

## PERMIT INFORMATION

**A non-refundable application will be charged at time of submission for all construction permits.** The application fee for *RESIDENTIAL* is \$60.00 and *COMMERCIAL* is \$150.00. All application fees will be applied to the total permit fee once calculated by Keycodes Inspection Agency. **NO PERMITS WILL BE ACCEPTED WITHOUT THE APPROPRIATE APPLICATION FEE.**

### **SEPARATE PERMITS ARE REQUIRED FOR:**

1. **Building** – for any new construction, additions, interior or exterior alterations and/or repairs to an existing building, demolitions, placement of any storage, office or construction trailers. A building permit application must be filled out for solar installations, sprinkler systems, and fire alarm systems. Permits are also required for any new installation, replacement of existing, or any additional and/or alterations to any signage.
2. **Electrical** – for fixtures and devices that are installed or replaced; including but not limited to any electrical or electrically related work, heating/cooling systems, any electrical work installed for accessory uses, solar installations, low voltage/data cabling, or illuminated signs.
3. **Plumbing** – for any work performed on the building side of the curb line, for fixtures that are installed or replaced; including but not limited to sanitary sewer laterals, water service laterals, storm sewers and drains.
4. **Mechanical / HVAC** – for new installation, replacements, additions, or alterations; including but not limited to HVAC systems, boiler replacements, ductwork, new natural gas lines, chimneys, fireplaces, wood stoves, natural gas generators.
5. **Zoning** – for new installation, replacements, additions or alterations of fences, sheds, driveways, and windmills; including but not limited to any non-illuminated change of face only signs.

**NOTE: Special Requirements May Apply to Properties Located in the Floodplain – for more information or to see if your property lies within a Floodplain area, visit <https://msc.fema.gov/portal> enter your address and then click the “Interactive Map”.**

**REMEMBER: BEFORE YOU DIG YOU MUST CALL PA ONE CALL AT 8-1-1 or 1-800-242-1776**

### **WHO MUST APPLY FOR PERMITS (the CONTRACTOR or PERSON DOING THE WORK):**

1. Building, Electrical, Mechanical/HVAC, Sprinkler, and Signs – must be completed and signed by both the contractor and property owner.
2. Plumbing Permits - must be applied for by a licensed Master Plumber with proper credentials. Residential property owners can only apply if they are performing the work at their primary residence.
3. Zoning Permits - must be completed and signed by both the contractor and property owner.

### **INSPECTIONS:**

It is the responsibility of the applicant (permit holder) to request the required inspections. **The permit placard must be prominently displayed at job site prior to work commencing.** A minimum of 48 hours notice is required. When calling for an inspection, you **MUST** provide: the permit number, type of inspection needed, job location, contact name and phone number. Failure to provide this information will result in the inspection not being scheduled. Any inspection that is not ready, no access to job site, or a failed inspection, will be charged a re-inspection fee. This fee must be paid at the Township Municipal Building before another inspection can be scheduled. Please allow a minimum of 3-5 business days for the issuance of a final certificate of occupancy.

- For all construction inspections and code questions must contact Keycodes Inspection Agency at 610-866-9663 or by email at [insp@keycodes.net](mailto:insp@keycodes.net)
- For all zoning inspections and questions (i.e., residential sheds, driveways, fences, etc.) – call the Township zoning officer at 610-437-5524 Ext. 1155

You may reach the permit clerk at 610-437-5524 Ext. 1131 with any questions.