

**REQUIREMENTS FOR OBTAINING A BUILDING PERMIT
RESIDENTIAL CONSTRUCTION
Additions, Interior, and Exterior alterations**

Listed below are the items required to submit to Union Township to obtain a building permit. Failure to submit all required items will result in a delay or denial of the permit. Applications are not considered complete until ALL required documents are submitted.

1. Proof of ownership or an authorized agent representing the property owner is required.
2. The Building permit application must be fully completed, dated, and signed. The applicant may be the property owner, contractor, engineer, or property owner's agent.
3. Application must be accompanied by two (2) sets of construction documents. One set of documents must be printed. The other set may be printed or digital. The document style for proposed improvements may require it to be signed and sealed by a registered architect or engineer. Documents should be of the same type that the builder will use for construction.
4. Applications for a new home requiring an on-lot septic system must include a copy of the approved septic system permit. Additions may be required to prove an adequate flow capacity of the existing septic system.
5. Applications for a new home requiring municipal water and/or sewer connection, a copy of the issued permits or receipts are required prior to the building permit being issued. There may be separate fees for connecting to the municipal or PUC systems.
6. When submitting a Building Code Permit, the applicant is to include a completed Mechanical Permit, Electrical Permit, Plumbing Permit, and Zoning Permit.
7. Driveway Permits are required for any new driveways. New driveways abutting a State Route require an approved PennDOT Highway Occupancy Permit.
8. A Certificate of Insurance showing Workers' Compensation as a covered policy must be submitted for each contractor. If the contractor claims exemption, the waiver form must be completed and signed.
9. A Soil Erosion & Sedimentation Control Plan must be submitted to and reviewed by the County Conservation District for disturbance 5,000 sf and greater. If the disturbance is greater than 1 acre, a NPDES permit is needed. A copy of the approval letter or the letter of exemption must be submitted with the building permit application.

10. Copies of any other state and/or local permits that are required should accompany the application.

11. Upon issuance of the permit, the applicant shall have 180 days to start work. Should no work be started within this timeframe, or work halts for a period of 180 days or more, the permit shall be declared expired.

12. It is the responsibility of the homeowner, contractor, and/or homeowner's agent to ensure that all inspections are scheduled and conducted. Inspections need to be scheduled 48 hours in advance.

NO WORK SHALL BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED

Permit fees are set by the Township Master Fee Schedule adopted by the Board of Supervisors. BEFORE the Engineer begins the review, the applicant must pay the application and review fees; an estimate will be provided at the time of submission. Additionally, a \$70.00 non-refundable application fee is due at the time of filing. Checks must be made payable to Union Township.

Permits are valid for one (1) year. The issuance of the Building Permit requires the permit holder to comply with all applicable codes related to construction and inspections. The Building Inspector/Zoning Officer must be notified at least forty-eight (48) hours in advance for inspections, unless otherwise specified in the inspection instructions. If additional inspections are needed, a re-inspection fee will be charged to cover the inspection costs. The full fee must be paid to the Township prior to the inspection.

Remember PA One-Call before excavating, 1-800-242-1776, www.paonecall.org