

## WEST PIKELAND TOWNSHIP

1645 Art School Road  
Chester Springs, Pa. 19425  
Phone: (610)590-4101 Fax: (610)228-3477

### BUILDING PERMIT PROCEDURE

1. The applicant must complete the **Building Permit Application** (attached). All questions pertaining to the scope of work performed for the project must be completed.
2. **The attached list of all Contractors** who will perform work under this permit must be completed.
3. **Each Contractor of the work** must supply the Number of their current Pennsylvania Certificate, per the Commonwealth of Pennsylvania Office of the Attorney General
4. **A list of employees working at the job.**
5. **Certificate of Insurance for Public Liability, Property Damage, Products Liability and Completed Operations**, each of which must have a minimum coverage of \$500,000.00.
6. **Workers Compensation Insurance** when required. Agencies must carry insurance in the amount of \$1,000,000.00 per occurrence and Workers Compensation, when required.
  - a. If the Contractor is claiming exemption from providing Workers Compensation insurance, an **Exemption Certificate** (see attached) must be fully executed and notarized.
7. The **Application for Electrical Permit** (if applicable) must be completed by a certified electrician. Drawings are required.
8. The **HVAC and Plumbing Permits** (if applicable) must be completed by Contractors. Drawings not required but sometimes specifications may be required.
9. The Application package submitted to the Township must include:
  - a. Completed erosion control form including plot plan unless there is no change to the footprint of the present structure (i.e., all alterations, additions are interior).
    - Plot plan must show accurate measurements that include front, rear and side yards.
    - Driveway must be shown including all dimensions.
    - Stormwater Pit per Township Requirements. (Over 400 sq. ft. Cover added.)
    - Historic Architectural Review Board Application must be submitted for all Historic Buildings and structures within Historic Districts.
    - Historic Commission Application for Review must be submitted for Historic Structures and Historic resources within the Township.
10. Homeowners Association approval when required.

#### **IF YOUR APPLICATION IS FOR A NEW HOME** you must also submit:

- Two (2) sets of house plans; one set will be marked with any necessary additions or corrections and returned to the applicant. Plan specifications must meet UCC standards.
- Copy of well permit (Obtain permit from the Chester County Health Department (610)344-6225).
- Copy of sewer-septic permit (DO NOT SUBMIT ORIGINALS).
- Plot Plan, Grading and Erosion Control/Stormwater Plan.
- Driveway Permit if required.

**IF YOUR APPLICATION IS FOR AN ALTERATION OR ADDITION** which adds to/or changes the footprint of the present structure) you must also submit:

- Two (2) sketches or complete sets of plans depending on the magnitude of the addition or alteration. Contact the Building Inspector to discuss what level of detail is required prior to submitting your application.
- Plot plan for additions to include grading and Stormwater.
- 

**THE BUILDING INSPECTOR WILL COMPUTE THE PERMIT FEE AND ADVISE THE APPLICANT OF THE TOTAL CHECK NEEDED TO ISSUE THE PERMIT.**

### **BUILDING INSPECTIONS**

It is the applicant's responsibility to notify the Building Inspector at least three (3) full days prior to when the inspection is needed. The Inspector works part-time for the Township Monday through Friday. It is the responsibility of the BUILDER to contact the Building Inspector at (610)590-4104 for the building inspection.

Building Inspections REQUIRED and included in the permit fee are:

- Footings – Prior to pouring
- Foundation – Prior to back filling
- Framing- Prior to insulation – Any underground utility/mechanical inspections when required before concealment.
- Insulation – Prior to Drywall
- Final Inspection required prior to issuance of Certificate of Occupancy

Construction not ready for inspection, after an appointment has been made with the Building Inspector, will be subject to a re-inspection charge of \$35.00.

### **ELECTRICAL INSPECTIONS**

The West Pikeland Building Codes Official will be performing all electrical plan reviews and inspections of electrical installations in the Township. An approved Electrical Permit is required. To schedule all Electrical Inspections, please call 610-590-4104 or e-mail [Permits@WestPikeland.com](mailto:Permits@WestPikeland.com).

**ALL ELECTRICAL REVIEW AND INSPECTION FEES WILL BE PAID AT THE TIME OF THE PERMIT ISSUANCE.**

**WEST PIKELAND TOWNSHIP**  
**APPLICATION FOR BUILDING PERMIT**

**IMPORTANT – APPLICANT TO COMPLETE ALL ITEMS IN SECTIONS I, II, III, IV**

**Section I**

Location of Buildings: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_  
 (Cross Street) (Cross Street)

Subdivision Name \_\_\_\_\_  
 Lot Number \_\_\_\_\_

Tax Parcel # \_\_\_\_\_ Ownership:  Private (individual, corporation, nonprofit institution, ect.)  
 Public (Federal, State, or Local)

**A. TYPE OF IMPROVEMENT**

1.  New Building
2.  Addition (if residential, enter number of new housing units added, if any in Part D 13)
3.  Alteration (see 2 above)
4.  Repair, Replacement
5.  Demolition (if multifamily residential, enter a number of units in building in part D 13)
6.  Moving (relocation)
7.  Foundation Only
8.  Roof
9.  Pool
10.  Shed
11.  Other (specify) \_\_\_\_\_

**B. COST (Omit cents)**

10. Cost of Improvement: \$ \_\_\_\_\_
- To be installed but not included in the above costs:
- a. Electrical: \$ \_\_\_\_\_
  - b. Plumbing: \_\_\_\_\_
  - c. Heating, air conditioning \_\_\_\_\_
  - d. Other (elevator, etc.) \_\_\_\_\_
- Total Cost of Improvement: \$ \_\_\_\_\_

**C. 11. Proposed Use (if wrecking “most recent use”)**

Residential

12.  One Family
13.  Two or More Family  
Enter No. of Units \_\_\_\_\_
14.  Transient hotel, motel, dormitory  
Enter No. of Units \_\_\_\_\_
15.  Garage
16.  Carport
17.  Other (Specify)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nonresidential

18.  Amusement, recreational
19.  Church, other religious
20.  Industrial
21.  Parking Garage
22.  Service Station, repair garage,
23.  Hospital, Institutional
24.  Office, bank, professional
25.  Public Utility
26.  School, Library, other educational
27.  Store, mercantile
28.  Tanks, towers
29.  Other (Specify) \_\_\_\_\_

**WEST PIKELAND TOWNSHIP**  
**APPLICATION FOR BUILDING PERMIT**

Nonresidential – Describe in detail proposed use of building, e.g. food processing plant, machine shop, laundry building hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant, if use of existing building is being changed enter proposed use. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section II – SELECTED CHARACTERISTICS OF BUILDING –** For new buildings and additions, complete parts D-H, for Wrecking, complete only part I. For all others skip to Section IV.

**D. PRINCIPAL TYPE OF FRAME**

- 30.  Masonry (wall bearing)
- 31.  Wood Frame
- 32.  Structural Steel
- 33.  Reinforced concrete
- 34.  Other-specify \_\_\_\_\_

**I. DIMENSIONS**

- 46. Number of Stories \_\_\_\_\_
- 47. Total square feet of all floors based on the exterior dimensions (include basement, craw & garage) \_\_\_\_\_
- 48. Total Land Area Sq. \_\_\_\_\_

**E. PRINCIPAL TYPE OF HEATING**

- 35.  Gas
- 36.  Oil
- 37.  Electricity
- 38.  Coal
- 39.  Other-specify \_\_\_\_\_

**J. NUMBER OF OFF-STREET PARKING SPACES**

- 50. Enclosed \_\_\_\_\_
- 51. Outdoor \_\_\_\_\_

**F. TYPE OF SEWAGE**

- 40.  Public or private company
- 41.  Private (septic tank,)

**K. RESIDENTIAL BUILDINGS ONLY**

- 52. Number of Bedrooms \_\_\_\_\_
- 53. Number of Bathrooms full \_\_\_\_\_  
partial \_\_\_\_\_

**G. TYPE OF WATER SUPPLY**

- 42.  Public or private company
- 43.  Private (well, cistern)

**H. TYPE OF MECHANICAL**

- 44. Air Conditioning  Yes  No
- 45. Elevator  Yes  No

**Section III – IDENTIFICATION-To be completed by all applicants**

<u>Owner or Lessee</u>	
Name:	_____
Mailing Address:	_____ (No. Street)
	_____ (City, State, Zip)
Phone:	_____ (cell) _____ (fax)
Email:	_____

Building Permit # \_\_\_\_\_  
For Office Use Only

Date Application Received \_\_\_\_\_  
For Office Use Only

**WEST PIKELAND TOWNSHIP**  
**APPLICATION FOR BUILDING PERMIT**

Contractor  
Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ (No., Street)  
\_\_\_\_\_ (City, State, Zip)  
Phone: \_\_\_\_\_ (cell) \_\_\_\_\_ (fax)  
Email: \_\_\_\_\_

Architect or Engineer  
Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ (No., Street)  
\_\_\_\_\_ (City, State, Zip)  
Phone: \_\_\_\_\_ (cell) \_\_\_\_\_ (fax)  
Email: \_\_\_\_\_

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of Applicant \_\_\_\_\_ Address \_\_\_\_\_  
Print Name of Applicant \_\_\_\_\_ Application Date \_\_\_\_\_

**Section IV – FILING OF RUNOFF AND EROSION CONTROL PLAN (Prior to issuance of Building Permit)**

Owner or Lessee  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ (No. Street)  
\_\_\_\_\_ (City, State, Zip)  
Phone Number home/office \_\_\_\_\_ (cell) \_\_\_\_\_ (fax)  
Email: \_\_\_\_\_  
Owner or Lessee  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ (No. Street)  
\_\_\_\_\_ (City, State, Zip)  
Phone Number home/office \_\_\_\_\_ (cell) \_\_\_\_\_ (fax)  
Email: \_\_\_\_\_

In the space below draw a simple plot plan showing the layout of the lot on which building is to take place. Include; (1) location of the building on the lot, (2) driveway-identify access street, (3) any other areas where the ground will be disturbed, (4) in the case if the ADDITION, indicate location of established buildings. **FOR ALL BUILDINGS;** Indicate what measures will be taken (swales, berms, hay bales, ect.) to divert runoff water away from the building site and to stabilize disturbed ground and filter soil out of runoff water (hay bales, ect.) show location and size of stormwater pit/basin. *Adequate measures must be taken to prevent runoff onto public streets and adjoining properties.* If building site is other than owner's address above, give physical address of building. Please give accurate measurements; show driveway and indicate how many feet from property line.

Building Permit # \_\_\_\_\_  
For Office Use Only

Date Application Received \_\_\_\_\_  
For Office Use Only

**WEST PIKELAND TOWNSHIP**  
**APPLICATION FOR BUILDING PERMIT**

Approximate size of lot \_\_\_\_\_ Acres

USE BLACK PEN (form must be reproduced). If the space in this block is not adequate, use back of this sheet instead. BE SURE TO INDICATE MEASUREMENTS FOR FRONT YARD, SIDE YARD (both) REAR YARD, AND MEASUREMENTS OF BUILDINGS

Date Submitted \_\_\_\_\_

Date Approved \_\_\_\_\_

**Section V – WORKERS’ COMPENSATION INSURANCE COVERAGE INFORMATION**

**THE APPLICANT IS:**

YES    NO   A Contractor within the meaning of the Pennsylvania Workers’ Compensation Law. (No Employees)

*If the answer is “yes”, complete Sections A and B as appropriate*

**WEST PIKELAND TOWNSHIP**  
**APPLICATION FOR BUILDING PERMIT**

**A. INSURANCE INFORMATION**

Name of Applicant \_\_\_\_\_  
Federal or State Employer Identification No. \_\_\_\_\_  
Applicant is a qualified self-insurer for workers' compensation  Certificate Attached  
Name of Workers' Compensation Insurer \_\_\_\_\_  
Workers' Compensation Insurance Policy No. \_\_\_\_\_  Certificate Attached  
Policy Expiration Date: \_\_\_\_\_  
\_\_\_\_\_

**B. EXEMPTION**

*Complete Section B if the applicant is a Contractor claiming exemption from providing Workers' Compensation insurance*

The Undersigned swears or affirms that he/she is not required to provide Workers' Compensation Insurance under the provisions of the Pennsylvania Workers' Compensation for one of the following reasons as indicated:

Contractor with no employees. Contractor prohibited by law from employing any Individual to perform work Pursuant to this building unless contractor provides proof of insurance to the Township

Religious exemption under the Workers' Compensation Law.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20

Signature of Applicant \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
County of Chester  
Municipality of West Pikeland Township

(SEAL)

**PROOF OF INSURANCE (WORKERS COMPENSATION) OR NOTORIZED EXEMPTION MUST ACCOMPANY APPLICATION**

Permit # \_\_\_\_\_

**WEST PIKELAND TOWNSHIP**  
1645 ART SCHOOL ROAD  
CHESTER SPRINGS, PA. 19425  
PHONE: (610)590-4104 FAX: (610)228-3477

Permit Fees  
Insp. Fee \$ \_\_\_\_\_  
Township Fee \$ \_\_\_\_\_  
Total Fee \$ \_\_\_\_\_

**APPLICATION FOR ELECTRICAL PERMIT**

NOTE: Additional information, plans and specifications may be required for larger projects

***TO SCHEDULE ALL ELECTRICAL INSPECTIONS please call 610-590-4104 or e-mail Permits@westpikeland.com***

OWNER NAME: \_\_\_\_\_  
SITE LOCATON: \_\_\_\_\_  
USE OF PREMISES: \_\_\_\_\_

NAME OF INSTALLER: \_\_\_\_\_ Reg. # \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ CELL # \_\_\_\_\_  
ELECTRICIAN LICENSE \_\_\_\_\_

<input type="checkbox"/> 1 & 2 family	<input type="checkbox"/> Air Conditioning
<input type="checkbox"/> Apt. Building	<input type="checkbox"/> Oil Burning Equipment
<input type="checkbox"/> Public/Commercial Building	<input type="checkbox"/> Heater Conversion
<input type="checkbox"/> New Construction	<input type="checkbox"/> Electric Heat
<input type="checkbox"/> Addition	<input type="checkbox"/> Lighting
<input type="checkbox"/> Alteration	<input type="checkbox"/> Pool/Spa
<input type="checkbox"/> Repair	<input type="checkbox"/> Other _____
<input type="checkbox"/> Replacement	<input type="checkbox"/> Total Outlets
	<input type="checkbox"/> Total Circuits

Description of Electrical work and size of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I DO HEREBY CERTIFY THAT THE STATEMENT HEREIN ARE TRUE AND TO THE BEST OF MY KNOWLEDGE AND BELIEF.  _____ Applicant Print Name  _____ Applicant Signature Date: _____	Date _____ Approved by E.I. _____ Print Name: _____
	Date: _____ Approved by B.C.O. _____ Print Name: _____
	<i>Issuance of this permit is contingent upon all work being completed in compliance with the 2003 International Electrical Code including supplements and any other applicable Township Regulations.</i>

**West Pikeland Township  
1645 Art School Road  
Chester Springs, Pa. 19425  
610-590-4104 Fax: (610)228-3477**

APPLICATION FOR HVAC

Contractor: \_\_\_\_\_ Phone#: \_\_\_\_\_ PAREg# \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Property Location: \_\_\_\_\_

Owner/Lessee: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Description of Mechanical Work: \_\_\_\_\_

\_\_\_\_\_

Cost of Improvement/Work: \_\_\_\_\_

*I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.*

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Contractor \_\_\_\_\_

*For office use only*

Permit Fees: \_\_\_\_\_

Permit # \_\_\_\_\_ Date Issued: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Township Approval \_\_\_\_\_, Building/Zoning Officer Date: \_\_\_\_\_

Township Disapproval: \_\_\_\_\_, Building/Zoning Officer Date: \_\_\_\_\_

**WEST PIKELAND TOWNSHIP  
1645 ART SCHOOL ROAD  
CHESTER SPRINGS, PA 19425**

Phone (610) 590-4104 Fax (610)228-3477

**PLUMBING PERMIT**

BP# \_\_\_\_\_

Date: \_\_\_\_\_

DEVELOPMENT \_\_\_\_\_

LOT # \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

PLUMBER NAME \_\_\_\_\_

PA. CERTIFICATE # \_\_\_\_\_

# OF TRAPS      \_\_\_\_\_ BASEMENT      \_\_\_\_\_ 1<sup>ST</sup> FLOOR      \_\_\_\_\_ 2<sup>ND</sup> FLOOR

OTHER \_\_\_\_\_

---

AMT OF FEE      \$ \_\_\_\_\_

APPROVED DATE \_\_\_\_\_

SIGNED \_\_\_\_\_  
BUILDING/ZONING OFFICER

**West Pikeland Township**  
1645 Art School Road  
Chester Springs, Pa. 19425  
610-590-4104 Fax: (610)228-3477

To be completed and returned with ALL building permit applications.

List name and registration number of contractors who will perform work under this permit on the appropriate line below:

General Contractor: \_\_\_\_\_ PA.Registration # \_\_\_\_\_

Electrician: \_\_\_\_\_ PA.Registration # \_\_\_\_\_

Electrical Insp. Agency: \_\_\_\_\_ PA.Registration # \_\_\_\_\_

Plumber Interior: \_\_\_\_\_ PA.Registration # \_\_\_\_\_

Plumber Exterior: \_\_\_\_\_ PA.Registration # \_\_\_\_\_

HVAC: \_\_\_\_\_ PA.Registration # \_\_\_\_\_

Sprinkler: \_\_\_\_\_ PA.Registration # \_\_\_\_\_

Roofer: \_\_\_\_\_ PA.Registration # \_\_\_\_\_

Pennsylvania State Registration number: \_\_\_\_\_

Other Third Party Inspection Agency:

\_\_\_\_\_ Registration # \_\_\_\_\_

**ALL of the above listed Contractors must be registered prior to issuance of Building Permit**

### Excavation near pipelines/buried facilities

No excavation, including hand digging, shall be made on the pipeline right-of-way without prior notification to NGT&S through Call Before You Dig (811) or the state One Call service. Subsequent follow-up must be made to NGT&S to seek approval for the proposed construction. Within 36 inches of the outer edge of the pipe, on all sides, only hand excavation, air cutting and vacuum excavation are permitted.

### Crossing pipelines with heavy equipment

NGT&S may require heavy equipment operators to install mats, dirt pads or other approved protective materials to adequately protect NGT&S pipelines from potential damage by heavy equipment crossing the right-of-way. All proposed road crossings of buried facilities must be evaluated by NGT&S personnel. Any additional over-burden must be removed after construction unless otherwise directed by NGT&S personnel. *Right-of-Way Use Specifications, Section 3.7*

### Blasting plans must be approved

Any blasting proposed within 300 feet of NGT&S facilities must be submitted to NGT&S in advance, along with a blasting plan outlining such proposed activity. No blasting may begin unless and until NGT&S provides written confirmation that it does not object to such blasting. Any modifications to the blasting plan must also be submitted to NGT&S for review and should not be implemented unless and until NGT&S provides written confirmation that it does not object to such modifications. The blasting contractor may be required to monitor and record seismic shock at the facilities. *Right-of-Way Use Specifications, Section 3.10*

### Allow adequate clearance for directional drilling

Any directional drilling or boring proposed under NGT&S's buried facilities must be submitted to NGT&S for review and approval. A minimum of 24 inches of vertical clearance must be maintained from NGT&S's facilities and additional excavations may be required to ensure adequate clearance. As-built plans are required for all borings. *Right-of-Way Use Specifications, Section 3.6*

### Maintain up to 300-foot clear area around storage well heads

Property owners or developers must notify NGT&S of any proposed construction or excavation within 300 feet in any direction of a natural gas storage well. For safety, NGT&S reserves the right to object to any such proposed activities or placement of objects closer than 300 feet to a storage wellhead.



**Know what's below.  
Call before you dig.**

National Call Before You Dig Service – 811

For more information,  
contact NGT&S at 866-701-9582  
or e-mail [pipelinelandowners@nisource.com](mailto:pipelinelandowners@nisource.com).

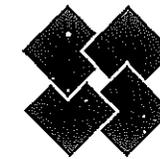
*"Minimum Guidelines for construction near natural gas pipeline facilities" addresses the most common issues concerning land use on/near NGT&S rights-of-way. "Right-of-Way Use Specifications" provides additional technical information as well as guidance on various areas not covered here, and should be consulted as needed. In rare cases, NGT&S may determine that adherence to a specific provision of the Minimum Guidelines/Right-of-Way Use Specifications is not feasible for a particular project. In such instances, NGT&S may, at its sole discretion, elect to modify specific requirements for that project. Said modifications shall be made by appropriate NGT&S personnel and shall be properly documented.*

*These guidelines supersede any and all prior guidelines pertaining to activities and placements on or near gas transmission facilities owned by an NGT&S company. Existence of, or the ramifications from, the implementation of prior guidelines will not dictate, direct or provide for exemption of any of the above guidelines.*

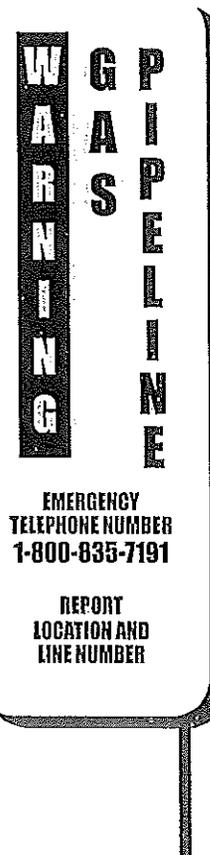
May 2009

# Minimum Guidelines

for construction near  
natural gas pipeline facilities



**NiSource Gas  
Transmission & Storage®**



## NiSource Gas Transmission & Storage

This document provides guidelines for acceptable land uses near facilities owned by NGT&S, including Columbia Gas Transmission, Columbia Gulf Transmission, Crossroads Pipeline and all other pipeline facilities operated and maintained by any of the aforementioned companies.

These guidelines are intended to protect public safety and help ensure the continuous and safe flow of the nation's natural gas supplies. They provide a basic overview of NGT&S requirements. For additional details, request the NGT&S "Right-of-Way Use Specifications" document by calling 866-701-9582.

### Consult NGT&S early in your planning

NGT&S must review and approve all plans for construction proposed near NGT&S facilities. To expedite your construction or excavation projects, submit your plans to NGT&S for review in the design phase of the project, before applying for permits or committing to construction.

### Notify NGT&S before construction begins

No construction or excavation activities of any kind, including blasting, shall be done on NGT&S's right-of-way area before NGT&S personnel have established the exact location and elevation of all affected facilities and the limits of the right-of-way. NGT&S personnel must be present during any construction or excavation activities on or around its facilities or rights-of-way, unless otherwise permitted by NGT&S. Excavation within three feet of NGT&S facilities is strictly forbidden without an NGT&S representative on site.

To coordinate this procedure, dial the national Call Before You Dig number (811), or your state's One Call notification service. Request that both location and depth of the pipeline be determined.

### Construction requirements within a right-of-way

NGT&S rights-of-way generally extend 25 to 50 feet on each side of the center line of the pipeline and include all area between multiple pipelines, unless otherwise defined in the applicable lands rights document.

NGT&S may allow certain property improvements in its rights-of-way. However, NGT&S will not assume responsibility, financial or otherwise, for any such improvements directly or indirectly damaged as a result of its operation and maintenance of its facilities. The following requirements are minimum guidelines to protect public safety and the integrity of NGT&S facilities. Upon review of individual plans and property rights, NGT&S may identify additional restrictions or requirements.

**1** The existing cover over pipelines and rights-of-way shall not be modified without NGT&S's written permission. The minimum earth cover over pipelines shall be 36 inches; NGT&S will perform external load evaluations as necessary to determine if additional protective measures are required.

**2** Above-ground or below-ground structures or obstructions of any type shall not be placed within the easement area of any pipeline.

**3** Pipeline easements shall not be shared longitudinally with other pipelines or utilities. All water valves, curb boxes, manholes, etc., must be outside the easement. All crossings must be approved by NGT&S before installation begins and must meet the following criteria:

- Cross as near 90 degrees as possible, but in no case less than a 45-degree angle.
- Minimum of 24-inches vertical clearance.
- Must cross below NGT&S's pipeline, unless prior written consent is granted by NGT&S.
- Cable/wire crossings (excluding single telephone and single television drops) must be encased with a minimum of two-inch Schedule 40 PVC pipe. Additionally, electric and fiber optic lines must be encased in a six-inch envelope of colored 2,000 psi concrete (red for electric, orange for fiber) or four-inch minimum diameter, standard wall thickness, coated steel pipe across the entire width of the right-of-way. Note: All cables/wires permitted to cross above NGT&S's pipeline (excluding single telephone and single television drops) must be encased in Schedule 40 PVC and coated steel pipes, as outlined above – no concrete shall be used.
- All crossings shall be marked with above-ground markers installed on either side of NGT&S's right-of-way boundaries.
- Metallic warning flags shall also be buried above all cable, wire utility, or fiber optic lines crossing an NGT&S right-of-way.

**4** Roads shall cross pipelines at or as near 90 degrees as practical, but at angles not less than 45 degrees. The entity constructing the road must pay for any measures required by NGT&S to inspect and protect its pipeline(s). Such protective measures shall be designed and/or approved by NGT&S personnel.

**5** Walking/bicycling paths require NGT&S's written permission prior to construction. Paths must be constructed at the outside edge of NGT&S's right-of-way, and may extend no more than six feet into the right-of-way. Paths shall cross NGT&S pipeline as close to 90 degrees as possible, but in no case less than 45 degrees. NGT&S shall have sole

determination of number of path crossings to be permitted. No motorized vehicles of any type, other than power driven wheelchairs, are permitted to utilize paths that run longitudinally inside the right-of-way. The landowner shall be responsible for maintaining the path to prevent right-of-way damage, including erosion, illegal dumping, etc.

**6** Parking lots require written permission and shall not be allowed over the easement unless the lot can be designed/alterd so as not to impact the safe and reliable operation and maintenance of NGT&S's pipeline. In no case shall lots be designed such that vehicles will be parking directly over or within five feet of a pipeline. Paving for parking lots shall be limited to asphalt only and must meet all requirements of the Right-of-Way Use Specifications.

**7** All plans for pavement within an NGT&S right-of-way must be submitted and approved by NGT&S personnel before paving can begin. Concrete paving is permitted for sidewalks, curbs and residential driveways. However, continuously poured steel-reinforced concrete is prohibited within NGT&S's right-of-way. All residential concrete driveways must meet the requirements set forth in the Right-of-Way Use Specifications.

**8** Detention ponds, lakes, or any other type of water impoundment is prohibited within the right-of-way. Septic tanks and leach fields should be placed so they drain away from the pipeline where practical. In no case shall they be placed in the easement area.

**9** The right-of-way may be planted in lawn, flowerbeds, or vegetable gardens or used for normal agricultural purposes. Shrubs maturing at less than five feet tall are permitted in the right-of-way. However, they must be planted such that the branches at maturity are a minimum of five feet away from the pipeline. Shrubs greater than five feet tall and trees, including fruit or nut-bearing trees of any kind and "Christmas Tree farms," are prohibited within the right-of-way. NGT&S is not responsible for replacement of or reimbursement for any plantings within the right-of-way, unless the applicable land rights document states otherwise.

**10** Fences or continuous hedges that block visual inspection or interfere with access to NGT&S's facilities are prohibited within NGT&S rights-of-way. Fences permitted by NGT&S to cross its rights-of-way must be designed to allow at least a 16-foot opening centered on the pipelines and must cross at or near 90 degrees. Gates are permissible, as long as they allow for at least a 16-foot opening. If gates are to be locked, NGT&S must be allowed to install its own locks on the gates. Locks will be installed in such a manner as to allow both the landowner and NGT&S unimpeded access to the property. Fences or continuous hedges may not run longitudinally inside the right-of-way area.

**You CANNOT  
demolish any  
building for  
commercial development  
without notifying DEP**



Get notification form at: [www.dep.state.pa.us](http://www.dep.state.pa.us)

Go to: Asbestos

Questions? Call (484) 250-5920



**pennsylvania**

DEPARTMENT OF ENVIRONMENTAL PROTECTION



**pennsylvania**

DEPARTMENT OF ENVIRONMENTAL PROTECTION

## **ASBESTOS PROGRAM FOR CONTRACTORS WORKING IN PENNSYLVANIA**

The Pennsylvania asbestos program includes federal and state regulations to help protect the public from exposure to hazardous amounts of airborne asbestos. The following is a brief summary of the regulations. Information in this fact sheet does not supersede any federal, state or local requirements.

### **WHAT IS ASBESTOS?**

Asbestos is a generic term used to describe a variety of natural mineral fibers. From the early 1930s until the 1970s, manufacturers added asbestos to products for strength and to provide heat insulation and fire resistance. Asbestos also resists corrosion and is a poor conductor of electricity. Because few products contained all of these properties, asbestos was widely used in the construction of homes, schools and other buildings.

### **HOW CAN PEOPLE BE EXPOSED TO ASBESTOS?**

Most people are exposed to small amounts of asbestos in their daily lives. However, if materials containing asbestos are disturbed – for example sawed, scraped or sanded into a powder – asbestos fibers are more likely to become airborne and inhaled into the lungs.

### **HOW IS ASBESTOS REGULATED IN PENNSYLVANIA?**

Because asbestos, in certain forms, has been determined to cause serious health problems, the Department of Environmental Protection (DEP) regulates the removal, collection, transportation and disposal of asbestos-containing materials (ACM). The DEP air quality program has adopted and enforces the federal Environmental Protection Agency (EPA) 40 CFR Part 61 Subpart M, the Asbestos National Emission Standard for Hazardous Air Pollutants (NESHAP) regulations, as amended on Nov. 20, 1990. Should a project be subject to the NESHAP regulations, a minimum ten-day notification of the project is required to be made to both EPA and DEP. The EPA and DEP do not regulate the removal of ACM from private residences unless the residence is an apartment with five or more units.

The Pennsylvania Department of Labor and Industry (PA DLI) enforces the Pennsylvania Asbestos Occupations Accreditation and Certification Act of 1990 (Act 194 and Act 161), which requires certification for the following asbestos occupations: contractor, inspector, management planner, project designer, supervisor and worker. PA DLI requires a five-day prior notification for friable asbestos on indoor projects at regulated facilities (including the EPA/DEP exempt private residence when the friable asbestos is disturbed by someone other than the homeowner). Call PA DLI at 717-772-3396 for more information regarding Act 194 and Act 161.

Contact the municipality where the project is located to find out if there are any local regulations.

### **WHAT ARE SOME IMPORTANT DEFINITIONS IN THE ASBESTOS NESHAP REGULATIONS?**

- Friable ACM is material containing more than one percent asbestos that, when dry, can be crumbled, pulverized or reduced to a powder by hand pressure.
- Nonfriable ACM is material containing more than one percent asbestos that, when dry, *cannot* be crumbled, pulverized or reduced to a powder by hand pressure. It is divided into two categories:
  - Category I includes asbestos-containing packings, gaskets, resilient floor coverings or vinyl asbestos floor tile and asphalt roofing products.

- Renovation – altering a facility or one or more facility components in any way, including the stripping or removal of RACM from a facility component.
- Facility – any institutional, commercial, public or industrial structure. A single residential building with four or fewer dwelling units is not a regulated facility under the NESHAP regulation unless it is part of an installation, which was previously subject to NESHAP regulations or its main use is not residential.
- Installation – any group of buildings or structures at a single demolition or renovation site that is under the control of the same owner or operator. An installation may consist of two or more residential structures.

#### **WHAT DO I NEED TO KNOW BEFORE REMOVING ASBESTOS IN PENNSYLVANIA?**

State regulations stipulate that it is illegal for anyone to engage in any asbestos occupation (worker, supervisor, project designer, inspector, management planner or contractor) without proper certification from the PA DLI. These requirements, along with a five-day notification prior to the start of any abatement or demolition project where ACM is present, are outlined in the Pennsylvania Asbestos Occupations Accreditation and Certification Act of 1990 (Acts 194 and 181). Call the PA DLI at 717-772-3396 for more information regarding these requirements.

The building must be thoroughly inspected for ACM prior to any renovation or demolition. If the amount of friable ACM that will be removed is more than 260 linear feet, 160 square feet or 35 cubic feet, the project falls under the federal NESHAP regulations. This requires that a notification be postmarked or hand delivered to DEP and EPA at least **TEN WORKING DAYS** prior to the start of the project. All demolitions of regulated facilities (as defined above) also require a ten-day notification to DEP and EPA, regardless of the presence of asbestos.

Additional regulations exist for demolition and renovation of any building containing ACM in Philadelphia and Allegheny Counties. In Philadelphia County, call 215-685-7576. For questions in Allegheny County, call 412-578-8133. It is important to contact the appropriate office if your project is located in either of these counties.

#### **WHAT ARE THE PROCEDURES FOR NOTIFICATION?**

Notification for projects in Pennsylvania are submitted on the "Asbestos Abatement and Demolition/Renovation Notification" form (revised 10/2002) (Web form revised 11/2007). A form may be obtained by contacting the DEP asbestos office at 717-787-9257 or by contacting the nearest DEP regional office listed below. The form also can be printed from the DEP Web site found at [www.depweb.state.pa.us](http://www.depweb.state.pa.us) (choose DEP Programs (A-Z) and under the A heading choose Asbestos). Complete instructions are given with the form. The notice must be delivered by the U.S. Postal Service, commercial delivery service or hand delivery. **FACSIMILES ARE NOT ACCEPTABLE.**

#### **WHAT IF I NEED MORE INFORMATION?**

To obtain copies of the NESHAP regulations, the notification form or other information, please contact your regional DEP office:

**Southeast Regional Office** – 484-250-5920 for work in Bucks, Chester, Delaware and Montgomery Counties.

**Northeast Regional Office** – 570-826-2511 for work in Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming Counties.

**Southcentral Regional Office** – 717-705-4702 for work in Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York Counties.

**Northcentral Regional Office** – 570-327-3638 for work in Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Toga and Union Counties.

**Southwest Regional Office** – 412-442-4000 for work in Armstrong, Beaver, Cambria, Fayette, Greene, Indiana,



# Fact Sheet

Commonwealth of Pennsylvania • Department of Environmental Protection

## UNDERSTANDING ASBESTOS

### WHAT IS ASBESTOS?

Asbestos is a generic term used to describe a variety of natural mineral fibers. From the early 1930s until the 1970s, manufacturers used asbestos to strengthen products and to provide heat insulation and fire resistance. Asbestos also resists corrosion and is a poor conductor of electricity. Because few products contained all of these properties, asbestos was widely used in the construction of homes, schools and other buildings.

### HOW CAN I BE EXPOSED TO ASBESTOS?

Most people are exposed to small amounts of asbestos in their daily lives. However, if materials containing asbestos are disturbed – for example sawed, scraped, or sanded into a powder – fibers are more likely to become airborne and inhaled into the lungs. Fibers that get into water or food also may be ingested, although they usually pass through the digestive system and do not cause a problem.

### HOW CAN ASBESTOS AFFECT MY HEALTH?

Studies of people who were exposed to asbestos for a long time in factories and shipyards show that breathing high levels of asbestos fibers can lead to an increased risk of lung cancer; mesothelioma, a rare but fatal form of cancer in the thin membrane lining of the chest and abdominal cavities; and asbestosis, a serious non-cancerous respiratory disease in which asbestos fibers aggravate and scar lung tissue. The risk of health problems also increases for smokers.

### WHERE CAN ASBESTOS BE FOUND?

Until the 1970s, many types of building products and insulation materials used in homes contained asbestos, although most products made today do not. The only way to get a positive identification of asbestos is to analyze a sample using a special type of microscope.

If you discover asbestos in your home, it does not pose

Common products in your home that might contain asbestos include:

- **Insulation around steam pipes, furnaces and air ducts** – Asbestos fibers may be released when insulation is damaged or removed improperly.
- **Vinyl floor covering** – Vinyl tiles, the backing on vinyl sheet flooring and adhesives used for installing floor covering may become a problem if sanded or scraped during removal.
- **Roof shingles and siding** – These products, if they contain asbestos, are not likely to release asbestos fibers unless sawed or drilled.
- **Soundproofing or decorative material** – If sprayed on walls and ceilings, material that is loose, crumbly or water-damaged may release fibers. So could material that is sanded, drilled or scraped.
- Other products that may contain asbestos:
  - Cement sheet, millboard;
  - Door gaskets in furnaces;
  - Patching and joint compounds;
  - Textured paints;
  - Artificial ashes and embers for gas fired fireplaces;
  - Fireproof gloves, stove-top pads, ironing board covers and hairdryers; and
  - Automobile brake pads and linings, clutch facings and gaskets.

### HOW DOES PENNSYLVANIA REGULATE ASBESTOS?

Because asbestos in certain forms can cause serious health problems, the Pennsylvania Department of Environmental Protection (DEP) regulates the removal, collection, transportation and disposal of asbestos materials. DEP's Bureau of Air Quality has adopted and enforces the federal asbestos regulations (40 CFR Part 61 Subpart M). DEP does not regulate the removal of asbestos from private homes. Contact your municipality

## **ASBESTOS IN SCHOOLS**

All nonprofit private and public schools with children in grades one through 12 are required to inspect their buildings for asbestos, develop a plan for controlling the release of asbestos fibers and maintain asbestos that is in good condition. Questions should be directed to DEP at (717) 787-9257.

## **ENFORCEMENT/COMPLAINTS**

If you suspect improper asbestos removal or repair projects, contact your regional DEP office listed below.

## **ATTENTION ASBESTOS CONTRACTORS**

Asbestos contractors in Pennsylvania must abide by the U.S. Environmental Protection Agency (EPA) Asbestos NESHAP (National Emission Standards for Hazardous Air Pollutants) regulations. Questions about NESHAP regulations may be referred to any DEP regional Air Quality program office listed below.

The Pennsylvania Asbestos Accreditation and Certification Act (Act 194 and Act 161) requires contractors to be certified and licensed by the Department of Labor and Industry to perform demolition and renovation projects involving asbestos. For more detailed information about these requirements, call (717) 772-3396.

Additional regulations exist for demolition and renovation of any building containing asbestos containing material (ACM) in Philadelphia and Allegheny counties. In Philadelphia County, call (215) 685-7576. In Allegheny County, call (412) 578-8115. It is important to contact either office if your project is located in either of these counties.

## **HOW CAN I GET MORE INFORMATION?**

1. Call the DEP Bureau of Air Quality central office in Harrisburg (717) 787-9257. On-line information

about asbestos can be found at <http://www.dep.state.pa.us/> (Choose Subjects/Air Quality).

2. Call the Air Quality program at the DEP regional office nearest you:
  - Southeast (Norristown), (484) 250-5900
  - Southcentral (Harrisburg), (717) 705-4702
  - Northwest (Meadville), (814) 332-6940
  - Southwest (Pittsburgh), (412) 442-4174
  - Northeast (Wilkes-Barre), (570) 826-2511
  - Northcentral (Williamsport), (570) 327-3638
3. If you live in Allegheny County, call (412) 578-8133 for information and special regulations.
4. If you live in Philadelphia County, call (215) 685-7576 for information and special regulations.
5. Contact your municipality to find out if there are any local regulations.
6. The EPA Asbestos Ombudsman, (800) 368-5888, has an asbestos information package available to the public.
7. The U.S. Consumer Product Safety Commission, (800) 638-2772, will send information about asbestos upon request.
8. Pennsylvania's Department of Labor and Industry, (717) 772-3396, has information about worker certification.

The American Lung Association, the U.S. Consumer Product Safety Commission and EPA provided much of the information included in this fact sheet.

For more information, please visit the PA PowerPort at [www.state.pa.us](http://www.state.pa.us), Keyword: "DEP Air Quality."



## ASBESTOS ABATEMENT AND DEMOLITION/RENOVATION NOTIFICATION FORM

Complete all applicable sections of the notification. Fax copies are not accepted, as the notification must be certified with an original signature. To avoid a violation by failure to report, it would be prudent to submit a notification regardless of friability of materials. This form is used to satisfy the notification requirements of the following agencies:

- PA Department of Environmental Protection
- PA Department of Labor and Industry
- Allegheny County Health Department
- City of Philadelphia Department of Public Health
- US Environmental Protection Agency

Questions relative to specific filing requirements and enforcement regulations should be directed to the governing agency. Addresses and phone numbers are listed on the reverse. **Do not mail original notifications to the Department of Labor and Industry.**

- Special Notations:**
- All REVISIONS to a previous notification should be highlighted
  - Item #5 - Check the box that best describes the entire project
  - Item #6 - The "Job No." portion of this Item is provided for those contractors who assign a unique job # to their projects
  - Item #12 - Please provide the information in the format requested
  - If additional space is needed for any descriptive text, please continue on a blank sheet, and attach

For projects in all areas except Allegheny County and the City of Philadelphia, this Notification and subsequent revisions (one original only, no copies) must be submitted to the following address.

Regular Mail  
ASBESTOS NOTIFICATION  
DEP BUREAU OF AIR QUALITY  
PO BOX 8468  
HARRISBURG, PA 17105-8468

Overnight/Express Mail/Hand Delivery  
ASBESTOS NOTIFICATION  
DEP BUREAU OF AIR QUALITY  
400 MARKET STREET  
HARRISBURG, PA 17101

For projects in Allegheny County or the City of Philadelphia, this form must be submitted to the appropriate address, directly following. Allegheny County requires two copies, the City of Philadelphia, three. If this project requires a permit application, it must be approved prior to the start of the project, and 2 copies must be included with the notification. A copy of the facility inspection survey must also be included for all demolition projects. Do not send these documents directly to Harrisburg.

Allegheny County Health Department  
Air Quality Program  
Building 7  
301 39th Street  
Pittsburgh, PA 15201-1891  
Attn: Asbestos Abatement Permitting

City of Philadelphia  
Department of Public Health  
Air Management Services  
Asbestos Control Unit  
321 University Avenue  
Philadelphia, PA 19104-4597

Allegheny County - A permit is required if the project involves at least 260 linear feet or 160 square feet of any asbestos containing material. For Item #10, the survey must be included for demolition projects. Item #25 should be signed by the Contractor. Item #26 should be signed by the Facility Owner. Information can be obtained by calling 412-578-8133.

City of Philadelphia - A permit is required if the project involves 80 or more square feet or 40 or more linear feet of friable asbestos containing material and does not involve an exempted private residence. Information can be obtained by calling 215-685-7576.

## STATE AND LOCAL AGENCY CONTACTS

### City of Philadelphia

City of Philadelphia  
Department of Public Health  
Air Management Services  
Asbestos Control Unit  
321 University Avenue  
Philadelphia, PA 19104-4597  
215-685-7576

### Allegheny County

Allegheny County Health Department  
Air Quality Program  
Building 7  
301 39th Street  
Pittsburgh, PA 15201-1891  
412-578-8133

### All Other Counties

#### DEP Contact

Bradford, Cameron, Centre, Clearfield, Clinton,  
Columbia, Lycoming, Montour, Northumberland,  
Potter, Snyder, Sullivan, Tioga, and Union

DEP Northcentral Region  
208 West 3rd Street - Suite 101  
Williamsport, PA 17701-6448  
570-327-3638

Carbon, Lackawanna, Lehigh, Luzerne, Monroe,  
Northampton, Pike, Schuylkill, Susquehanna,  
Wayne, and Wyoming

DEP Northeast Region  
2 Public Square  
Wilkes-Barre, PA 18711-0790  
570-826-2531

Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson,  
Lawrence, McKean, Mercer, Venango, and Warren

DEP Northwest Region  
230 Chestnut Street  
Meadville, PA 16335-3481  
814-332-6940

Adams, Bedford, Berks, Blair, Cumberland, Dauphin,  
Franklin, Fulton, Huntingdon, Juniata, Lancaster,  
Lebanon, Mifflin, Perry, and York

DEP Southcentral Region  
909 Elmerton Avenue  
Harrisburg, PA 17110  
717-705-4702

Bucks, Chester, Delaware, and Montgomery

DEP Southeast Region  
2 East Main Street  
Norristown, PA 19401  
484-250-5920

Armstrong, Beaver, Cambria, Fayette, Greene,  
Indiana, Somerset, Washington, and Westmoreland

DEP Southwest Region  
400 Waterfront Drive  
Pittsburgh, PA 15222-4745  
412-442-4174



**ASBESTOS ABATEMENT AND DEMOLITION/RENOVATION NOTIFICATION FORM**

<b>For Official Use Only</b>	Date Received 1	Date Received 2
Postmark Date: _____	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Project ID#: _____		
Permit #: _____		
Other #: _____		
Inspector: _____		
<p><b>NOTICE:</b> This is not a valid asbestos abatement notification for the purposes of the Asbestos Occupations Accreditation and Certification Act unless individuals and contractors have met the certification requirements as set forth in the Asbestos Occupations Accreditation and Certification Act, Act of 1990, P.L. 805, No. 194 (63 P.S. Sections 2101-2112).</p>		

REFER TO THE ATTACHED INSTRUCTIONS FOR INFORMATION AND REQUIREMENTS.

1.	TYPE OF NOTIFICATION (check one): <input type="checkbox"/> Revision (highlight here, and changes) <input type="checkbox"/> Postponement Date of Initial Notification or, if previously revised, date of last revision: _____	<input type="checkbox"/> Initial <input type="checkbox"/> Annual Notification <input type="checkbox"/> Phase of Annual Notification <input type="checkbox"/> Cancellation
2.	PROJECT LOCATION (check one): <input type="checkbox"/> Allegheny County <input type="checkbox"/> City of Philadelphia <input type="checkbox"/> Other Location in PA (specify county): _____	
3.	For Allegheny County and City of Philadelphia projects only: A. Does this project require a permit? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes is checked, a permit application must be submitted along with this notification and approved prior to the start of the project.) B. For City of Philadelphia projects requiring a permit: Asbestos project inspector: _____ Certification #: _____ Company name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____	
4.	WILL ALTERNATIVE METHODS TO ANY OF THE APPLICABLE REGULATIONS BE USED? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes is checked, approval must be obtained prior to the start of the project. Please contact the appropriate DEP regional office or local government agency (see reverse of Instruction Sheet for contact list).	
5.	TYPE OF OPERATION (check one): <input type="checkbox"/> Demolition <input type="checkbox"/> Ordered Demolition <input type="checkbox"/> Abatement prior to Demolition <input type="checkbox"/> Renovation <input type="checkbox"/> Emergency Renovation	
6.	FACILITY DESCRIPTION:    Job No.: _____ (see instructions) Facility Name: _____ Street/Rural Address: _____ City: _____ State: PA    Zip Code: _____ Present use: _____    Prior use: _____	





18. WASTE DISPOSAL SITE(S): (any asbestos containing material)

A. Landfill name: \_\_\_\_\_ DEP permit #: \_\_\_\_\_

Street/Rural Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

B. Landfill name: \_\_\_\_\_ DEP permit #: \_\_\_\_\_

Street/Rural Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

19. AIR MONITORING FIRM(S)

A. Company name/individual: \_\_\_\_\_

Street/Rural Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

B. Final clearance firm: (if different than 19A) \_\_\_\_\_

Street/Rural Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Final clearance firm was hired by (check one)  Contractor  Owner

Other Explain \_\_\_\_\_

20. AIR SAMPLE FIRM(S) (City of Philadelphia projects only)

A. PCM company name/individual: \_\_\_\_\_ Certification #: \_\_\_\_\_

Street/Rural Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

B. TEM company name: \_\_\_\_\_ Certification #: \_\_\_\_\_

Street/Rural Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

21. FOR EMERGENCY RENOVATIONS:

Date of emergency (mm/dd/yy): \_\_\_\_\_ Hour of emergency: \_\_\_\_\_  am  pm

Description of the sudden, unexpected event:

\_\_\_\_\_

22. FOR ORDERED DEMOLITIONS (attach copy of order):

Government agency that ordered: \_\_\_\_\_

Name of individual who ordered: \_\_\_\_\_ Title: \_\_\_\_\_

Date of order (mm/dd/yy): \_\_\_\_\_ Date ordered to begin (mm/dd/yy): \_\_\_\_\_

23. DESCRIPTION OF PROCEDURES TO BE FOLLOWED IN THE EVENT THAT UNEXPECTED ASBESTOS IS FOUND OR PREVIOUSLY NONFRIABLE ASBESTOS MATERIAL BECOMES CRUMBLLED, PULVERIZED, OR REDUCED TO POWDER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24. PENNSYLVANIA CERTIFICATIONS/LICENSES:

Project designer: \_\_\_\_\_ Certification #: \_\_\_\_\_

Contractor (Individual): \_\_\_\_\_ Certification #: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Certification #: \_\_\_\_\_

Contractor (Firm): \_\_\_\_\_ Certification #: \_\_\_\_\_

**\*\*\*\*\* SIGN BOTH STATEMENTS \*\*\*\*\***

25. I HEREBY CERTIFY THAT AN INDIVIDUAL TRAINED IN THE PROVISIONS OF 40 CFR PART 61 SUBPART M (if applicable) WILL BE ON-SITE DURING THE DEMOLITION OR RENOVATION AND EVIDENCE THAT THE REQUIRED TRAINING HAS BEEN ACCOMPLISHED BY THIS PERSON WILL BE AVAILABLE FOR INSPECTION DURING ALL WORKING HOURS, AND I CERTIFY THAT ALL WORK WILL BE DONE IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL AGENCY RULES AND REGULATIONS.

\_\_\_\_\_  
(Original Signature of Owner/Operator) (Date)

Printed Name of Owner/Operator: \_\_\_\_\_ Title: \_\_\_\_\_

26. I HEREBY CERTIFY THAT THE FOREGOING STATEMENTS AND THE INFORMATION CONTAINED IN THIS NOTIFICATION FORM ARE TRUE. THIS CERTIFICATION IS MADE SUBJECT TO THE PENALTIES SET FORTH IN 18 PA C.S. §4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES.

\_\_\_\_\_  
(Original Signature of Owner/Operator) (Date)

Printed Name of Owner/Operator: \_\_\_\_\_ Title: \_\_\_\_\_

# COUNTY OF CHESTER, ASSESSMENT OFFICE

121 N. WALNUT STREET, SUITE 200, P.O. BOX 2748, WEST CHESTER, PA 19380-0991

610-344-6105  
Fax 610-344-5902  
www.chesco.org

JEFFREY A. LAUDENSLAGER  
Director of Assessment

JOSEPH A. FINNAREN, C. P. E.  
Chief Assessor

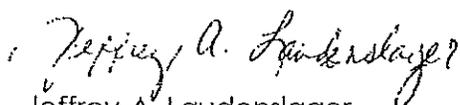
Dear Property Owner:

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.

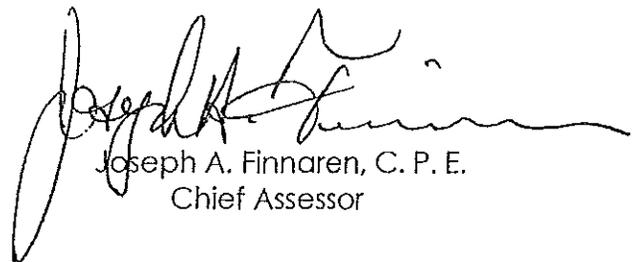
- 1) The municipality is required to supply a list of all building and zoning permits to the Assessment Office monthly.
- 2) An assessor will visit your property when they are in your municipality (generally rotate through every 2 – 3 months).
- 3) When arriving at your property, the assessor will come to the front door 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 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 absolutely 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,



Jeffrey A. Laudenslager  
Director – Chester County Assessment Office



Joseph A. Finnaren, C. P. E.  
Chief Assessor