



Department of Community and Economic Development
Bureau of Licensing & Inspections

BUILDING PERMIT APPLICATION

Site Information If the activity will take place in a specific building, tenant space, floor level, or suite.	Street Address: _____ _____ _____ ☐ Commercial project ☐ Residential project
Owner Information List the deeded owner of the property	Name: _____ Address: _____ _____ Phone Number: _____ Email Address: _____
Applicant Information If you are a contractor on this project, you must have an active City of Chester License and be registered with the City	Name: _____ Address: _____ _____ Phone Number: _____ Email Address: _____
Type of Work Please check all boxes that apply	☐ New Construction ☐ Addition ☐ Alteration ☐ Repair ☐ Demolition ☐ Relocation ☐ Foundation Only ☐ Change of Use ☐ Plumbing ☐ Mechanical ☐ Electrical ☐ Fire Alarm ☐ Sprinkler System ☐ Accessibility ☐ Other: Has any part of this building been damaged by fire or condemned? ☐ Yes ☐ No
Project Scope Provide as much detail as possible so we may understand the full scope of your project	

Zoning District

Note: It is important to verify which zoning regulations apply to your proposed location. The City's Zoning Ordinance contains provisions for permitted uses, setbacks, density, parking, height and other pertinent information. A zoning permit and construction permit are two separate processes under two different sets of regulations. The issuance of a building permit does not relieve an applicant of the requirement to obtain a zoning permit. Seek assistance from the Bureau of Planning & Zoning if there are any questions about zoning regulations, (610) 447-7707.

Project Data Provide as much details for the structure as possible	# of stories above grade: _____ Total Floor Area (sf): _____ Floor Area of Renovation or New Construction (sf): _____ Estimated Cost of construction : _____
Building	Estimated value of work \$ _____ Detailed description of work: _____
Fire Protection	Estimated value of work \$ _____ Detailed description of work: _____
Electrical	Estimated value of work \$ _____ Detailed description of work: _____
Mechanical	Estimated value of work \$ _____ Detailed description of work: _____
Plumbing	Estimated value of work \$ _____ Detailed description of work: _____
Flood Plain	Is this site located within an identified flood hazard zone? ☐ Yes ☐ No Will any portion of the flood hazard area be developed? ☐ Yes ☐ No

Contractor Information : Please put “N/A” if not applicable to the project.

	Name	Email	Phone	License #
General Contractor				
Concrete				
Masonry				
Excavation				
Carpentry				
Plumbing				
Electrical				
Mechanical				
Sprinklers				
Fire Alarm				

Property Violations

The owner / applicant under penalty as provided in 18 Pa.C.S 4904(a) for unsworn falsification to a public servant such as the Code Enforcement Officer or Zoning Administrator of the City of Chester, swears or affirm that the owner / applicant owns no real property in which there is a serious violation within six (6) months following notification of the violation and for which fines or other penalties or a judgement to abate or correct were imposed by a Magisterial District Judge or Municipal Court, or a judgment at law or in equity was imposed by a Court of Common Pleas, or final and unappealable tax, water, sewer or refuse collection delinquency on an account of any action of the owner with respect to any real property owned by the owner / applicant on the Commonwealth, except as follows:

Signature _____ Date _____

If there are such properties, list the street address of such properties on a separate sheet, including their tax parcel numbers, and the municipalities and counties in which said properties are located. In order to avoid a municipal permit denial, an owner may seek a proof of compliance letter from the Municipality where tax, water, sewer, or refuse collection delinquency existed but is now satisfied or where there is a serious code violation that has been timely abated or the owner has entered into a remediation plan with the Municipality where the real property is located.

Notice to Taxpayer

By city Ordinance, you may be entitled to exemption from tax on your contemplated improvement or new construction by reassessment. The application for exemption may be secured from the Office of the City Tax Assessor and submitted to him within 15 days from the time the construction permit is issued.

The applicant certifies that all information on this application is correct, and the work will be completed in accordance with the approved construction documents an PA ACT 45 (Uniform Construction Code) and any additional approved building code requirements adopted building code requirements adopted by the Municipality. The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, right-of-way, flood areas, etc. 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 the Municipalities or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations. Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either or by the registered professional employed in connection with the proposed work.

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.

Print Name of Owner or Authorized Agent _____ Date _____

Signature of Owner or Authorized Agent _____

Questions:

(610) 447-7751

(610) 447 7671

permits@chestercity.com



Official Use Only

Date Received:	Permit #:
Date Approved:	Date Logged:
Date Issued:	Date Work Finalized:

Planning / Zoning (To completed by Zoning Officer)

Zoning District Proposed Use Permitted?	☐ Yes	☐ No	
Site Plan	☐ Yes	☐ No	☐ Not Required
Land Development Approval	☐ Yes	☐ No	☐ Not Required
Planning Commission Action required	☐ Yes	☐ No	☐ Not Required
Zoning Hearing Board Action required	☐ Yes	☐ No	☐ Not Required
Approved by Zoning / Planning	☐ Yes	☐ No	☐ Not Required

Signature: _____

Date: _____

	Permit Fees	Approved	Reviewer	Registration #
Building				
Fire				
Electrical				
Plumbing				
Mechanical				
Sprinklers				
Value of Work				
UCC fee	\$4.50			
Total Permit Fee:				