

WEST DONEGAL TOWNSHIP Permits

Permits

A **Zoning Permit** is issued for compliance to the Township's Zoning Ordinance. A **Construction Permit** is issued for compliance to the regulations of the Statewide Uniform Construction Code. Both permits will be required for many construction projects. An authorized Zoning Permit must be attached to all Construction Permit Applications. Permit applications are available at the Township Office, One Municipal Drive, Elizabethtown.

How Do I Apply For Permits?

1. Complete a Zoning Permit Application and submit it to the Township Office. Please attach all supporting documents such as site plans, drawings, and photos required with the application. Incomplete applications will be returned.
2. The Zoning Office will review the application and check for compliance with the Township's Zoning Ordinance. The Zoning Officer issues the Zoning Permit for an approved application.
3. Depending on the type of proposed project, a Construction Permit may be required following the issuance of a Zoning Permit. A Construction Permit is issued for compliance with the regulations of the Statewide Uniform Construction Code. It will be indicated on the Zoning Permit whether or not a Construction Permit is required prior to construction.
4. If a Construction Permit is required, complete a Construction Permit Application and submit it to the Township Office with the non-refundable \$50.00 application fee. The Zoning Permit must be attached to the Construction Permit application at the time of submission. Please include all supporting documents such as site plans and drawings. Incomplete applications will be returned; refunds are not available.
5. Following review by the Township's Building Code Official, the Construction Permit Application will be forwarded to Commonwealth Code Inspection Services, Inc. of Manheim for processing. Their phone number is 1-800-732-0043. Commonwealth Code Inspection Services, Inc. will review the application and approve or deny the Construction Permit. Commonwealth Code Inspection Services, Inc. will invoice the applicant for any plan review or inspection fees necessary for the construction project. Before a Construction Permit is issued, payments for plan review and inspections fees must be received. Payment should be made directly to Commonwealth Code Inspection Services, Inc. for their services.
6. Following the issuance of a Construction Permit, it is the responsibility of the applicant to contact Commonwealth Code Inspection Services, Inc. to schedule inspections. Following final inspection approval, Commonwealth Code Inspection Services, Inc. will notify the Township's Building Code Official of project completion.
7. The Building Code Official issues the Certificate of Occupancy when all inspections, reviews, and fee payments are complete.

(Please see reverse side for information regarding the Uniform Construction Code)