

**ELK TOWNSHIP, CHESTER COUNTY, PA  
PROCEDURES FOR APPLICATION  
FOR A RESIDENTIAL BUILDING PERMIT**

A valid Zoning Permit is required prior to application for a Building Permit.

The application for Building Permit shall be accompanied with the following plans and specifications as per Section R105.3 of the Uniform Construction Code/International Residential Code:

- **IRC-R106 Plan and Specifications:** The application for the permit shall be accompanied by not less than two (2) copies of the specifications and of plans sealed by a registered design professional drawn to scale, with sufficient clarity and detail dimensions to show the nature or character of the work to be performed. The building official may waive the requirements of construction documents and/or the seal of a registered design professional when the work involved is of a minor nature.
- **IRC-R106.2 Site Plan:** There shall also be a site plan showing to scale the size and location of all new construction and all existing structures on the site and distances from lot lines. In the case of demolition, the plot plan shall show all construction to be demolished, and the location and size of all existing structures and construction that are to remain on the site or the plot.
- The aforementioned requirements are mandated by the State of Pennsylvania and the Uniform Construction Code.

No application for Building Permit is complete until all necessary documents have been filed and fees have been paid. Building Permits shall be granted or refused within fifteen (15) days upon satisfaction of the Township that all supplemental information has been supplied.

**PLEASE CONTACT TOWNSHIP ZONING OFFICER/BUILDING CODE OFFICIAL SCOTT MORAN AT 610-637-1003 IF YOU HAVE ANY QUESTIONS.**