

MALVERN BOROUGH

COVID-19

Building Permit & Building Inspection Instructions

Due to the COVID-19 situation, the following regulations will be in place effective May 1, 2020 (updated June 26, 2020), until further notice.

Building / Zoning Permits

- All complete Building / Zoning permit packages may be submitted via hardcopy or email. The Borough encourages the submission of Building/Zoning permit packages via email if possible.
- For hardcopy submissions, all drop-off and pick-up of permits is to be done by **APPOINTMENT ONLY**.
- No one will be admitted into Borough Hall for the submission or pick-up of Building/Zoning permits.
- All payments for permits must be made by check or money order.
- Once the permit application is approved, you will be notified and a time will be scheduled for you to pick-up the permit and pay the appropriate fee.
- All transactions will be completed in the parking lot of Borough Hall.

Inspections

Inside Inspections Requirements

- Minimum twenty-four (24)-hours' notice for all inspections.
- **NO OTHER INDIVIDUAL** is allowed to accompany our Inspectors into the building, whether it is the General Contractor, Prime Contractor, etc.
- Inspections will occur 9:00 am to 4:00 pm, on Mondays, Wednesdays, and Fridays. The Borough will schedule inspections on other days. Please call in advance for scheduling. No weekend inspections are permitted.
- All PA and CDC Guidelines must be complied with.

Outside Inspections

- Minimum twenty-four (24)-hours for all inspections.
- Masks or face covering shall be worn at all times by those persons accompanying Inspectors and maintain 6' social distancing at all times. No masks, no inspections.
- If masks are not present, the inspection doesn't occur.
- Inspections will occur 9:00 am to 4:00 pm, on Mondays, Wednesdays, and Fridays. The Borough will schedule inspections on other days. Please call in advance for scheduling. No weekend inspections are permitted.
- All PA and CDC Guidelines must be complied with.