

KENNETT TOWNSHIP ACCESSORY STRUCTURE PERMIT APPLICATION



Please use this form for any structure NOT ATTACHED to the main dwelling such as a BARN, POOL HOUSE, CARRIAGE HOUSE, IN-LAW COTTAGE, GARAGE WITH AN APARTMENT ABOVE, LARGE STORAGE SHED, POLE BARN, or PAVILLION.

This form is not for sheds under 120 s.f. or 1 floor auto garages.

Complete Application including plans will need to be scanned prior to submittal
OR

Appointment MUST be made to drop off this permit with the permit coordinator
Appointments are Monday- Thursday 9am to 4pm. Please call or
email us with any questions regarding this permit or to make an
appointment.

This application will include structures with electric, plumbing and HVAC that will be built on site. Most will require architectural plans.

- Permit submissions must be complete to be accepted, incomplete applications will be returned to applicants.
- 2 sets of construction drawings are required for this permit.
- If on **SEPTIC** and adding a structure with a **bathroom** or **bedroom**, a Chester County Sewage approval letter is required. Details are on next page.
 - Grading and Stormwater Permits must be applied for separately (if applicable).
- NO money is due with this application, we will send an invoice when deemed approved.

PERMIT DEPARTMENT:

permits@kennett.pa.us OR 610-388-1300 ext. 110

Ready to send us your PDF's? No cell phone pictures will be accepted, must be PDF scan in 2 attachments:

1 attachment is all application paperwork

1 attachment is all construction plans

KENNETT TOWNSHIP PERMIT SUBMITTAL



Construction plans must include the following details:

Foundation plans, Floor plans, Framing plans, Cross sections, Truss certifications, Structural details, elevations, roofing plans.

In addition, there must be an electrical plan stamped by a 3rd party underwriter, HVAC plans and specs (if applicable) and a plumbing schematic (if applicable).

Setbacks must be shown with a plot plan.

2 Sets of drawings must be submitted, maximum size is 18" x 24", minimum size is 14" x 10". Plans MAY need to be stamped by a design professional depending on the scope of the project.

Kennett Township enforces the 2021 International Building Code

- **PLANS MUST REFLECT THESE CURRENT
CODES**

NO MONEY IS DUE WITH ANY APPLICATIONS, WE WILL SEND AN INVOICE

ADDING A BEDROOM OR BATHROOM TO YOUR ACCESSORY STRUCTURE?

If adding a bedroom, and on septic, Chester County must sign off on capacity of septic system. 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
ACCESSORY STRUCTURE APPLICATION CHECKLIST

No partial permit applications will be accepted

An appointment must be made with the permit coordinator for this packet to be accepted OR complete permit applications must be scanned to our permit office via PDF-no cell phone pictures will be accepted

NO STAPLES PLEASE

- Building Permit Application (2 PAGES)
- Zoning Permit Application
- Impervious Coverage Worksheet
- Plot plan with setbacks- See "PLOT PLANS" under FORMS page
- Scope of work/customer proposal/customer invoice
- 2 sets of drawings with building detail (see plan submittal guide) Maximum Sheet Size: 18" x 24". Minimum Sheet Size: 15" x 11". MUST REFLECT 2021 CODES

- PDF of plans sent via email
- General Contractor COI (certificate of insurance)
- Electrical Permit Application (if applicable)
- Electrical Contractor COI (if applicable)
- 3rd party stamped Electrical Plans (if applicable)
- Mechanical Application (if applicable)
- Mechanical Plans (if applicable)
- Mechanical Contractor COI (if applicable)
- Plumbing Application (if applicable)
- Plumbing Plans (if applicable)
- Plumbing Contractor COI (if applicable)
- HOA approval form (if applicable)
- Kennett Township Liability Statement
- Kennett Township UCC form (inspection statement)
- Chester County Septic Sign off form (approval)if adding a bedroom or bathroom and property has septic
- Use Occupancy Permit
- Chester County Assessment Form- given to homeowner.



KENNETT TOWNSHIP RESIDENTIAL ACCESSORY STRUCTURE BUILDING APPLICATION

Permit #:

801 BURROWS RUN ROAD,
CHADDS FORD, PA 19317

WHAT BEST DESCRIBES STRUCTURE? _____ BARN (ANIMALS) _____ POLE BARN _____ CARRIAGE HOUSE _____ POOL HOUSE

OTHER:

Property Owner Name: _____

Site Address (# & Street): _____

City: _____ PA Zip _____

Homeowner Email: _____

Homeowner Phone: _____

Contractor Company Name/DBA: _____

Contact Name at Company: _____

Phone: _____ Email: _____

Architect Name: _____

New Structure Details:

Number of Floors: _____ Total SF of 1st floor: _____ Total SF of 2nd floor: _____

Size of Structure (SF): L: _____ W: _____ H: _____

WILL THE STRUCTURE HAVE A BEDROOM (S)? : _____ YES _____ NO

HOW MANY NEW BATHROOMS ARE PROPOSED? _____ 1 FULL BATH _____ 1 HALF BATH _____ 0 NEW BATHS

Sewage Type: _____ Sewer _____ Septic* (If on septic and adding a bath, an approval letter will be required.

How will structure be heated and cooled (check all that apply)

_____ New HVAC system _____ Split Unit _____ In-floor heating _____ No HVAC will be installed.

Other: _____

Briefly Describe Project:

Will demo be required? If yes, please explain

KENNETT TOWNSHIP RESIDENTIAL ACCESSORY STRUCTURE BUILDING APPLICATION

TYPE OF FOUNDATION:

Contractor will be adding (check all that apply): _____ HVAC _____ Plumbing _____ Electrical _____ Fireplace

CONSTRUCTION COST BREAKDOWN (costs should match permit applications)

HVAC COSTS: \$

PLUMBING COSTS: \$

CONSTRUCTION COSTS: \$

ELECTRICAL COSTS: \$

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

HVAC COSTS: \$	PLUMBING COSTS: \$
CONSTRUCTION COSTS: \$	ELECTRICAL COSTS: \$
TOTAL COST OF CONSTRUCTION (NO CENTS PLEASE) \$:	

Does the project require Grading/Stormwater? _____ YES _____ NO _____ UNSURE

If YES, a separate application for Grading/Stormwater must be submitted.

Party Responsible for Permit Payment: _____ Contractor _____ Homeowner

Email to send permit invoice, if different than applicant:

Who do we contact with building questions regarding this permit:

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:** _____

For Township Use Only: Building Code Official Approval

Approved by: _____ **Date:** _____

Building Cost \$: _____



RESIDENTIAL ZONING APPLICATION

Permit # _____
Date: _____

Township Use only:

Approved by Zoning Officer: _____ Date: _____ Cost: \$ _____

Tax Parcel: 62- _____ Zoning: _____

PLOT PLANS AND IMPERVIOUS COVERAGE SHEET MUST BE SUBMITTED WITH ALL ZONING PERMITS

PROPERTY INFORMATION:

Owner: _____ Phone: _____

Address: _____

Owner Email: _____

Subdivision Name: _____ Is property a corner lot? _____

CONTRACTOR INFORMATION:

Business Name: _____

Phone: _____

Email: _____

PLEASE FILL OUT 3 SECTIONS BELOW COMPLETELY- AREAS MARKED "SEE PLAN" WILL BE REJECTED

Structure Details	Height	Dimensions: Length	Dimensions: Width	Total Cost of Project
Total Square Feet:				

Building/Lot Dimensions:

Existing Building Area: _____ sq. ft. Number of Stories: _____

Proposed Building Area: _____ sq. ft. Height of Structure above Grade: _____ sq. ft.

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: _____

Zoning Officer Approval: _____ Date: _____



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			
NET LOT AREA: 81,277 SQ FT			
EXISTING			
HOUSE FOOTPRINT	2803	SQ FT	
DRIVEWAY	1400	SQ FT	
CONCRETE WALKWAY	132	SQ FT	
PATIO	390	SQ FT	
COVERED PORCH	137	SQ FT	
SHED	250	SQ FT	
ATTACHED GARAGE	1025	SQ FT	
TOTAL CURRENT	6137	SQ FT	
6137 SQ FT/81,277 SQ FT =		7.56%	IMPERVIOUS TOTAL
PROPOSED			
BARN	1775	SQ FT	
NEW PROPOSED SQ FT	7912	SQ FT	
7912 SQ FT/81,277 SQ FT =		9.73%	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:		+		-		=
TOTALS		+		-		=

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%

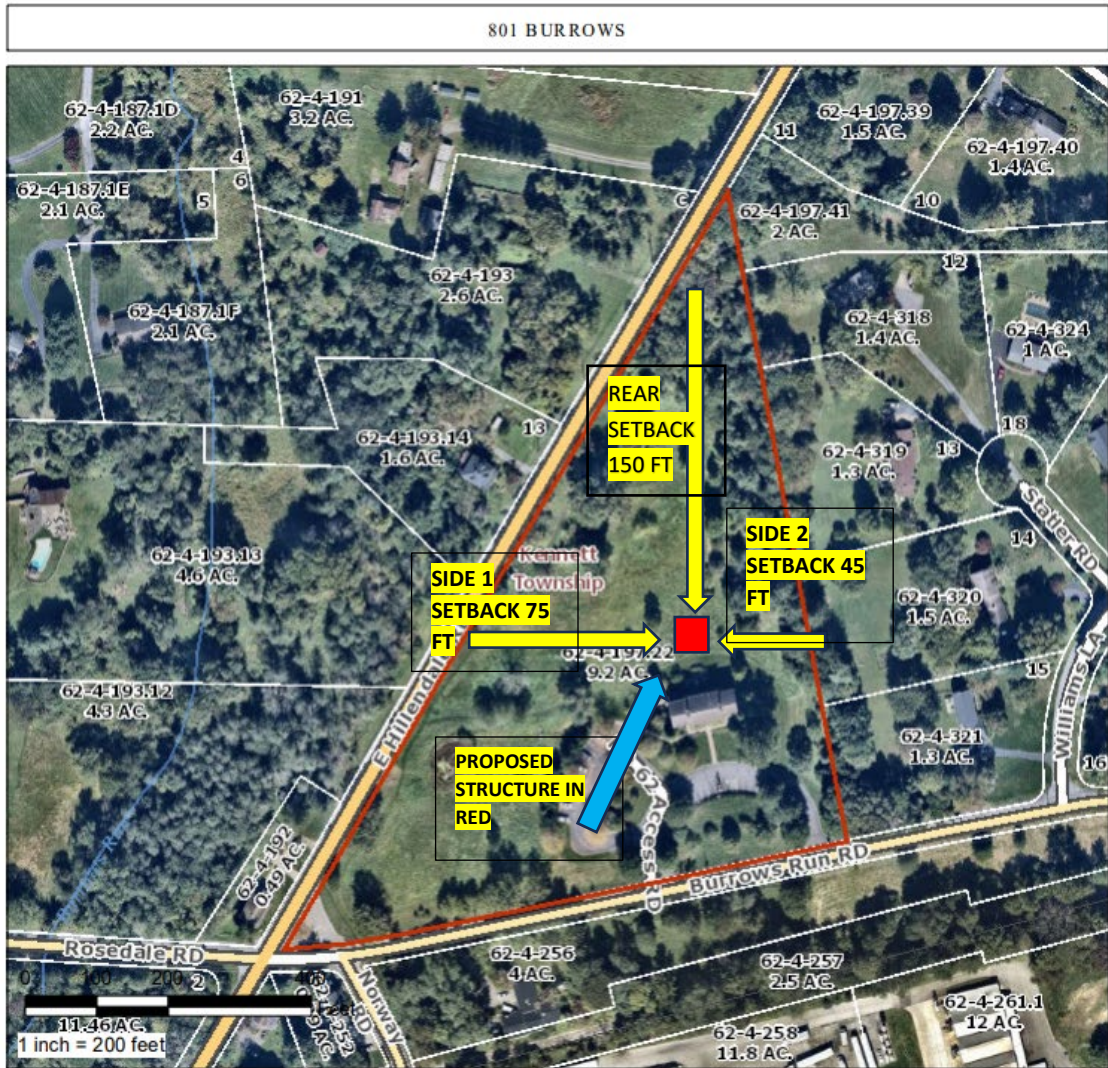
_____ **Total % of Impervious Coverage**

Office Use Only: Zoning: _____
MAX ALLOWABLE COVERAGE:

Zoning Officer Approval: _____ Date: _____

CHESCO VIEWS SETBACK SAMPLE FOR RESIDENTIAL ADDITION

**PROPOSED STRUCTURE BELOW IN
RED
MUST PROVIDE SETBACKS FROM
PROPERTY LINES**



**COUNTY OF CHESTER
PENNSYLVANIA**

Find Address Information

PAR ID: 6204 0197220E
 UPE: 62-4-197.22
 Owner1: KENNETT TOWNSHIP
 Owner2:
 Mail Address 1: 801 BURROWS RUN RD
 Mail Address 2: CHADDS FORD PA
 Mail Address 3:
 ZIP Code: 19317
 Deed Book:
 Deed Recorded Date: Invalid Date
 Legal Desc 1: NE COR AT BURROWS RUN RD &
 Legal Desc 2: 9.2 AC & TOWNSHIP BLDG
 Acres: 9.2
 LUC: E-70
 Lot Assessment: 253000
 Property Assessment: 436090
 Total Assessment: 689090
 Assessment Date: 12/16/2022 7:49:49 AM
 Property Address: 801 BURROWS RUN RD
 Municipality: KENNETT TOWNSHIP
 School District: Kennett Consolidated

Map Created:
 Wednesday, October 25, 2023

County of Chester

Limitations of Liability and Use:
 County of Chester, Pennsylvania makes no claims to the completeness, accuracy, or content of any data contained herein, and makes no representation of any kind, including, but not limited to, the warranties of merchantability or fitness for a particular use, nor are any such warranties to be implied or inferred with respect to the information or data furnished herein.
 For information on data sources visit the GIS Services page listed at www.chesco.org/gis.



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: _____



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.



801 BURROWS RUN ROAD,
CHADDS FORD, PA 19317

Permit # _____

PLUMBING PERMIT 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.

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

Site Address: _____

Total Cost of Plumbing \$ _____ (no cents) Proposed Start Date: _____

Plumbing Company Name: _____ Phone: _____

Mailing Address: _____ City _____ ST: _____ Zip Code _____

DETAILED PLUMBING PLANS ARE REQUIRED, INCLUDING PIPE SIZING, PITCH, LENGTH OF RUN, ETC. PLANS SHOULD INCLUDE DRAIN, WASTE, VENT DOMESTIC WATER, 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		Floor Drains	
Sinks		Sump	
Baths		Shower	
Water Closets		Urinal	
Lavatory		Dishwashing Machine	
Tank and Heater		Humidifier	
Laundry Tray		Garbage Grinder	
Water Distribution System		Washing Machine	
Sewage Ejector		Special Waste	
Rainwater Leaders		Other:	
		TOTAL	

FLOOR DRAINS MAY NOT BE CONNECTED TO THE PUBLIC SEWER SYSTEM.

***TOTAL NUMBER OF PLUMBING 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.

Signature of Owner
or Authorized Agent: _____

Print Name of Owner
or Authorized Agent: _____

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

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: \$ _____



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