

APPLICATION FOR BUILDING PERMIT

FILL IN ALL INFORMATION COMPLETELY

Location: _____

Between: _____ and _____
CROSS STREET CROSS STREET

Subdivision: _____ Lot #: _____ Lot Size: _____ Tax Parcel # 59- _____

Property Owner - Name & Address _____ _____ _____ E-Mail: _____ Phone Number - _____	Applicant / Contractor - Name & Address _____ _____ _____ E-Mail: _____ Phone Number - _____	Designer - Name & Address _____ _____ _____ E-Mail: _____ Phone Number - _____
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Type of Improvement ☐ New Building ☐ Addition ☐ Alteration ☐ Repair/Replacement ☐ Moving ☐ Foundation Only Other - _____	Proposed Use ☐ Residential ☐ One Family ☐ Two or More Family Enter # of Units - _____ ☐ Transient hotel, motel, or dormitory Enter # of Units - _____ ☐ Garage / Carport Other - _____		☐ Non Residential ☐ Amusement / Recreational ☐ Church / Other Religious ☐ Industrial ☐ Parking Garage ☐ Service Station / Repair Garage ☐ Hospital / Institutional ☐ Office / Bank / Professional ☐ Stores / Mercantile ☐ Tanks / Towers / Utility Other - _____
☐ Private (Individuals / Corporations / Non-Profit Institutions / etc.) ☐ Public (Federal, State, or Local Government)			

Type of Sewage Disposal ☐ Public (LGTMA or Private Company) ☐ Private (Septic Tank, Etc.)	Type of Water Supply ☐ Public (LGTMA or Private Company) ☐ Private (Well, Cistern, Etc.)	Dimensions Number of Stories: _____ Total Sq. Ft. of Floor Area (total): _____ Total Land Area Covered: _____
Total Cost _____	Residential Buildings Only Number of Bedrooms: _____ Number of Full Baths: _____ Number of Partial Baths: _____	Notes: _____ _____ _____

Application shall include all items listed on the addendum to the building permit application

_____ APPLICANTS SIGNATURE	_____ DATE
I hereby certify that the statements contained herein are true to the best of my knowledge and belief. I understand that this permit will only be issued for the work listed and no other. I understand that additional information and/or permits may be required prior to the issuance of this permit. I understand that I shall give London Grove Township 24 hours notice prior to commencing work.	

DO NOT WRITE BELOW THIS LINE

Permit No.- _____	Received - _____
Permit Fee \$: _____	Zoning Permit [] Issued [] Not Required
Total Cost - _____	Grading Permit [] Issued [] Not Required
Workers Compensation Insurance [] Yes [] No [] N/A	Authorization [] Yes [] No [] N/A
Expiration date of Workers Compensation Insurance ____ - ____ - ____	Paid Date - _____
Certificate of Liability Insurance [] Yes [] No [] N/A	Paid By - [] Check # _____ [] Card [] Cash
Expiration date of Liability Insurance ____ - ____ - ____	Receipt by - _____
Notes: _____	
Approved by: _____	Date: _____

BUILDING PERMIT APPLICATION REQUIREMENTS

The following is a list of items required with Building Permit Application submittals:

- ☐ A completed **Building Permit Application**, with all sections of the application completed. *
- ☐ **\$103.50 Plan Review Fee** for ALL projects in excess of \$52,000.
- ☐ A completed **Workers' Compensation Insurance Coverage Information Form**. This form is required to be completed by ALL permit applicants. *
- ☐ **Proof of Workers' Compensation Insurance** or exemptions as specified on the Workers' Compensation Insurance coverage information form.
- ☐ **Proof of Liability Insurance** for the applicant, in the amount of \$100,000 or the value of the structure being worked on, whichever is greater, for property damage and \$100,000/\$300,000 for bodily injury. The certificate shall list **London Grove Township as a certificate holder**. This is not required if the applicant is the property owner.
- ☐ A completed **Authorization Form** if the applicant is **not** the legal property owner.
- ☐ A completed **Cost Analysis Form** if the project adds any square footage to the structure.
- ☐ 2 copies of **construction plans, documents, and specifications** shall be submitted. Construction plans for all commercial projects shall be by a Pennsylvania registered design professional, and shall contain their original seal and signature. *
- ☐ Construction plans shall include Electrical, Mechanical, and Plumbing Layout plans, Plumbing Riser diagrams, and required equipment specifications. *
- ☐ A completed **Zoning Permit Application** for any projects which increase the size of the building horizontally or vertically, or which change the use of the structure.
- ☐ A **plot plan** showing the location of all existing and proposed features and setbacks from property lines to the proposed structure.
- ☐ A **Clean Letter** is required from Chester County Health Department for any projects located on properties with on-site sewage, when the project increases the number of bedrooms, or will change the use of the structure.
- ☐ **Proof of Valid Sewer Disposal and Water Supply** is required for all projects which will require new or increased capacity connections, for on-site copies of well and sewer permits from the Chester County Health Department shall be submitted, for public proof of approval by the London Grove Township Municipal Authority shall be submitted.
- ☐ If a new driveway opening is to be created, a **Driveway Permit Application** shall be submitted if the project is on a Township road, or a copy of a valid Penn-DOT permit shall be submitted if the project is on a State road.
- ☐ A **Grading Permit Application** shall be submitted if the project involves the installation of over 1000 square feet of impervious surface, or over 5000 square feet of land disturbance. Approval by the Chester County Conservation District and an approved stormwater management plan may also be required if earth disturbance is greater than one (1) acre.
- ☐ Proof of **Subdivision and/or Land Development Approval** shall be submitted on applicable projects.
- ☐ A completed **Waste Management Plan Form** for any residential project exceeding \$50,000 and/or any commercial project exceeding \$25,000.

*** These items are required with all applications – No Exceptions***

If you have any questions please feel free to contact:

**London Grove Township
Code Department
610-345-0100**

APPLICATION FOR ZONING PERMIT

FILL IN ALL INFORMATION COMPLETELY

Location: _____ Tax Parcel Number: 59- _____

Subdivision : _____ Lot #: _____ Lot Size: _____

Property Owner - Name & Address

E-Mail - _____

Phone Number - _____

Applicant - Name & Address

E-Mail - _____

Phone Number - _____

Proposed Use - _____

Existing Use (if applicable) - _____

Lot Dimensions

Width at Front - _____
Width at Rear - _____
Right Side Depth - _____
Left Side Depth - _____

Dimensions of Proposed Structure

Length - _____
Width - _____
Height - _____

Setbacks to Proposed Structure

Front - _____
Rear - _____
Right Side - _____
Left Side - _____

Proposed Structure Square Footage - _____ Total Building Square Footage on Site - _____

A plot plan shall be attached locating all existing and proposed man-made structures and shall include their dimensions and setbacks to at least two property lines. In addition the plan shall include floodplains, wetlands, fences, driveways, streams, north arrow, lot dimensions etc.

Any person aggrieved by the issuance of this permit has the right to appeal, including grants or variances. Such appeal shall be within 30 days of approval, unless such person or persons alleges and proves that he had no notice, knowledge, or reason to believe that such approval has been granted. Because the holder of a permit cannot acquire vested rights prior to the expiration of the appeal period available to protesters, any expenditures made prior to such expiration are at the permit holder's risk. This has sometimes resulted in the removal of premature construction, harsh as it may seem.

APPLICANTS SIGNATURE

DATE

I hereby certify that the statements contained herein are true to the best of my knowledge and belief. I understand that this permit will only be issued for the work listed and no other. I understand that additional information and/or Permits may be required prior to the issuance of this permit. I understand that I shall give London Grove Township 24 hours notice prior to commencing work

DO NOT WRITE BELOW THIS LINE

Permit No. - _____

Permit Fee \$ - _____

Approved - _____

Denied - _____

Notes - _____

Approved By - _____ Date - _____

Received - _____

Authorization - [] Yes [] No [] N/A

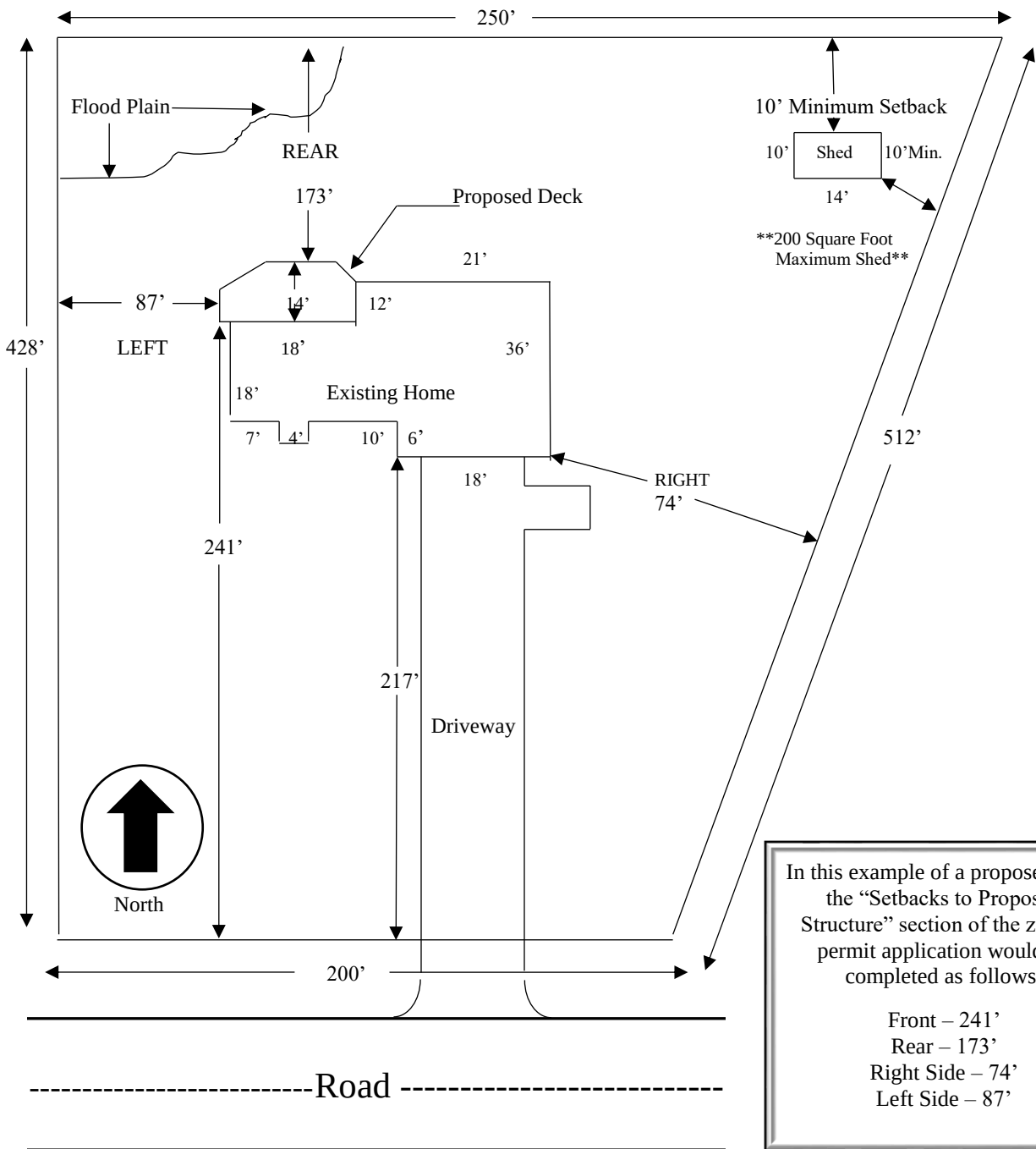
Paid Date - _____

Paid By - _____

Receipt By - _____

EXAMPLE PLOT PLAN

Note – This example plan does not necessarily conform to the Zoning regulations in all zoning districts.



THIS PLAN IS AN EXAMPLE ONLY

LONDON GROVE TOWNSHIP

**372 Rose Hill Road, Suite 100
West Grove, PA 19390**

610-345-0100

AUTHORIZATION

**(When APPLICANT is not the owner of record, the following must be completed
by the owner, and submitted with the permit application.)**

I (We) _____
(Name)

(Address)

owners of the property located at: _____
(Site address)

do hereby authorize: _____
(Applicant's name)

(Address, telephone number)

for the following work: _____

(Owner's signature)

(Print name)

(Owner's Telephone Number)

BUILDING PERMIT APPLICATION CONSTRUCTION COST ANALYSIS

Note: This form does not indicate Building Permit Fee

LOCATION OF PROJECT: _____

Applicant: _____ Telephone Number: _____

Address: _____

Owner: _____

RESIDENTIAL

	<u>Column A</u>		<u>Column B</u>		<u>Column C</u>
Living Space	_____	X	<u>\$90.00</u>	=	_____
Unfinished basement	_____	X	<u>\$20.00</u>	=	_____
Finished basement	_____	X	<u>\$30.00</u>	=	_____
Garage	_____	X	<u>\$26.00</u>	=	_____
Wooden Decks	_____	X	<u>\$18.00</u>	=	_____
Concrete Patios	_____	X	<u>\$10.00</u>	=	_____
Covered Porches/ Patios	_____	X	<u>\$25.00</u>	=	_____
Miscellaneous	_____	X	<u>\$15.00</u>	=	_____
TOTAL				=	_____

COMMERCIAL

	<u>Column A</u>		<u>Column B</u>		<u>Column C</u>
Occupied Area	_____	X	<u>\$145.00</u>	=	_____
Basement, utility rooms, furnace rooms and similar areas in excess of 150 sq'	_____	X	<u>\$ 50.00</u>	=	_____
TOTAL				=	_____

I hereby certify the above figures to be true, correct and complete to the best of my knowledge and belief.

APPLICANT'S SIGNATURE: _____ DATE: _____

NOTICE

WORKERS' COMPENSATION INSURANCE COVERAGE & PENNSYLVANIA HOME IMPROVEMENT CONTRACTOR (PA HIC) INFORMATION

The attached form shall be completed by all applicants applying for a permit.

Unless exempt, a Workers' Compensation Insurance Certificate (which includes the effective date of the coverage and lists London Grove Township as Certificate Holder) shall be submitted.

Exempt Corporations and Partnerships shall submit proof of exemption.

PA HOME IMPROVEMENT CONTRACTOR INFORMATION

All applicants, with the exception of the property owner, shall submit their Pennsylvania Home Improvement number (PA HIC).

GENERAL LIABILITY INSURANCE COVERAGE INFORMATION

In addition to the above, all applicants, **with the exception of the property owner**, shall submit an Insurance Certification of General Liability in the amount of \$100,000 or the value of the Structure being worked on; whichever is greater for property damage and \$100,000/\$300,000 for bodily injury.

PROPERTY OWNERS' INFORMATION

The completion of the attached Workers' Compensation form is required by all applicants including property owners.

If the applicant is the owner of the property, insurance certification for general liability, workers' compensation, and Home Improvement Contractor number are not required to obtain a permit; however, should the property owner hire or contract with other parties or subcontractors, the homeowner could be held responsible for a loss, if those parties do not have the proper insurance.

The homeowner applicant should assure that anyone working on their property has in force the proper current liability and Workers' Compensation Insurance coverage, and are named as a certificate holder or additional insured. Homeowner applicants should also be aware that by acting as the applicant the homeowner assumes all responsibility for following Township Ordinances and all liability if those ordinances are not followed.

**LONDON GROVE TOWNSHIP SHALL BE LISTED AS A CERTIFICATE HOLDER
ON ALL INSURANCE FORMS SUBMITTED TO THE TOWNSHIP**

London Grove Township
372 Rose Hill Road, Suite 100, West Grove, PA 19390

WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION
MUST BE COMPLETED & SIGNED BY ALL APPLICANTS

Note: Under State Law, London Grove Township is responsible to stop all work on any site when non-exempt parties are working without Workers' Compensation Insurance and/or non-exempt parties have not completed and submitted the proper exemption form to the Township.

Site Address: _____

Name of **Applicant**: _____

- A. Is the **Applicant** the property owner? ☐ No (go to B) ☐ YES (if yes check statement below)
- ☐ Applicant is the property owner, and understand that if he/she hires other parties or subcontractors, such parties or subcontractors shall submit acceptable insurance information or proof of exemption thereof to the property owner before commencing any work on the property. The property owner also should request the contractors Pennsylvania Home Improvement Contractor number (PA HIC).
- B. Is the **Applicant** a contractor within the meaning of the Pennsylvania Workers' Compensation Law:
- ☐ No (go to C) ☐ YES (if yes provide the following):
- Home Improvement Contractor (HIC) #: _____ Expires: _____
- Federal or State Employer Identification #: _____
- Check one of the following:
- ☐ Applicant is a qualified self-insurer for Workers' Compensation (certificate attached)
- ☐ Applicant is insured by: _____ (certificate attached)
- Note:** The Township does not keep certificates on file. London Grove Township must be listed as the "certificate holder".
- C. Is the **Applicant** a contractor that is **exempt** from Workers' Compensation Law? ☐ YES (if yes provide the following):
- Home Improvement Contractor (HIC) #: _____ Expires: _____
- ☐ Applicant is a Contractor with no employees. The contractor is prohibited by law from employing any individual to perform work pursuant to this permit unless contractor provides proof of insurance to the Township.
- ☐ Applicant is a Contractor that is a member of a Corporation that has claimed exemption. A copy of exemption notification must be attached.
- ☐ Applicant is a registered partnership through State of PA – proof must be attached.
- ☐ Applicant is exempt under the religious exemption of the Worker Compensation Law.

Applicant Signature: _____

Name: _____

Address: _____

Telephone: _____

LONDON GROVE TOWNSHIP

CODE DEPARTMENT

Brian Elwood, PA UCC#007482

Building Code Official

COMMON PERMIT / PLAN DEFICIENCIES

The purpose of this document is to assist permit applicants, builders, contractors and this Department by expediting plan reviews.

The following is a list of some of the most common deficiencies found during reviews of permit applications and plans, which require the Township to issued comments or deny permit applications. London Grove Township reviews plans in accordance with the Pennsylvania Construction Code. This list is intended primarily for residential projects; however, the comments are often relevant in commercial and multi-family construction. Some of the comments may not apply to your particular project. This list is also not a complete list of all requirements, and is only intended to assist you with some of the commonly seen problems.

The best suggestion we can make, is if you are unclear or unsure of something in the application project, please contact us. Do not assume something is not required unless you are absolutely sure.

Thank you,

**London Grove Township
Code Department**

1. Incomplete applications- please make sure that all required paperwork is included with your application, and that all sections of the application are completed.
2. Failure to submit plans and specification in duplicate. Two (2) copies of all plans and specifications are required.
3. Failure to provide an accurate site plan showing all existing and proposed construction and accurate dimensions to lot lines
4. Electrical, Mechanical, and Plumbing Layout plans are required, along with equipment specifications. In addition plumbing riser diagrams shall be provided.
5. Failure to provide energy information in compliance with the International Energy and/or Residential code.
6. All revisions shall be encompassed by "clouding". If revisions are not so identified, the plans will be returned prior to review by this Department.

***Comment:** This only applies once plans have been reviewed by this Department. The purpose of the "clouding" is so that we can quickly identify all revisions for a more expeditious turn-around time. "Clouding" refers to ballooning, such as used in comic strips to indicate thoughts.*

7. All mortar below grade shall be Type M or S.
8. Isolated footings, such as those that occur at porches, landings, or where the garage foundation is bonded to the basement foundation, shall be so located that a line drawn from the lower footing or excavation (whichever is greater) shall have a steeper slope than 45° with the vertical. This line establishes footing bearing value.
9. Manufacturer's sealed data shall be provided for all proposed roof trusses.
10. Shop drawings shall be submitted for all proposed truss systems -- roof or floor. Such shop drawings shall be by the manufacturer of the trusses and contain the original seal of the preparer.
11. Manufacturer's data shall be provided for any proposed pre-manufactured fireplaces.
12. If there is living space above the garage area, the walls and ceilings separating the garage from the living space shall be a minimum of 5/8" type X drywall.
13. A fire-rated ceiling shall be supported by a fire-rated assembly of equal rating. Most often this means the exterior walls shall also be one-hour rated. All proposed assemblies shall be detailed on the plan completely.
14. Every sleeping room shall have at least one operable window. Such window shall have a minimum net clear opening of 5.7 square feet, a minimum height dimension of 24", and a minimum width of 20".

15. The proposed basement smoke detector should be located at the top of the basement steps. Such detector should be a minimum of six (6) inches from any corner.
16. The fastening schedule for all multiple member LVL beams shall be specified, in accordance with NER-119, paying particular attention to side loaded beams.
17. Details shall be provided for proposed masonry chimneys. Such design shall be in accordance with the 2009 IRC, or 2009 IBC as applicable
18. The species and grade of all proposed structural lumber, including exterior lumber shall be specified.
19. All plans for commercial projects shall contain the embossed, perforated, or colored seal of the architect or engineer, and their original signature, so that it can be easily distinguished from duplication.
20. Any changes to required sealed plans shall be individually initialed and sealed by the architect or engineer of record.
21. Smoke/carbon monoxide detectors shall be located in accordance with the 2009 IRC for single and multi-family homes.
22. Calculations should be submitted verifying the adequacy of the proposed attic/roof venting, in accordance with the 2009 International Codes.
23. Support for all beams, joists and rafters, in accordance with the 2009 International Codes shall be shown.
24. Manufacturer's data shall be submitted for the proposed pre-fab concrete stairs, including any applicable ICC ES, BOCA ES, NER or NES Reports.
25. A minimum of 8" is required between the top of the foundation and grade and a minimum of 6" is required between finish grade and sheathing or siding.
26. We request that plan sizes will be as follows: 8.5 x 11", 11 x 17", 17 x 22" and 22 x 34". Please adjust your plan sheets accordingly. Plan sizes other than those specified above cannot be properly filed in a file cabinet.
27. The method of anchoring the sill plate to the foundation shall be proposed. Such proposal shall include the length, diameter and spacing of anchor bolts and shall be in accordance with the 2009 International Codes. If other anchorage is proposed, supporting information shall be submitted including any applicable ICC ES, BOCA ES, NER or NES Reports.
28. Basement step guards (open area protection) shall be in accordance with the 2009 International Codes, the guards shall not provide a ladder effect.

29. Glazing within 36" to stairways, landings, and ramps, which is less than, 36" above the walking surface is now considered to be in a hazardous location.
30. Glazing within 60" measured horizontally of the bottom step of a stairway is now considered to be in a hazardous location.
31. All basements now require emergency egress.
32. Except when there are 2 or fewer risers, on a door other than the main egress door, the door shall be served by a landing with a minimum dimension of 36" and at least the width of the door. Such landing can be no greater than 1.5" below the threshold if the door swings out, or 7 3/4" below the threshold if the door swings in.
33. Grade shall slope away from the structure a minimum of 6" in 10'.
34. When utilizing sheathing as wall bracing, it shall extend a minimum of 48" from corners. This may be a concern, walls with a short distance to openings, such as garage door openings.
35. Ice Barrier Underlayment is required from the eave's edge to 24" inside the exterior wall.
36. Required R-Values are as follows. R-Values shall be obtained with insulation and insulating sheathing only, drywall, framing, structural sheathing, and siding does not count toward the R-Value.
 - Ceilings R-38
 - Walls R-13
 - Floors R-19
 - Basement Walls R-10/13
 - Slabs R-10 for 2'
 - Crawl space walls R-10/13
37. Where non-standard construction methods allow the insulation to extend completely over the top plates of all walls R-30 insulation can be used in place of R-38.
38. Dryer ducts shall have a maximum developed length of 25' (- 2.5' per 45)(- 5' per 90).



**ELECTRICAL INSPECTION AGENCIES 2025
CONTRACTED WITH LONDON GROVE TOWNSHIP**

**ONLY THE AGENCIES LISTED BELOW MAY PERFORM INSPECTIONS
REQUIRED BY LONDON GROVE TOWNSHIP**

Bureau Veritas North America
790 Park Way Drive
Broomall, PA 19008
Telephone: 610:543-3925
Facsimile: 610-543-1933

Middle Department Inspection Agency, Inc.
P.O. Box 2654 – 1337 West Chester Pike
West Chester, PA 19380
Telephone: 610-696-3900 Facsimile: 610-696-4497

United Inspection Agency, Inc.
716 N. Bethlehem Pike – Ste. 300
Lower Gwynedd, PA 19002
Telephone: 215-542-9977 Facsimile: 215-540-9721

Middle Atlantic Electrical Inspections, Inc.
Telephone: 302-266-9057 Facsimile: 302-737-1752
Delaware Office: 1-800-732-2551

Commonwealth Code Inspections
176 Doe Run Rd
Mannheim, PA 17545
717-664-2347

LONDON GROVE TOWNSHIP – WASTE MANAGEMENT PLAN

Part I

Project Site Address _____
Subdivision _____ Lot # _____ Tax Parcel # _____

Property Owner

Name: _____

Address: _____

Telephone: _____

Telephone: _____

Applicant

Name: _____

Address: _____

Telephone: _____

Valuation (cost) _____

Square Foot Altered _____

Square Foot Added _____

Estimated Start Date _____

Check One: ☐ Demolition ☐ New Construction ☒ Alteration (Addition / Remodel / Tenant Improvement)

Briefly describe the project:

How will materials be hauled (check all that apply): ☐ Debris Box ☐ Trailer ☐ Dump Truck ☐ Pickup Truck ☐ Other _____
(*All materials shall be covered in accordance with PA State Law*)

List any deconstruction, salvage or on-site reuse of materials:

List anticipated construction and demolition debris:

Specify facilities and/or vendors you anticipate utilizing for Recycling / Reuse:

I understand that in accordance with London Grove Township Ordinances, failure to meet the minimum diversion rate of 75% may result in Stop Work Orders, fines of up to \$1,000 per day, per violation, and/or up to thirty (30) days imprisonment per violation. Additionally, I understand that I am responsible for the actions of any subcontractors hired for this project.

Part I of this form shall be completed and submitted along with the application for a building or demolition permit for a covered project. Within 30 days of the completion of the project Part II of this form shall be submitted along with the requisite documentation.

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

London Grove Township – Waste Management Plan

Part II

PROJECT SITE ADDRESS: _____

Complete the table with estimated quantities in tons for each material that will be generated by your project.

Part II of this form shall be signed and returned to London Grove Township within thirty (30) days of the completion/approved final inspection of the project.

Material Type	A Recycled Waste	B Trash	C Total Trash & Recycle	Recycling Facility Used
Asphalt & Concrete				
Brick/Masonry				
Wood				
Roofing				
Metals				
Green Waste				
Sheet Rock (drywall)				
Cardboard				
Glass				
Plastics				
White Goods				
Mixed C&D Debris				
Column Totals				

Recycle Percentage:

Recycle (Column A Total) _____ / Total (Column C Total) _____ = Recycle _____%

Recycle percentage must equal or exceed 75%

Notes:

Applicant's Signature: _____ Date: _____

USEFUL INFORMATION

Material Type	Volume = Pounds
Mixed C & D Materials	1 cubic yard = 500 lbs.
Dirt, Brick, Concrete, Asphalt	1 cubic yard = 2000 lbs.
Wood	1 cubic yard = 375 lbs.
Asphalt Shingles	1 cubic yard = 419 lbs.
Asphalt Shingles	1 square foot = 3 lbs.
Wood Shake Shingle Roofing	1 cubic yard = 435 lbs.
Wood Shake Shingle Roofing	1 square foot = 2 lbs.
Metals	1 cubic yard = 906 lbs.

Material Type	Volume = Pounds
Green Waste	1 cubic yard = 500 lbs.
Sheetrock	1 cubic yard = 394 lbs.
Demolition-lin.ft.of wall	1 linear foot = 20 lbs.
Demolition -per sq. foot	1 square foot = 40 lbs.
Remodel	2 square foot = 10 lbs.
Carpeting	3 square foot = 0.5 lbs.
Ceiling Tiles	4 square foot = 1.05 lbs.

Township Registered Haulers					
Hauler Name		Hauler Telephone No.		Hauler Name	Hauler Telephone No.
A.J. Blosenski		610.942.2707		Trash Tech	610.274.1306
Republic Services		610.869.2222		Eagle Disposal	717.355.9560
				Waste Management of DE	800.633.9096

Recycling Facilities and Vendors		
Company Name and Location	Telephone No.	Material
Abbonizion Recycling, Chester, PA	610.497.5685	Asphalt, Concrete, Stone
Accurate Recycling, Landsdown, PA	610.623.9604	All Non-Hazardous Materials
Agri Marketing, Inc., Reinholds, PA	717.335.0379	Drywall
Coatesville Scrap Iron & Metal, Coatesville, PA	610.384.9230	Metals
Construction, Demo, Recycling, Southampton, PA	215.322.2372	Mixed C & D
Const. Waste Management, Philadelphia, PA	215.333.5077	Drywall, Brick, Block, Concrete
Copelands, Stanton, DE	302.764.9223	Wood chips, Logs, Branches
Del. Val Recycling, Philadelphia, PA	215.726.7081	Concrete, Asphalt, Brick, Cinder Block
The Green Guys, Southampton, PA	215.262.8063	Mixed C & D
Cypsum Agri-Cycle, Inc., Lancaster, PA	717.426.1990	Drywall
HAK Clearing & Recycling, Glen Mills, PA	610.459.8050	Sawdust, Wood chips
Harris Metals, cochrenville, PA	610.593.5411	Metals
Hyponex Corp., Oxford, PA	610.932.4200	Brush, Grass clippings
J. E. Kodish, West Chester, PA	610.696.1054	Metals
Kevin Brooks Salvage, Philadelphia, PA	215.848.5029	Deconstruct & Salvage Materials
Pennsy Supply, Harrisburg, PA	717.233.4511	Shingles
PFI Phil Transcyclery, Philadelphia, PA	215.729.3770	Concrete, Bricks, Wood, Plaster, Shingles, Asphalt, Tiles
Ridgewood Soils, Reading, PA	610.373.0990	Brick, Block, Concrete, Carpet, Latex
Thrifty Pallets, West Chester, PA	610.436.0142	Pallets
Winzinger Recycling, Philadelphia, PA	215.425.4422	Mixed C & D

Salvage and Reuse Facilities and Vendors	
Company Name and Address	Telephone No.
Chester Co. Restore HFH, 1853 E. Lincoln Hwy., Coatesville, PA 19320	610.466.1890
Lancaster Co. Restore HFH, 197F Greenfield Rd., Lancaster, PA 17601	717.293.0250
Building Materials Exchange, 111 W. Erie Ave., Philadelphia, PA 19140	215.423.3613
Franks Demolition Salvage, Woodlyn, PA	610.833.5167

London Grove Township
372 Rose Hill Road, Suite 100, West Grove, Pennsylvania 19390 Telephone: 610-345-0100 Fax: 610-345-0455

COUNTY OF CHESTER

ASSESSMENT OFFICE

313 W. MARKET STREET, SUITE 4202, P.O. BOX 2748, WESTCHESTER, PA 19380-0991

JONATHAN B. SCHUCK, MBA CPE
Director of Assessment

Phone: 610-344-6105
FAX: 610-344-5902
www.chesco.org

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 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.