

BUILDING PERMIT PROCESS

- 1) Complete the application (refer to the attached permit application instruction sheet) and mail or drop the permit application to the Township Building with the following items attached.

A: A copy of the approved zoning permit. (If applicable)

B: Two (2) complete sets of detailed construction plans for residential or three (3) for commercial (If applicable)

Note: If any of the above required items are missing at the time of submitting your application, the application will not be accepted until all missing items are completed.

- 2) The Building Code Official and the Construction Code Official will process the application and perform the required residential plan review and energy plan review, if needed. Commercial projects see #6 below for plan review and inspection requirements.
- 3) You will be notified by the Building Code Official whether the application is approved or disapproved. If approved, you will be advised of the cost of the permit and when the permit will be available for pick up.
- 4) When picking up the permit, all plan review and inspection fees must be paid in full before the permit is released. Checks payable to Brecknock Township.
- 5) **Commercial (not residential) plan review and inspection fees** are paid directly to Brecknock Township. Application fee of \$500.00 must be paid at the time of submission of application. Check should be made payable to Brecknock Township.
- 6) Enclosed is a list of items that require building permits. Some may also require zoning permits and approval.
- 7) Residential inspections shall be scheduled by calling the Building Code Official (LTL Consultants) 610-987-9290. See enclosed fee schedule for list of required inspections. Commercial plan review and inspections shall be scheduled by calling LTL Consultants Ltd 610-987-9290.

If you have any questions about the application process, please call LTL Consultants Ltd. 610- 987-9290.