



Department of Building, Housing & Codes Enforcement

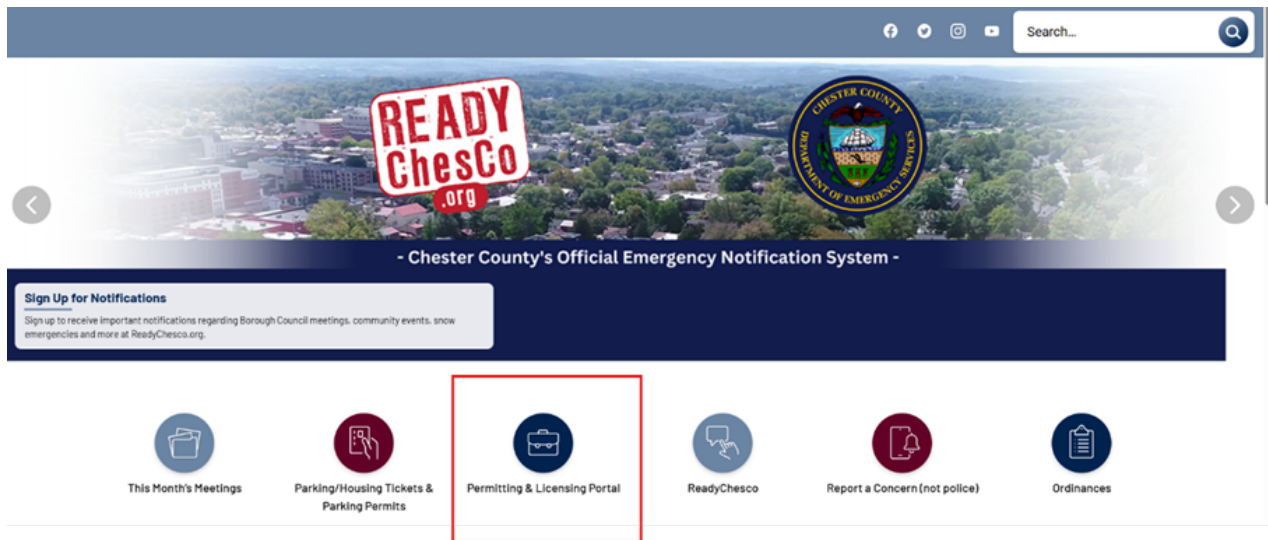
Regulations for the Protection of Public Health, Safety and Welfare

401 East Gay Street • West Chester, Pennsylvania 19380

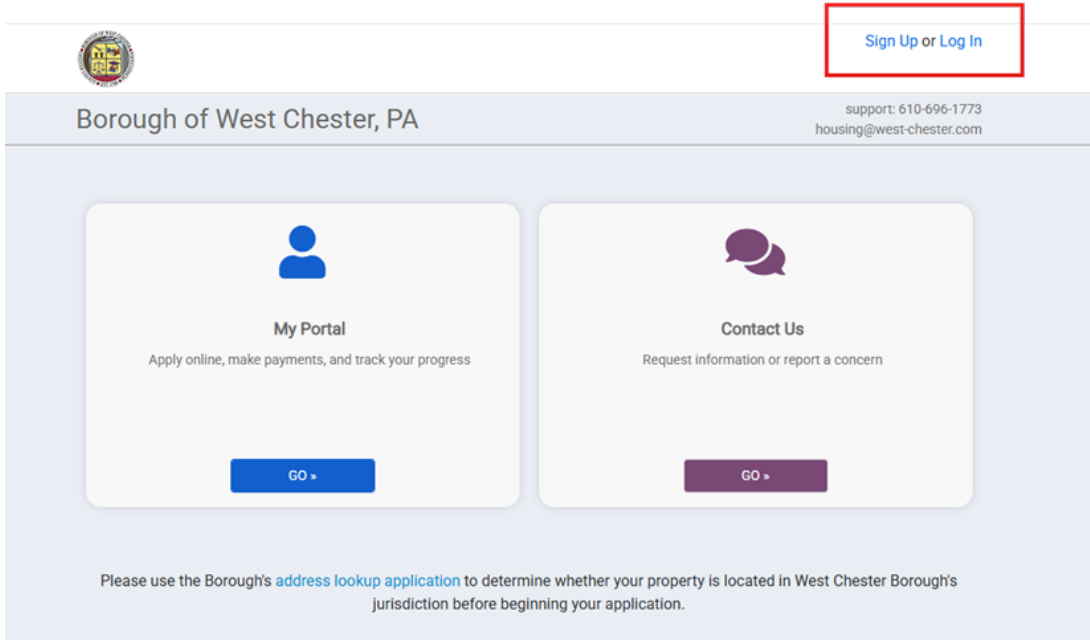
610-696-1773 • fax: 610-692-7958 • web: www.west-chester.com

How to Apply for a Fence, Shed and Patio Installation Permit:

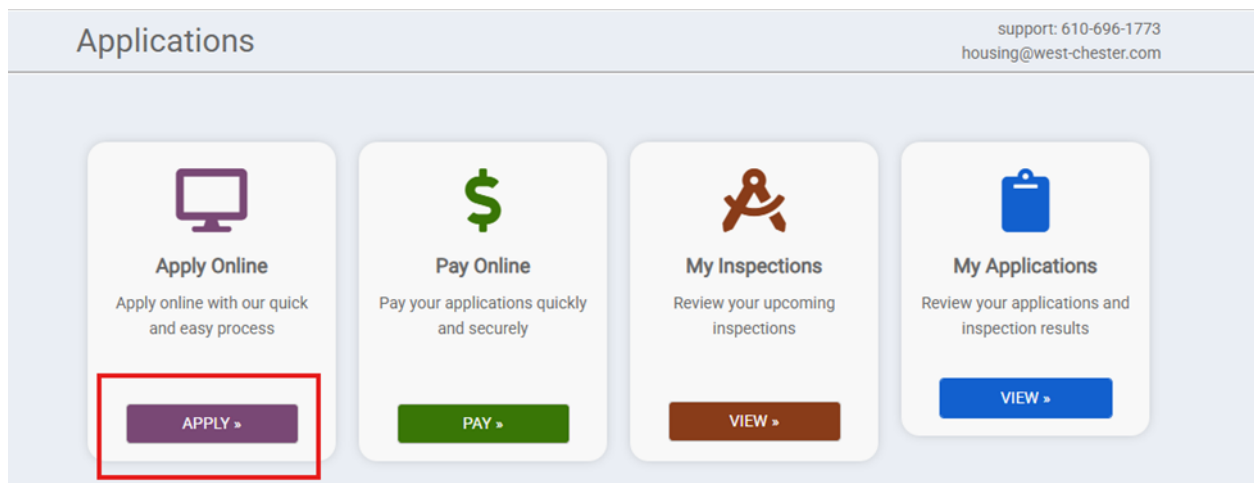
- Visit <https://www.west-chester.com/>
- Scroll to find the Permitting & Licensing Portal and click on the icon:



- You will be taken to West Chester's permitting and licensing website. After reaching this page, click "Sign Up" or "Log In":



- IF YOU ***DO NOT*** HAVE A PORTAL ACCOUNT: Click “Sign Up” and input the needed information. Continue through the prompts to finish creating your account. Make sure to check your email for a link to verify your account.
- IF YOU ***DO*** HAVE A PORTAL ACCOUNT: Click “Log In”. You will be taken to the Log In page and asked to provide your email and password.
- Once you have signed in, click “Apply” under the “Apply Online” computer icon



- You will be taken to a page asking for the type of application you are applying for. Under “Select a category to view your options” use the drop-down menu to click “Planning and Zoning”.

What type of application do you need today?

Select a category to view your options

Select a category... ▼

- Select a category...
- Administration
- Building and Housing
- Parking
- Parks and Recreation
- Planning and Zoning**

- From the bullet point list click “Zoning Site Plan Review” and click “Next”.

What type of application do you need today?

Select a category to view your options

Planning and Zoning ▼

- Cafe Permit
- Certificate of Appropriateness - Addition
- Certificate of Appropriateness - Canopy or Awning
- Certificate of Appropriateness - Demolition
- Certificate of Appropriateness - New Construction
- Certificate of Appropriateness - Signs ⓘ
- Certificate of Appropriateness- Repair, Replacement or Alteration from Original
- Conditional Use
- Curative Amendment/Validity Variance
- Hen Permit
- Home Occupation ⓘ
- Land Development Application
- Short Term Rental Registration
- Sign Permit
- Variance/Special Exception, Zoning Appeal
- Zoning Site Plan Review ⓘ**
- Zoning Verification Letter

- You will be taken to a page where you will be asked for information about the project location. Fill this out and click “Next”:

Where is your project located?

I want to [enter a parcel #](#) instead.

Address:

City:

State: Zip Code:

- You will then be taken to a page with all of the information you have provided for your project. Complete each section:

Please complete the following information to submit your permit application.

▼ My Project	Not Complete
▼ Related Applications	Additional applications identified for your project
▼ Contacts	Done
▼ Contractors	Not Complete
▼ Details	Not Complete
▼ Submittals	At least 1 file must be uploaded for each submittal requirement Not Complete
▼ Fees	Estimated Fees \$0.00
▼ Inspections	There is 1 required inspection for this application
▼ Approval Steps	Follow the approval process

- For the “Contractors” section, **all contractors operating in the Borough must be ICC (International Code Council) certified**. Make sure to upload their license number.
- For the “Submittals” section, you must complete a detailed site plan showing proposed changes. **See the two figures at the end of this document for assistance.**
- Review your application and ensure that all the information entered is accurate. After reviewing, click “SUBMIT APPLICATION”:

The screenshot displays a web interface for reviewing an application. It consists of five main sections, each with a dropdown arrow on the left and a status or instruction on the right:

- Details:** Status is "Not Complete" (indicated by a red circle with an exclamation mark).
- Submittals:** Status is "Not Complete" (indicated by a red circle with an exclamation mark). A note below reads: "At least 1 file must be uploaded for each submittal requirement".
- Fees:** Status is "Estimated Fees \$0.00".
- Inspections:** Status is "There is 1 required inspection for this application".
- Approval Steps:** Status is "Follow the approval process".

At the bottom of the interface, there is a blue link "[← View Applications](#)" on the left and a blue button labeled "SUBMIT APPLICATION" on the right, which is highlighted with a red rectangular box.

- Your application is now complete. It will be reviewed by Borough staff. You can check the portal anytime for an up-to-date status of reviewal process.

Components of a Site Plan:

Completing Your Plot Plan:

Plot plans are required for any additions, accessory structures, hardscaping, parking areas, addition of impervious coverage or removal of green space. All plot plans are required to be drawn to scale and include the following:

Lot Size:

Width and depth of your lot

Right of Way Lines:

Building & Housing personnel can provide you with the public rights of way

Center Line of Street/Front Yard Property Line:

Find the centerline of your street using the right-of-way width. Locate the centerline of the street by measuring curb to curb and measuring 1/2 the right-of-way width to find the approximate location of your front yard property line.

Building Coverage:

The amount of the lot area covered by buildings.

Impervious Coverage:

The amount of the lot area covered by impervious surfaces which have materials that do not normally absorb rainfall, such as buildings, roofs, paved areas such as streets and parking lots, and paved walks and similar surfaces, pools and stone areas.

Note: Public sidewalks and alleys are not included in impervious coverage

Green Space:

That portion of a tract or lot maintained or landscaped with shrubs, trees, ground cover, soil, mulch, grass, vegetable gardens and/or flowerbeds, but not including stone or gravel, and not occupied by any buildings, pavement or other impervious surfaces, except in the Town Center District, as provided for in § 112-99H.

Please include the following information on your plot plan:

- 1) Zoning District _____/Block Class _____
- 2) Lot size: _____
- 3) Building Coverage: *square feet*: _____ / %: _____
- 4) Impervious Coverage: *square feet*: _____ / %: _____
- 5) Total Building & Impervious Coverages: *square feet*: _____ / %: _____
- 6) Green Space: *square feet*: _____ / %: _____
- 7) All existing and proposed setbacks.

Example of a Site Plan:

