

Valley Township

Department of Code Enforcement

P.O. Box 467, 890 West Lincoln Highway

Coatesville, Pennsylvania 19320

(610) 384-5751 Ext. 14

Fax (610) 384-2746

codes@valleytownship.org

Ms. Patrice Proctor - Chairwoman

Mr. Arlin Yoder – Vice-Chairman

Ms. Kathy O'Doherty - Member

Robert Glisson, Township Manager

Mr. Chris Lehenky - Member

Mr. Joe Sciandra - Member

Janis Rambo, Secretary/Treasurer

PLEASE READ THIS NOTICE CAREFULLY

Dear Residents, Builders and Contractors:

You are required to fill out the following information on the attached permit application:

Date
Name and Address of Property Owner
Telephone Number
Description of Work
Site Location
Estimated Cost (Total Only)

The Property Owner must sign the application and have any Contractor also sign the application and include a copy of their insurance with the application and plans. Please include sizes, square footage and material when applicable. We require two (2) sets of drawings. The Codes Department will contact you with the cost of the permit if requested. ***You will not be able to start any work until payment has been made, the Permit is Approved, Issued and in the Property Owners' possession.*** Please also keep in mind 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 Codes Department to review and make a decision on 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 2009 International Residential Code.

If you have any further questions, please contact the Codes Department between the hours of 7:30 am to 3:30 pm, Monday through Friday.

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.

APPLICATION FOR BUILDING PERMIT

In connection with erection of new buildings, additions, alterations, repairs, raising, moving, removing or tearing down of any building or part of same; erection, removal or alteration of signs or billboards.

PERMIT NO. _____ USE: _____

Date: _____

TO: The Building Inspector, Township of Valley, Chester County, PA

APPLICANT: _____
Name of Owner (Please Print) Address: Phone No.

Application is hereby made for a permit to: _____

Site Location: _____
(Lot no.) (House no.) (Street or road)

Zoning District _____

Plot of Ground _____ X _____
(frontage) (depth)

The Building is to be used as _____

	<i>Summary of Estimated Costs</i>	<i>Permit Fees</i>
Building	\$ _____	\$ _____
Garages	\$ _____	\$ _____
Porches	\$ _____	\$ _____
Fireplaces	\$ _____	\$ _____
Other	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

	1 st floor	2 nd floor	Total 1 st & 2 nd	Basement	Garage	Total
Floor areas (Sq. Ft.)	_____	_____	_____	_____	_____	_____

I declare under the penalties of perjury that this application (including any accompanying plans and specification) has been examined by me and to the best of my knowledge and belief is a true, correct and complete application. All construction must conform to standard engineering practices.

FEE \$ _____

(signature) **OWNER**

APPROVED - DISAPPROVED

(signature) **BUILDER
 Or CONTRACTOR**

DATE _____

(address of Builder or Contractor) (phone no.)

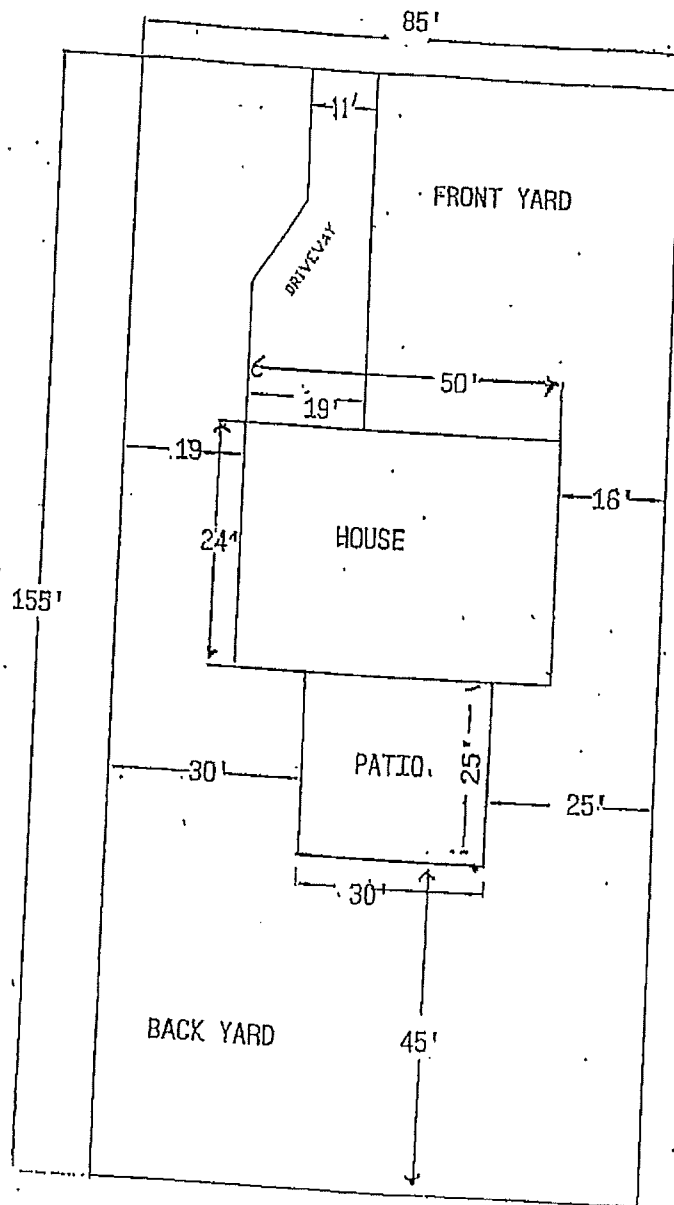
 Building Inspector

(signature) if applicable **ARCHITECT
 or ENGINEER**

(Address of Architect) (phone no.)

NOTE: Two sets of plans and specifications shall accompany the application as well as two plot plans showing the size of the lot and the location of improvements thereon, giving side, rear and front yard requirements.

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.