

January, 2012

## INSTRUCTIONS FOR OBTAINING BUILDING/ZONING AND OTHER PERMITS

Permits for Pennsbury Township can be obtained from the township office at 702 Baltimore Pike, Chadds Ford, PA 19317, telephone number 610-388-7323. Permits and other information can also be obtained from the website at [www.pennsbury.pa.us](http://www.pennsbury.pa.us) under "forms and applications" at the top of the main page.

Permits are to be filled out and dropped off at the office. Upon receipt, the completed application will be given to the Code Enforcement Officer for review. All pertinent information must be filled out and a contact number included for any additional questions to be answered for the Code Enforcement Officer. The permit will then be issued. The applicant will be contacted and advised to pick up the permit at the township office and make payment at that time. Checks are payable to Pennsbury Township. No credit cards are accepted.

**No work is to be started until the permit is picked up, posted at the job site and all fees are paid. The permit will be canceled and revoked if it is not picked up and paid for within two weeks of issuance. The plan review fee will still be owing even if the applicant cancels the application but the review was done. No inspections will be made until payment is received by the township. If a job is started without a permit, a fine of \$1000.00 will be levied.**

Pennsbury Township  
702 Baltimore Pike  
Chadds Ford, PA 19317  
610-388-7323  
Fax 610-388-6036  
Inspections: 610-388-1790