



Valley Township

CODE ENFORCEMENT DEPARTMENT
1145 W. Lincoln Highway
Coatesville, PA 19320
(610) 384-5751 Ext. 401 / FAX (610) 384-2746

PLEASE READ THIS NOTICE CAREFULLY

You are required to fill out the following information on the attached Building Permit Application:

Date	Total Cost of Work
Name, Address & Phone # of Property Owner	PA HIC Number
Site Location	Architect/Engineer (if applicable)
Description of Work	

Signatures are required from:

Property Owner

Contractor

Application Fees must be submitted along with this Building Permit Application. The fee is \$50.00 for Residential and \$150.00 for Non-Residential. Application Fees are Non-Refundable.

A Certificate of Insurance must accompany all Applications if a Contractor is employed. We require two (2) sets of drawings. The Code Enforcement Department will calculate the amount of the permit, if requested. **YOU WILL NOT BE ABLE TO START ANY WORK UNTIL THE PERMIT HAS BEEN APPROVED, ISSUED, PAID FOR AND IN THE PROPERTY OWNERS' POSSESSION.** Please note that if your application is not complete, your application will be rejected and this will cause a delay in your project. The Residential Building Code allows for up to fifteen (15) business days for the Code Enforcement Department to review, comment, deny or approve your application. The Commercial Building Code allows for up to thirty (30) business days for the Code Enforcement Department to review, comment, deny or approve your application.

REMINDER: If you fail to secure all required inspections as listed on the Building Permit, including final inspection, your project will fail and you may be charged with Violations of the 2015 International Residential/Commercial Code.

If you have any further questions, please contact the Code Enforcement Department between the hours of 8:00 am and 4:00 p.m., Monday through Friday.

VALLEY TOWNSHIP

CHESTER COUNTY PENNSYLVANIA

1145 W. Lincoln Highway, Coatesville, PA 19320

610-384-5751 (Ext. 401) Fax: 610-384-2746

BUILDING PERMIT APPLICATION

ANYTHING IN BLUE IS FILLED OUT BY CODE ENFORCEMENT DEPARTMENT

Permit #: PT - _____ Parcel #: _____ Date: _____

Property Owner: _____ Phone #: _____

Address: _____

Site Location: _____

(House Number)

(Street Name)

Description of Work: _____

Total Cost of Work: \$ _____

Total Permit Fee: \$ _____

SIGNATURES:

Owner: _____

Contractor: _____

(Name)

(Signature)

Address: _____

Phone #: _____ PA HIC #: _____

Architect/Engineer: _____ (Signature Not Required)

Address: _____

Phone #: _____

Approved: _____ Date: _____

NOTE: Two (2) sets of plans and specifications shall accompany this application, as well as the Application Fee.

Residential: \$50.00 Non-Residential: \$150.00

The Application Fee is Non-Refundable.

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.

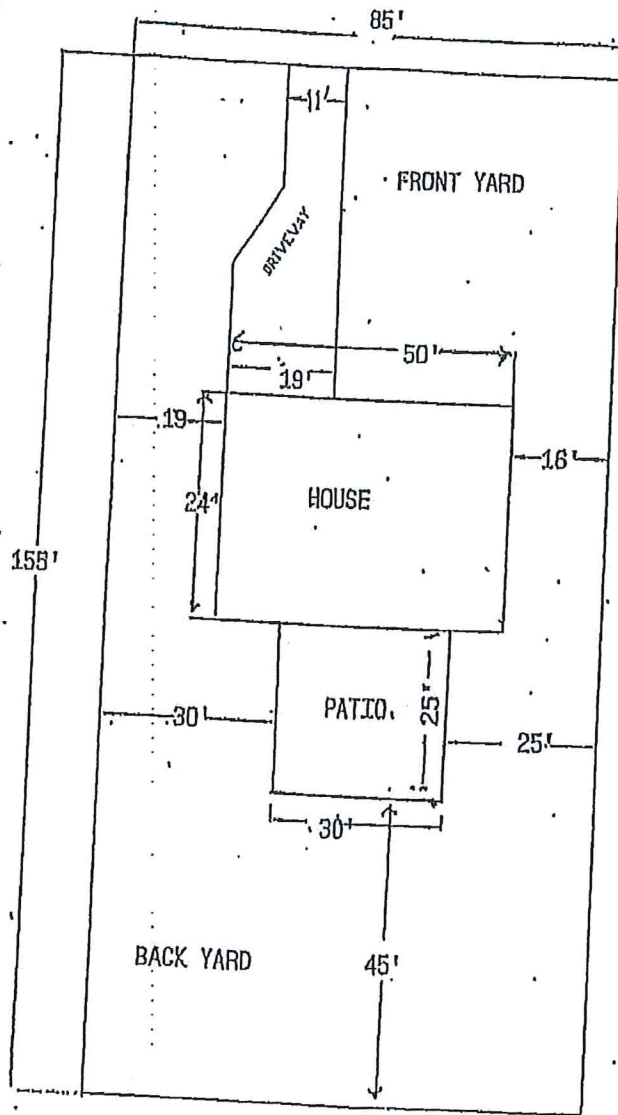
- 1) The municipality is required to supply a list of all building and zoning permits to the Assessment Office monthly.
- 2) An assessor will visit your property when they are in your municipality (generally rotate through every 2-3 months).
- 3) When arriving at your property, the assessor will come 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.

SAMPLE PLOT PLAN



Plot Plans must include all structures (house, driveway, decks, patios, sheds, pools and any other structures that may be present) including the dimensions of said structures. Plot plan must also show setback distances to all property lines.