



DEPARTMENT OF CODES AND LIFE SAFETY

Building or Occupancy Permits, COVID-19

Dear Residents, Business Owners and Contractors,

In attempts to protect our community and staff during this pandemic, East Whiteland Township will be altering how permits are accepted and processed as well as how inspections are conducted. These changes however are only TEMPORARY in nature, and once the pandemic is declared under control, we will return to normal operations. All township buildings remain closed to the public.

Access to Building or Occupancy Permit Applications:

- The Codes and Life Safety Department is physically closed to the public, but remains open from 8:30 to 4:30, Monday through Friday.
- Building and Occupancy Permit applications are available online at: <http://www.eastwhiteland.org/387/Building-Permit-Application-Forms> or contact our office, we can mail or email a copy to you.
- Permits can be returned by mail or dropped off in the building permit drop box in the main lobby of the township building. On a case by case basis, some permit applications can be emailed in. Please call or email our office for assistance with Building or Occupancy Permit submittal and associated fees. If leaving permits in the drop box, please contact us as soon as you drop it off.
- Commercial Use and Occupancy Transfer applications can be submitted, but inspections are on a case by case basis. Please contact office.
- Residential Use and Occupancy (Resold) applications can be submitted. Inspections are being conducted with a self-inspection form and affidavit. Please contact office.
- Required Uniform Construction Code Inspections are to be scheduled by email or phone at least 48 hours in advance. See Township requirements for inspections "*Building Inspections, COVID-19*".
- The requirements of the Uniform Construction Code remain in effect, and once the Governor's Order is rescinded all required inspections shall be performed. Work completed contrary to this will be considered illegal and subject to enforcement action.

This procedure is issued not to exacerbate your trying situation, but is an effort to protect the health and safety of our community. Your cooperation in this matter will be greatly appreciated. For and questions, Please contact the Department of Codes and Life Safety at 610-648-0600 between the hours of 8:30 AM and 4:30 PM Monday through Friday.

*****TO CONTACT OUR DEPARTMENT*****

Jennifer Linder, Administrative Asst.
610-648-0600 Ext 206
jlinder@eastwhiteland.org

Stephen Miller, Deputy Director
610-648-0600 Ext 203
smiller@eastwhiteland.org

Brian Willicombe, Plans Examiner
610-648-0600 Ext 208
bwillicombe@eastwhiteland.org