



# CHESTNUTHILL TOWNSHIP

P.O. Box 243, 271 Route 715  
Brodheadsville, PA 18322  
Phone: 570-992-7247  
Fax: 570-992-2225

[www.chestnuthilltwp-pa.gov](http://www.chestnuthilltwp-pa.gov)  
email: [info@chestnuthilltwp-pa.gov](mailto:info@chestnuthilltwp-pa.gov)



## Submittal Process for Residential Solar Applications (Zoning & Building)

**\*\*A single contact MUST be included with permit submittals (Email & Phone Number)\*\***

1. Both the Zoning & Building Permit applications are to be submitted at the same time.
  - a. The Zoning Permit fee is due at the time of application. (\$50 plus .25 per square foot of panels). This fee is to be paid by check or money order, made payable to: Chestnuthill Township, or by credit card with an added convenience fee.
  - b. The Building Permit fee is due upon completion of the Building Permit. This fee is to be made by check or money order only, made payable to BVNA (Bureau Veritas North America).
2. Information needed for the **Zoning Permit Application**:
  - a. One (1) copy of the solar plans.
  - b. The property owner **MUST** sign the application or a Letter of Authorization indicating that your company has permission to apply for all necessary permits on their behalf.
  - c. Payment made to Chestnuthill Township.
3. Information needed for the **Building Permit Application**:
  - a. Three (3) **SINGLE SIDED**, 11 x 17 copies of the solar plans.
  - b. The engineer's report, and/or plans, must state the following:
    - Minimum Ground Snow load of 40 psf
    - Minimum Roof Live Load of 30 psf - non-reducible
    - Minimum Wind Speed of 115 mph
  - c. The property owner **MUST** sign the application or a Letter of Authorization indicating that your company has permission to apply for all necessary permits on their behalf.
  - d. A copy of the PPL Conditional Approval, which will include the PPL Job Number.
  - e. Provide the equipment list that was submitted to PPL for their approval. You would have received this from PPL contractor services.
  - f. A Certificate of Insurance including Workman's Compensation. The certificate holder must be: **Chestnuthill Township, 271 Route 715, Brodheadsville, PA 18322**.  
If your contractor does not carry Workman's Compensation, they must fill out a Workman's Compensation Affidavit and have it notarized.
4. If you wish to have the permits mailed to you, please include a pre-paid envelope with adequate postage.

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## Select Applicable Fees

Make Checks Payable to Chestnuthill Township

Addition Use: **\$50.00 + \$0.25 per sq. ft.**

Certificate of Zoning Compliance: **\$50.00**

Roof-Mounted Solar

Ground-Mounted Solar

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Lot Owner Name:

Lot Owner Phone Number:

Lot Owner Address:

Lot Address (If different than lot owner address):

14 Digit Parcel Identification Number:

Is the 911 Address Posted Correctly:

Yes

No

Select Zone/District:

RR

R-1

R-2

R-3

RS

CR

LIC

BP

VC

GC

GI

I

Use of Structure:

Total Sq. Ft. of Solar Panels

### Residential Set Backs (Ground-Mounted Solar Only):

Front:

Rear:

Sides:

Height:

Check Box if the Applicant/Owner is not using a contractor and completing the work on his/her own.

Self

Contractor Name:

Final Cost of Structure:

Contact Name:

Contractor Phone Number:

Contractor Address:

If applicant is not the lot owner please complete the applicant information below.

Applicant Name:

Applicant Phone Number:

Applicant Address:

*I fully understand the provisions of this application and hereby certify that all information submitted is true and correct to the best of my knowledge*

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

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

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**Leave This Section Empty: To Be Completed Upon Review of Zoning Officer**

Permit Number:

Date of Application:

Permit Status:

Reason (If Denied):

Approved

Denied

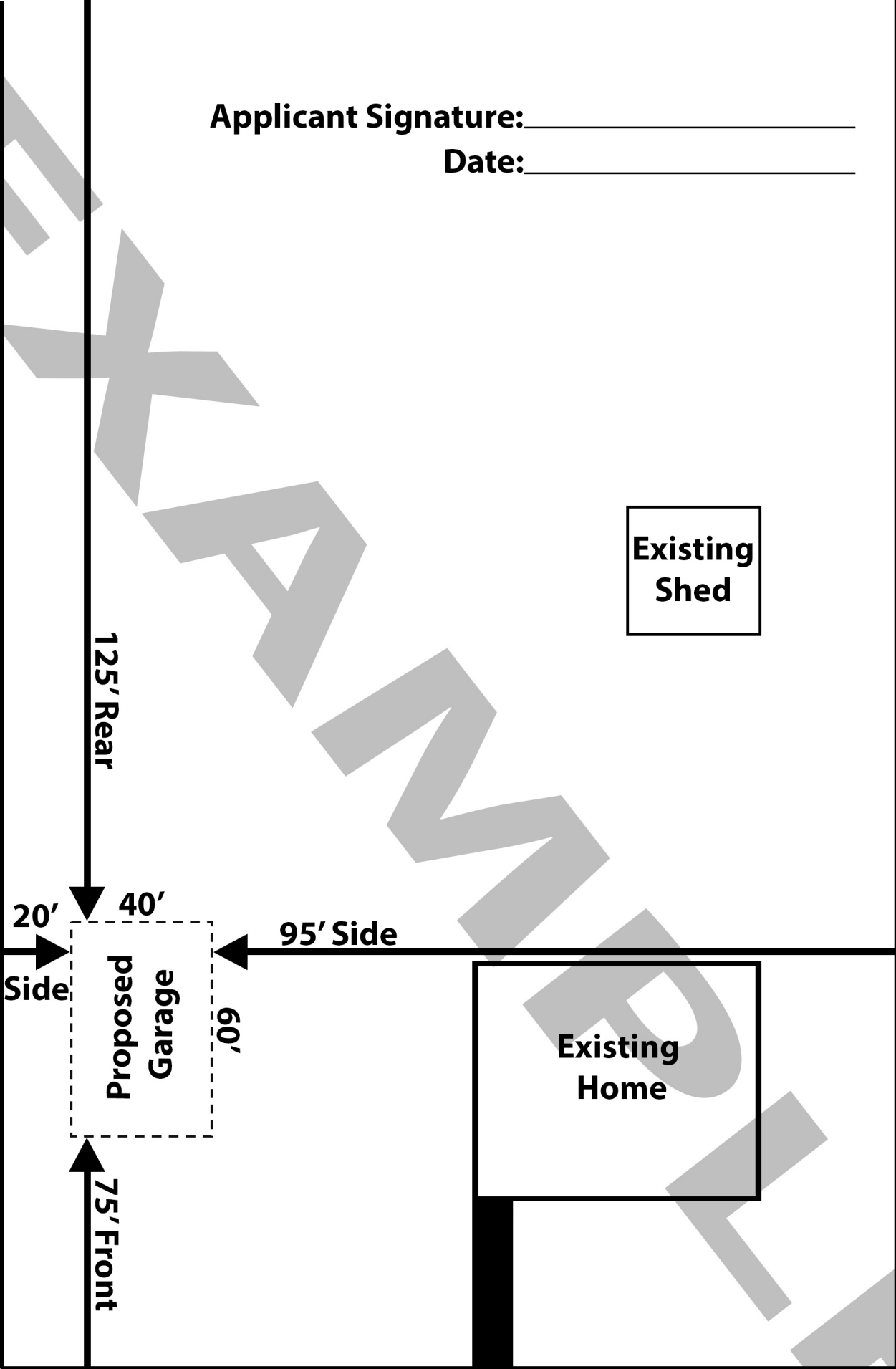
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Matthew T. Neeb  
Zoning Officer

Revised: 1/25

**Applicant Signature:**\_\_\_\_\_

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



**Road Name**

**Applicant Signature:**\_\_\_\_\_

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

**Road Name**



# If we can't find you, we can't help you!

## Correct Placement



## Incorrect Placement



## Some DOs and DON'Ts to help you with proper sign placement

### Do place your sign...

- With 4 inch numbers
- At least 3 feet but no greater than 6 feet above the ground surface
- On the same side as your driveway
- So it is adequately visible from both directions of travel
- At least 4 feet off of the edge of the paved roadway
- Call 811 (One Call) before your dig!

### Don't...

- Purchase a sign with 3 inch numbers
- Place the sign across the street from your driveway
- Place the sign below 3 feet as it may be obscured by snow in the winter.

Chestnuthill Township Ordinance 2011-03 requires reflective emergency response signs be placed at all driveway entrances to occupied structures. Be sure your sign measure 6" by 18" reflective green with 4" reflective white numbers on both sides. Signs can be purchased at any retail store which carries the 6" x 18" reflective green sign and 4" reflective white numbers.

BUILDING  
PERMIT  
APPLICATION



**BUREAU VERITAS NORTH AMERICA INC.**  
PO Box 243, 271 Route 715  
Brodheads ville, PA 18322  
835.241.2038  
russell.davis@bureauveritas.com

# Building Permit Application

## Residential or Non-Residential

UCC Building Permit # \_\_\_\_\_ Zoning Permit # \_\_\_\_\_  
(Issued by the Building Code Official) (Issued by the Zoning Officer)

### LOCATION of PROPOSED CONSTRUCTION or IMPROVEMENT:

Site Address: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Fax # \_\_\_\_\_

Principal Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Fax # \_\_\_\_\_

### TYPE OF WORK OR IMPROVEMENT (*Check One*)

- ☐ New Building ☐ Addition ☐ Alteration ☐ Repair ☐ Demolition ☐ Deck ☐ Fence  
☐ Foundation Only ☐ Change of Use ☐ Above ground Pool ☐ Inground pool ☐ Electric Service  
☐ Sign *Sign permit applications must include a site plan showing the location of the sign and measurements from any road or driveway, a detailed drawing of the sign showing all dimensions, and if the sign is internally or externally lighted. The sign must meet the Township Driveway Ordinance for sight distances from any driveway or intersecting road.*

Describe the proposed work: \_\_\_\_\_

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

ESTIMATED COST OF CONSTRUCTION (reasonable fair market value) \$ \_\_\_\_\_

### DESCRIPTION OF BUILDING USE (*Check One*)

#### RESIDENTIAL

- ☐ One-Family Dwelling  
☐ Two-Family Dwelling

#### NON-RESIDENTIAL

- Specific Use: \_\_\_\_\_  
☐ Updated Certificate of Occupancy

### LIST ALL BUILDINGS CURRENTLY ON THE PROPERTY (*include pools*)

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

Use Group: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupancy Load: \_\_\_\_\_ Codes Used: \_\_\_\_\_



## BUILDING / SITE CHARACTERISTICS

Terrain: ☐ Flat ☐ Moderate Slopes ☐ Steep Slopes  
Mechanical: Indicate Type of Heating (i.e., electric, gas, oil, etc.) \_\_\_\_\_ Air Conditioning ☐ Yes ☐ No  
Water Service: (Check) ☐ Public ☐ Private  
Sewer Service: (Check) ☐ Public ☐ Private (Septic Permit # \_\_\_\_\_)

Does or will your building contain any of the following:

Fireplace(s) : Number \_\_\_\_\_ Type of Fuel \_\_\_\_\_ Type Vent \_\_\_\_\_  
Elevator/Escalator/Lifts/Moving Walks: (Check) ☐ Yes ☐ No  
Sprinkler System: ☐ Yes ☐ No

## FLOODPLAIN *(The Floodplain Maps can be found at the Township Building or online: [www.floodmaps.fema.gov](http://www.floodmaps.fema.gov))*

Is the site located within an identified flood hazard area? (Check One) ☐ Yes ☐ No

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved permit required by the Township. The property owner/applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Township or Regulatory Agencies. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the design professional or contractor employed in connection with the proposed work.

**I certify that the Building Code Official or the Construction Code Official or their Authorized Representatives shall have the authority to enter areas covered by this permit at any reasonable or mutually agreed time to enforce the provisions of the code(s) applicable to this permit.**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Date

Reviewed By and Date	Description	
	Permit Fee	
	Administration Fee	
	State Fee	
	Total	

## **WORKERS COMPENSATION AFFIDAVIT**

I, \_\_\_\_\_, do solemnly swear that I will not  
Employ/hire any other persons for the project for which I am seeking a building permit.

After receipt of the building permit, if I employ any other persons, I must notify the  
Township Office and provide proof of Workers Compensation coverage within three (3)  
working days.

I understand that failure to comply will result in a stop work order and that such order  
may not be lifted until proper coverage is obtained, as provided by Section 302 (e) (4) of  
the act of June 2, 1915 (P.L. 736), known as The Pennsylvania Workmens'  
Compensation Act, reenacted and amended June 21, 1939 and amended December 5,  
1974 and amended July 2, 1993. (P.L. ).

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
My Commission expires



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email: [info@chestnuthilltwp-pa.gov](mailto:info@chestnuthilltwp-pa.gov)



## PERMITTING PROCESS FOR CHESTNUTHILL TOWNSHIP

All permit applications get submitted to the Township at the same time (one stop shop).

1. The Zoning fees are due at the time of application submission, payable by credit/debit card or by check/money order to "Chestnuthill Township".
2. Once we receive the permit applications, we will forward the building permit (UCC application) to Bureau Veritas North America Inc, if needed.
  - Please note that three (3) sets of plan copies are required to be submitted with the building permit application. In most cases signed & sealed plans are necessary.
3. Once the Building Code Official issues the building permit, the Township will contact you, letting you know that both the zoning and building permits are completed, along with the invoice fee for the Building Permit. The building permit fees will be due when all permits are completed and ready for pick-up. The building permit fee can be made payable by check or money order to: "BVNA".

### **Chestnuthill Township's Zoning Officer:**

Matthew T. Neeb  
[mneeb@chestnuthilltwp-pa.gov](mailto:mneeb@chestnuthilltwp-pa.gov)  
(570) 992-7247

### **Chestnuthill Township's Building Code Official and Building Code Inspector:**

Bureau Veritas North America Inc.  
Russell Davis  
[russell.davis@bureauveritas.com](mailto:russell.davis@bureauveritas.com)  
(835) 241-2038

### **Chestnuthill Township's Sewage Enforcement Officer:**

Hanover Engineering  
Scott J. Brown, S.E.O.  
[sbrown@hanovereng.com](mailto:sbrown@hanovereng.com)  
(610) 217-5944

## WHY IT IS IMPORTANT TO CLOSE OUT YOUR ZONING PERMITS WHEN COMPLETED:

The importance for applicants to call when their zoning projects are completed is multi-faceted.

- Zoning Permits expire within one year of the issued date, and by calling to let the Zoning Department know that the project is complete, you are assuring that the permit will not expire, and additional fees are not charged to renew that permit.
- You are assuring that the project receives a Zoning Compliance letter, so that if in the future the home changes ownership, all permit records are complete. This is a good selling tool and will reassure the prospective buyer that the house is in compliance with zoning and building codes.