

TOWNSHIP DEVELOPMENT PROCESS



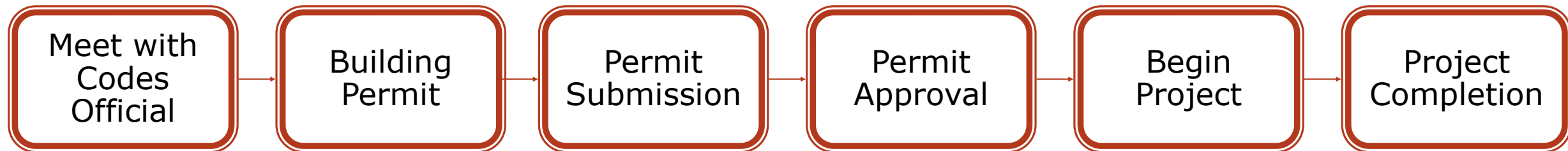
Contacts:

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|---|--------------------------|-----------------------------|-------|
| Director of Planning and Zoning/Zoning Officer | John Weller | jweller@westwhiteland.org | x3213 |
| Township Planner | Justin Smiley | jsmiley@westwhiteland.org | x3211 |
| Code Administrative Officer/Asst. Zoning Officer | Mark Moses | mmoses@westwhiteland.org | x2140 |
| Assistant Code Officer | Dave Katzaman | dkatzaman@westwhiteland.org | x2141 |
| Codes Administrative Assistant | Victoria Griffith | vgriffith@westwhiteland.org | x2157 |

www.westwhiteland.org
610-363-9525 (main number)
101 Commerce Drive
Exton, PA 19341



TOWNSHIP PERMITTING PROCESS



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

- 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.

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

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

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

- 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 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

No U&O permits are necessary for the change of ownership of any single-family attached or detached dwelling.

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

1. Submit application with contact information and related sewer use information
2. Permit payment and application approval
3. Life Safety Inspections to include:
 - Illuminated exit signs
 - Emergency lights
 - Braille exit signs
 - Building address
 - Current fire extinguishers
 - Functioning egress doors, fire alarm and sprinkler system (if required)
 - Fire separation assemblies intact
 - No obvious hazards such as suspect electrical or mechanical installations

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