

NEWLIN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA  
P.O. BOX 447  
UNIONVILLE, PA 19375  
Phone: (610) 486 - 1141 Fax: (888) 659 - 8823  
Email: [info@newlintownship.org](mailto:info@newlintownship.org)  
Copy to: [cakologie@casval.com](mailto:cakologie@casval.com)

### **ELECTRICAL PERMIT APPLICATION**

In connection with erection of new buildings, additions, alterations, repairs, raising, moving, removing or tearing down any building or part of same.

This permit is for any work not exempted under the parameters of PA. ACT 45, SECTION 403.62

Instructions for completing Application:

1. This application and any accompanying plans must be mailed to: CASTLE VALLEY CONSULTANTS, INC., 1011 Daisy Point Road, Pottstown, PA 19465.  
NOTE: Three (3) sets of plans and specifications shall accompany the application as well as three (3) plot plans showing the size of the lot and the location of improvements thereon, giving side, rear and front yard requirements.
2. The application fee and a copy of the application form must be sent to Newlin Township at the address above. Refer to the latest version of the Newlin Township Fee Schedule found at [www.newlintownship.org](http://www.newlintownship.org) by clicking on the 'permits & forms & apps' tab. This application must provide all of the information requested on this form.

NOTE: Three (3) sets of plans and specifications shall accompany the application as well as three (3) copies of the unit specifications from the manufacturer and three (3) copies of the sizing calculations or equivalent. Applicants must complete the attached insurance form pursuant to the Workers Compensation Reform Act P.A. 44.

**NO APPLICATION WILL BE ACCEPTED WHICH IS INCOMPLETE AND/OR WHICH IS SUBMITTED WITHOUT THE REQUIRED FEE. FEES MUST BE RECEIVED BY THE TOWNSHIP SECRETARY PRIOR TO ACCEPTANCE OF THE APPLICATION.**

Please submit the completed application via email to: [info@newlintownship.org](mailto:info@newlintownship.org)  
For any and all questions, please use the Township as first point of reference.





# COUNTY OF CHESTER ASSESSMENT OFFICE

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

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

JONATHAN B. SCHUCK, MBA CPE  
Director of Assessment

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 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,  
Jonathan B. Schuck  
Director  
Susan L. Caldwell, CPE.  
Chief Assessor

Taxing Authority-please run additional copies of this letter when your supply runs low.

**Workers' Compensation Insurance Coverage Information**

(attach to building permit application)

**A. The Applicant is or is contracting with**

A contractor within the meaning of the Pennsylvania Workers' Compensation Law.

Yes       No

If the answer is yes, complete Section B or C as appropriate. If no, complete Section D.

---

**B. Insurance Information**

Contractor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Applicant is a qualified self-insurer for workers' compensation.

Certificate attached

Insurance Provider: \_\_\_\_\_ Policy #: \_\_\_\_\_

Certificate attached      Policy Expiration Date: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**C. Exemptions – Complete if claiming exemption from providing workers' compensation insurance.**

The undersign swears or affirms that he/she is not required to provide workers' compensation insurance under the provision of Pennsylvania's Workers' Compensation Law 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 permit unless contractor provides proof of insurance to the Township.

Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to/before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

Printed Name: \_\_\_\_\_

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

My commission expires \_\_\_\_\_

Phone: \_\_\_\_\_

County of: \_\_\_\_\_

(Seal)

Municipality of: \_\_\_\_\_

---

**D. Property owner ONLY doing work. No contractors or employees involved. Date: \_\_\_\_\_**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_