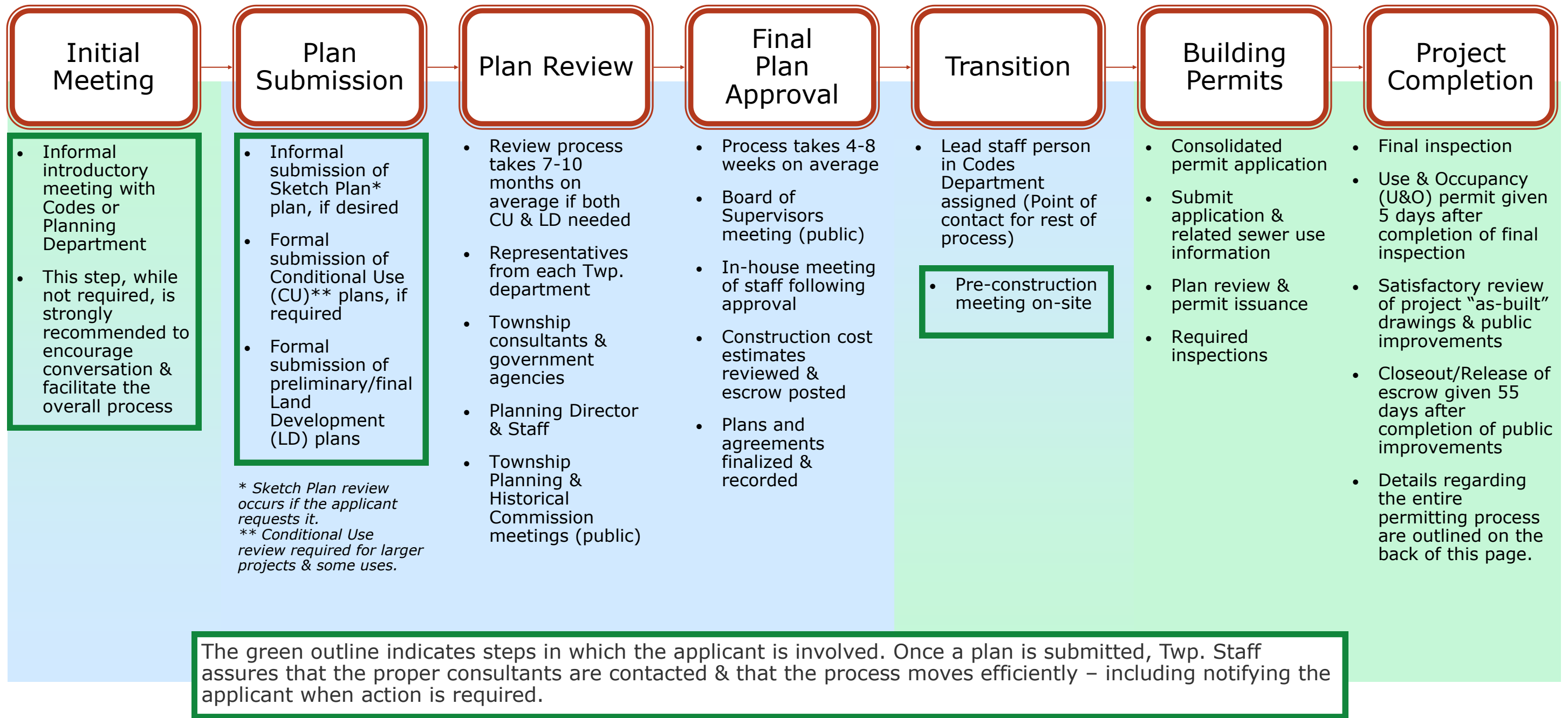


# TOWNSHIP DEVELOPMENT PROCESS



**Contacts:**

**Director of Planning & Zoning/Zoning Officer**  
**Assistant Township Planner**  
**Codes Administrative & Enforcement Manager**  
**Codes Building Inspector/Fire Marshal**  
**Life Safety Inspector**  
**Codes Operations Assistant**

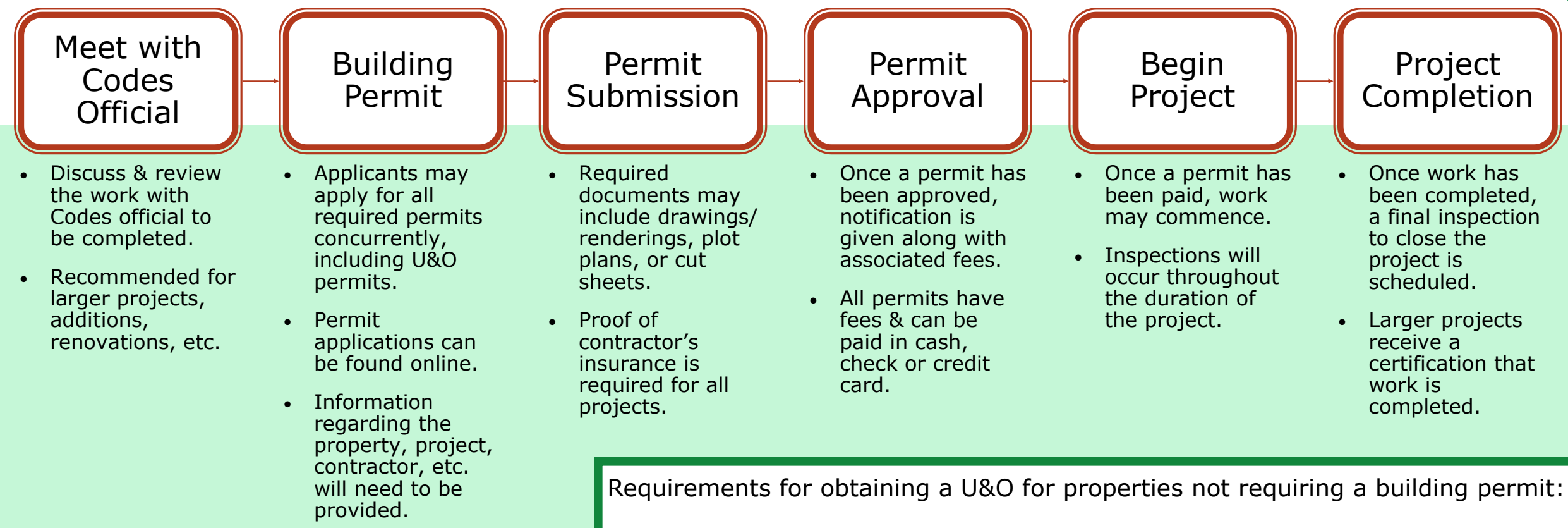
**John Weller**  
**Patrick Gorman**  
**Todd Greenawalt**  
**Don Stiteler**  
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**www.westwhiteland.org**  
**610-363-9525 (main number)**  
**101 Commerce Drive**  
**Exton, PA 19341**



# TOWNSHIP PERMITTING PROCESS



**Meet with Codes Official**

- Discuss & review the work with Codes official to be completed.
- Recommended for larger projects, additions, renovations, etc.

**Building Permit**

- Applicants may apply for all required permits concurrently, including U&O permits.
- Permit applications can be found online.
- Information regarding the property, project, contractor, etc. will need to be provided.

**Permit Submission**

- Required documents may include drawings/ renderings, plot plans, or cut sheets.
- Proof of contractor's insurance is required for all projects.

**Permit Approval**

- Once a permit has been approved, notification is given along with associated fees.
- All permits have fees & can be paid in cash, check or credit card.

**Begin Project**

- Once a permit has been paid, work may commence.
- Inspections will occur throughout the duration of the project.

**Project Completion**

- Once work has been completed, a final inspection to close the project is scheduled.
- Larger projects receive a certification that work is completed.

All commercial and most residential construction projects require the issuance of a Use & Occupancy (U&O) certificate upon completion.

Non-residential buildings, spaces or properties REQUIRE a U&O permit for:

- Change of ownership
- Change of use
- Change of occupant

Requirements for obtaining a U&O for properties not requiring a building permit:

1. Submit application with contact information & related sewer use information
2. Permit payment & application approval
3. Property must pass life safety inspection conducted by the Township which includes the following criteria:
  - Illuminated exit signs
  - Emergency lights
  - Braille exit signs
  - Building address
  - Current fire extinguishers
  - Functioning egress doors, fire alarm & sprinkler system (if required)
  - Fire separation assemblies intact
  - No obvious hazards such as suspect electrical or mechanical installations

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