

INSTRUCTIONS FOR OBTAINING A BUILDING PERMIT

1. The applicant shall complete a Building Permit Application.
2. The applicant shall submit a copy of the approved zoning permit, if applicable.
3. Three copies of the Building Plans and Materials List shall be submitted with the application. If a non-residential building (commercial, industrial or educational) is to be constructed, the applicant shall submit a set of construction drawings to which a registered architect or engineer has applied his signature and seal. Signed and sealed plans shall also be submitted for multi-family residential buildings.
4. A Plot Plan showing size and location of the following items shall be submitted (both existing and proposed):
 - Property Lines
 - Structures
 - Underground utilities
 - Natural features (streams, drainage ways, storm water controls, etc.)
5. Property owners, as the permit applicant, do not have to submit proof of workman's compensation insurance. However, a contractor must provide a certificate of insurance and worker's compensation insurance.
6. If a new driveway is required accessing a state roadway, a copy of the PaDOT Highway Occupancy Permit shall be included with the application.
7. If the proposed construction involves non-residential or multi-family usage an approved land development plan will be required.
8. The appropriate plan review fee shall be submitted with the application. It is understood that this review fee is non-refundable in the event that the permit application is rejected. The inspection fees shall be paid at the time of the permit issuance. Additional fees shall be charged if the work extends beyond the time period estimated on the application as well as for any unexpected inspection. Additionally the Commonwealth of Pennsylvania requires us to charge a \$4.00 fee on each permit issued. This fee is transmitted to the Commonwealth of Pennsylvania.

Pennsylvania Uniform Construction Code lists the following time constraints for permit review:

- Residential Work (single-family residences) – fifteen (15) business days.
- Commercial/Industrial & Other Residential (townhouses and apartments) work – thirty (30) business days.

However Criterium peters Engineers, Inc. will review permits as follows:

- Residential Work (single-family residences) – three (3) business days.
- Commercial/Industrial & Other Residential (townhouses and apartments) work – five (5) business days.

The time starts when a complete application (with all required plans) has been received.

Any work for which a permit has been issued that has not commenced within one hundred and eighty (180) days of the date of issuance shall be considered invalid and a new application and permit shall be required.

