

## Berks & Chester Counties Municipal Directory

### Berks County

**Amity Township - 610-689-6000**

Building Info: Steve Loomis - 610-689-6000 ext. 232

**Borough of Bally - 610-845-2351**

Bldg Info: Gilmore & Associates - 610-489-4949

**Borough of Bechtelsville - 610-367-8100**

Bldg Info: John Stine/Technicon Enterprises - 610-286-1622

**Borough of Birdsboro - 610-582-6030**

Bldg Info: PA Certified Inspectors, Inc. - 610-687-6310

**Borough of Boyertown - 610-369-3028**

Bldg Info: Matthew Davenport/Systems Design Eng. - 610-916-8522

**Colebrookdale Township - 610-369-1362**

Building Info: Allan Stauffer - 610-369-1362

**Douglass Township/Berks Co. - 610-367-8500**

Bldg Info: Tom Unger/Systems Design Engrg. - 610-916-8500

**Earl Township - 610-367-9673**

Bldg Info: Joe Groff/Technicon Ent., Inc. II - 610-286-1622

**Hereford Township - 610/845-2929**

Bldg Info: Technicon Ent., Inc. II - 610/286-1622

**Union Township - 610-582-3769 or 610-385-3769**

Bldg Info: Matt Magovern/Systems Design Eng. - 610-916-8522

**Washington Township - 610-845-7760**

Bldg Info: John Koch / L. T. L. Consultants - 610-987-9290

### Chester County

**Charlestown Township - 610-240-0326**

Building Info: Anthony Merklinger - 610-451-5200

**East Coventry Township - 610-495-5443**

Building Info: Township Office - 610-495-5443 ext. 103

**East Nantmeal Township - 610-458-5780**

Building Info: L.T.L. Consultants - 610-987-9290

**East Pikeland Township - 610-933-1770**

Building Info: Kisha Tyler - 610-933-1770

**East Vincent Township - 610-933-4424**

Building Info: Township Office - 610-933-4424

**North Coventry Township - 610-323-1694**

Building Info: Deborah Russo - 610-323-1694

**Phoenixville Borough - 610-933-8801**

Building Info: Michael Baurley - 610-933-8801 ext. 313

**Schuylkill Township - 610-933-5843**

Building Info: Frank Newhams/Yerks & Assocs. - 610-644-4254

**South Coventry Township - 610-469-0444**

Building Info: Sandra Cantrell-Edwards - 610-469-0444

**Borough of Spring City - 610-948-3660**

Bldg Info: Motley Associates, Inc. - 610-948-3456

**Warwick Township - 610-286-5557**

Bldg Info: Steve Morse - 610-286-5557

**West Vincent Township - 610-458-1601**

Building Info: Sandra Cantrell-Edwards - 610-458-1601

## Building & Zoning Permits

Everyone knows that a high rise office complex needs a building permit and that some public approval (use permit) is required for industrial plants or other "disturbing" neighbors. Did you know, however, that a building permit may also be required for your backyard tool shed or patio sunshade? Or that you may need to get a permit for a Home Occupation (such as child care or business support services)? Although specific requirements vary by city or county jurisdiction, such activities - and others that can impact public health and safety or the tranquility of your neighborhood - often require some level of approval from your local building or planning department.

If you are planning any home improvement project, whether indoors or as a backyard enhancement, find out if a building permit will be required. Any non-residential use of your home property may also require a use or zoning permit.

**Financial and legal penalties and fines for failing to get a required permit can be significant!**

**WHEN IN DOUBT , CALL YOUR LOCAL BUILDING OR PLANNING DEPARTMENT.**

## What Do You Mean "I Need a Permit?"

### BERKS & CHESTER COUNTIES

#### A Consumer Guide to Building & Zoning Permits and Code Enforcement



NARI-BIE

Building Industries Exchange  
610-323-1700 • [NARI-BIE.org](http://NARI-BIE.org)

## BUILDING & ZONING CODE ENFORCEMENT

City and County building and zoning enforcement programs are designed to protect public health and safety, to maintain sound property values for all, and to improve the visual image of the community. These programs are not designed or administered to be selective against any one individual, group of business.

If you have recently received a "Notice of Violation", it should be noted that the City or County government is presumably not asking you to do more than the law requires. You are simply being asked to abide by the rules and regulations designed for us all so we can maintain a stable and attractive community. Abiding by these rules can also protect your property and help you avoid potentially damaging legal and financial difficulties in the future.

Following are some of the most typically asked questions and answers about building and zoning enforcement programs. For more information contact your local building and planning department.

## CODE ENFORCEMENT & ABATEMENT QUESTIONS AND ANSWERS

### 1. Why me? Am I being singled out?

No one is being "singled out" from anyone else. In all likelihood, you received a notice because:

- The City/County received a complaint from a nearby property owner, tenant, or other local individuals; or
- The matter was referred to the City/County building or planning department from another public agency such as Health or Fire Department; or
- You may be within a geographic area currently under investigation.

### 2. Why not the other guy?

The City/County building and planning departments are not normally notified of all code violations that exist in the jurisdiction. As violations are reported, they are investigated and steps are taken to resolve the problem. The code enforcement program is jurisdiction wide, and all complaints are treated equally.

### 3. What will happen next?

The City/County is interested in voluntary compliance to resolve all building and zoning code violations and will attempt to work out a solution with you through on-site meetings, office conferences, or correspondence.

If these do not resolve the issues then:

- A citation may be issued to you or
- Your case may be scheduled for an abatement hearing before a Hearing Officer or other decision-making individual or body.

This Hearing Officer or body will conduct an abatement hearing to ensure fundamental fairness to all parties concerned and to render a decision in regard to the City/County Building and/or Zoning Ordinances. In the hearing, you will be given an opportunity to show why, in your opinion, your use of the subject property is not in violation of the City/County codes. If you or any other concerned party is not satisfied with the decision of the Hearing Officer or body, an appeal may be made to a higher level, often to your elected representatives (i.e. City Council or Board of Supervisors).

### 4. What happens if the decision making individual and/or body determines that my property is in violation of the City/County building or zoning ordinances?

If it is determined that a violation exists, you will receive a written decision that the illegal use(s) be abated within a certain time. In addition, all cost incurred by the City/County for this process may become a lien against the subject property and also assessed against the property in the same manner as taxes. Once the violation has been abated (corrected) and the costs paid, the abatement lien will be released.

Remember, the City/County's primary concern is to work with the property owner/occupant to resolve building and zoning violations. The citation process and abatement hearing process are only necessary if all other reasonable efforts fail.

Warning! Abatement orders and/or liens against your property can have, severe adverse impacts on you and your property. Property sale, refinancing and desired use or building permits can be delayed or denied if your property has code violations.

Don't damage your right to use and enjoy your property - comply with applicable building and zoning codes and get the necessary permits before you build!