type: \_\_\_\_\_ Construction Type: \_\_\_\_\_

Cost of Construction: \$ \_\_\_\_\_ State Fee: \$4.50

Electric: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_ Invoiced on: \_\_\_\_\_



# DECK ZONING APPLICATION

**TOWNSHIP USE ONLY:**

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

Zoning: \_\_\_\_\_ Tax Parcel: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**PLOT PLANS MUST BE SUBMITTED WITH ALL ZONING PERMITS**

**PROPERTY INFORMATION:**

Owner: \_\_\_\_\_

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

Owner Email: \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

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

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

Does the structure require HOA approval? \_\_\_\_\_ YES \_\_\_\_\_ NO

(if yes, an approval letter must be submitted with this application)

DECK DETAILS	Height off ground	Dimensions (L x W)	Total Square feet

SETBACK AREA- please list setbacks for 3 property lines (see attached sample):

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

**CERTIFICATION:**

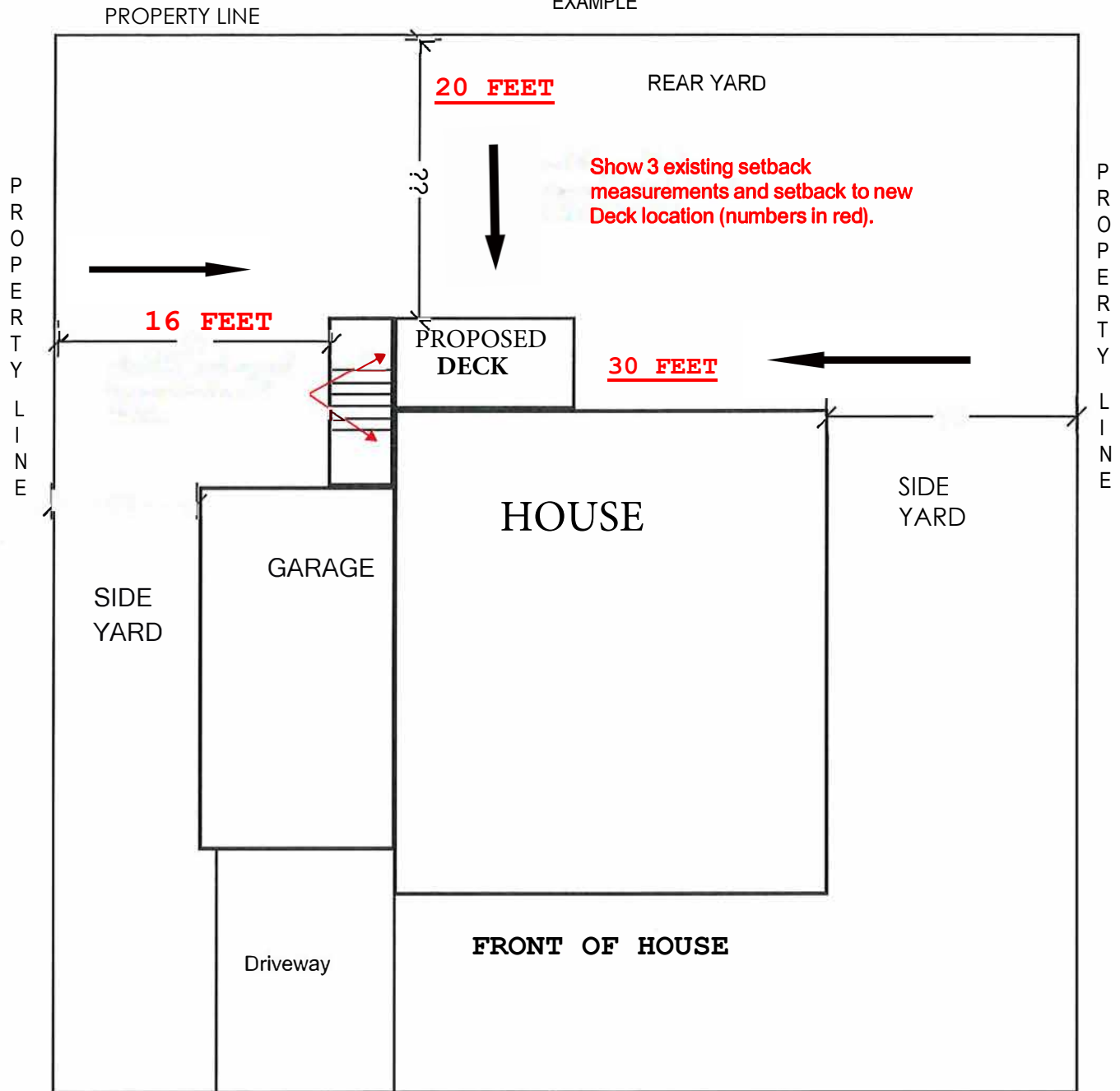
I hereby certify that I am the owner of record of the named property; or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, 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:

PLOT PLAN WITH SETBACKS

EXAMPLE



EXAMPLE ONLY



KENNETT TOWNSHIP DECK INSPECTION FORM (UCC FORM)

UNIFORM CONSTRUCTION CODE INSPECTION REQUIREMENTS/PROCEDURES

KENNETT TOWNSHIP CODE ENFORCEMENT DEPARTMENT

All inspections require 48 hours' notice.

REQUIRED DECK INSPECTIONS:

- FOOTING
- FRAMING\*
- FINAL

\*Framing and final inspections may be done as 1 inspection if the deck is 5 feet or more above ground level.

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: \_\_\_\_\_

Party responsible for being at inspections: \_\_\_\_\_

Phone number: \_\_\_\_\_

# KENNETT TOWNSHIP LIABILITY STATEMENT

To be completed by Owner or Authorized Agent

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

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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: \_\_\_\_\_

# Kennett Township Workers' Compensation Form

Workers Compensation Insurance Coverage Information

To be completed ONLY if contractor has NO liability and Workers' compensation insurance.

~This form must be notarized~

Commonwealth of Pennsylvania

County of: \_\_\_\_\_

I \_\_\_\_\_ affirm that I am not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons:

- Property Owner performing own work. Homeowner assumes liability.
  
- Contractor with no employees. Contractor is prohibited by law from employing any individual to perform work pursuant to the building permit unless contractor provides proof of insurance to the township.
  
- Religious Exemption under the Workers' Compensation Act.

\_\_\_\_\_  
Signature

Signed and sworn (or affirmed) before me on  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Notary Seal:

**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.