

# WASHINGTON TOWNSHIP

## BUILDING PERMIT APPLICATION

**Both sides of application to be completed**

**APPLICANT**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE ( ) \_\_\_\_\_ E MAIL \_\_\_\_\_

ALTERNATE PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_

FAX ( ) \_\_\_\_\_ PAGER ( ) \_\_\_\_\_

**OWNER (IF SAME AS APPLICANT CHECK )**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE ( ) \_\_\_\_\_

ALTERNATE PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_

FAX ( ) \_\_\_\_\_ PAGER ( ) \_\_\_\_\_

**CONTRACTOR (IF SAME AS APPLICANT CHECK )**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE ( ) \_\_\_\_\_ EMAIL \_\_\_\_\_

ALTERNATE PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_

FAX ( ) \_\_\_\_\_ PAGER ( ) \_\_\_\_\_

**\*\*Date proposed work to start** \_\_\_\_\_

**LOCATION**

PROPERTY LOCATED AT \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

BETWEEN \_\_\_\_\_ AND \_\_\_\_\_

(Cross Street) (Cross Street)

SUBDIVISION \_\_\_\_\_ PARCEL # \_\_\_\_\_ ZONING \_\_\_\_\_

TAX MAP # \_\_\_\_\_ SIZE OF LOT \_\_\_\_\_

DEED BOOK \_\_\_\_\_ VOLUME \_\_\_\_\_ OWNED SINCE \_\_\_\_\_

<p><b><u>TYPE OF SEWAGE</u></b></p> <p><input type="checkbox"/> ON LOT</p> <p><input type="checkbox"/> PUBLIC</p> <p><input type="checkbox"/> NOT APPLICABLE</p>	<p><b><u>TYPE OF WATER</u></b></p> <p><input type="checkbox"/> PRIVATE</p> <p><input type="checkbox"/> PUBLIC</p> <p><input type="checkbox"/> NOT APPLICABLE</p>
--	--

**SEWAGE VERIFICATION REQUIRED AT TIME OF BUILDING PERMIT ISSUANCE**

**PROJECT DESCRIPTION**

**RESIDENTIAL**

- 01 HOUSE
- 02 ADDITION
- 03 REMODELING
- 04 GARAGE
- 05 PORCH, PATIO, DECK
- 06 SWIMMING POOL
- 07 SHED OR STORAGE

**COMMERCIAL (BUSINESS)**

**INDUSTRIAL**

- 10 BUILDING
- 11 ADDITION
- 12 REMODELING

- 20 BUILDING
- 21 ADDITION
- 22 REMODELING

**OTHER**

- 60 CELL TOWER
- 60 TANK
- 60 MISC. (DESCRIBE) \_\_\_\_\_
- 60 EXEMPT BUILDING \_\_\_\_\_
- 70 DEMOLITION \_\_\_\_\_

COST OF IMPROVEMENT \_\_\_\_\_

**BUILDING MEASUREMENTS**

Length \_\_\_\_\_  
 Width \_\_\_\_\_  
 Height \_\_\_\_\_

**SQUARE FOOTAGE OF PROPOSED STRUCTURE**

BASEMENT \_\_\_\_\_  
 1ST FLOOR \_\_\_\_\_  
 2ND FLOOR \_\_\_\_\_  
 DECK \_\_\_\_\_  
 GARAGE \_\_\_\_\_  
 OTHER ENCLOSED AREAS \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**IN ADDITION TO THIS APPLICATION THE FOLLOWING IS REQUIRED**

- \_\_\_\_\_ Two Plot Plans (must match building plans for proposed structure)
- \_\_\_\_\_ Three complete sets of building plans
- \_\_\_\_\_ Copy of Deed for property
- \_\_\_\_\_ Copy of Workers Compensation Insurance (If applicable)
- \_\_\_\_\_ Completed excavation permit application (If applicable)
- \_\_\_\_\_ PA ONE CALL (1-800- 242-1776) Serial # \_\_\_\_\_

**All requested information: Tax Map #, Subdivision, Lot #, Size of Lot, Cost, Etc. must be provided. Applications that are Incomplete or that do not contain all the requested information will be rejected until the requested information or documentation is received. All building permits require a **FIFTEEN DAY (15)** review time from the date that the application is complete.**

ANY QUESTIONS CAN BE DIRECTED TO 724-733-1292

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

*Applicant Signature* \_\_\_\_\_

**Office Use**

APPLICATION  APPROVED  
 DENIED

REASON \_\_\_\_\_

Please resubmit after making the required changes

Building Inspector \_\_\_\_\_

## Washington Township Building Inspection Dept.

### Residential Building Permit Instruction Sheet

In order for an application to be considered complete, the following items must be included:

1. A completed building permit application.  
All portions of the application must be filled out entirely. Any portion not filled out must be marked to indicate why they are not completed.
2. A photo copy of the section of the Washington Twp road map with the location circled and identified. These map copies will be provided by the Washington Twp secretary upon request.
3. A deed or some proof of applicant's legal right to apply for a building permit.
4. Three complete sets of building plans. One will be reviewed and returned to the applicant, one will be retained on file at the Washington Twp Municipal building and the third set will be used by the building inspector to conduct field inspections. The applicant must keep a copy of the approved set of plans at the construction site as long as the project is in process. These plans must be sealed by a registered architect and accompanied by a letter stating they comply with the 2006 I.B.C. code.
5. All information requested on the building permit application must be submitted.
6. A check made payable to Washington Twp supervisors for the application and building permit fees. This fee will cover the initial plan review, the required 5 inspections and the permit review and issuance process.

Each properly permitted structure must be inspected at least 5 times during construction which include the following:

- . footings and foundation prior to concrete placement
- . plumbing, mechanical and electrical  
All electrical inspections are to be done by 3rd party approved agencies and verification of same, submitted to code official prior to an occupancy permit being issued.
- . framing and masonry
- . wall board (prior to walls being covered)

. final - just prior to occupancy

A certification from an approved 3rd party electrical inspector is required at this time (in addition to a final approval sticker affixed to the main electrical disconnect panel box).

The final inspection shall not be approved until all previous inspections have been successfully completed and passed. The permit weather card must be posted on the job construction site at all times for the inspector to review and mark at the time of every inspection visit.

Approved plans must also be on the construction site.

A 48 hour notice is required for all requested inspections.

Any re-inspections will be charged an additional fee as outlined on the fee schedule.

**APPENDIX A**  
**Building Permit Fee Schedule**  
**Last updated January 2, 2007**  
**Fees subject to change without notice**

<b>BUILDING PERMITS</b>	<b>Permit Fee</b>
Re-issuance Fee for an identical plan	\$30
Re-issuance Fee requesting changes	\$50 hourly rate
Hourly rates for anything not covered by fee schedule	\$50
<b><u>Residential</u></b>	
Minimum permit fee (Issuance fee) (non-refundable and not included in square footage)	\$50.00
New dwelling structure	.30 per square foot of GFA*
Residential addition	.25 per square foot of GFA
Detached garage (in excess of 1,000 sq. ft.)	.15 per square foot
Modular Homes	.30 per square foot of GFA*
Manufactured dwelling	.12 per square foot .30 basement or crawl spaces
(Permit will only authorize 2 inspections--footings/foundation and final occupancy for above listing of manufactured dwellings)	
Residential Deck (over 30")	\$75 minimum permit fee+ .10 a square foot for first 500 square feet .05 a square foot for remaining
Pavilions	.10 per square foot
Car Ports	.10 per square foot

**ADDITIONAL \$4.00 SURCHARGE – STATE MANDATE**

Appendix A  
Building Permit Fee Schedule  
Page 2

**Non-Residential**

Minimum permit fee  
(not included in square footage)

\$100.00 (if sq. ft. included)

If plan review involves more than 2 hours,  
follow hourly rate schedule

Retail, Office, Medical, Institutional

.30 per square foot of GFA

Industrial, Factory

.20 per sq. foot- 1st 65,000  
.15 per sq. foot-65,001-100,000  
.13 per sq. foot-100,001-125,000  
.10 per sq. foot-125,001-150,000  
.05 per sq. foot-150,001-175,000  
.03 per sq. foot-175,001 and up

Warehouse, Storage

.20 per sq. foot-1<sup>st</sup> 65,000  
.15 per sq. foot-65,001-100,000  
.13 per sq. foot-100,001-125,000  
.10 per sq. foot-125,001-150,000  
.05 per sq. foot-150,001-175,000  
.03 per sq. foot-175,001 and up

Interior/Exterior alterations  
Sprinkler system in any building

.15 per square foot of GFA  
.03 per square foot of GFA

**ADDITIONAL \$4.00 SURCHARGE – STATE MANDATE**

**Other Structures**

Minimum permit fee (non-refundable & not included in sq. footage)	\$ 50.00
Swimming Pool: above ground without deck ***Pool Decks will follow same fee schedule as residential decks as listed above	\$ 100.00 Flat Fee
Swimming Pool: in-ground	\$ 125.00 Flat Fee
Tower, Antenna (co-locate on existing tower)	\$ 300.00
New tower 0-100'	\$ 500.00
101'-200'	\$ 750.00
201'-300'	\$ 900.00
301' or higher	\$1,200.00
Fences: 6' and greater	\$ 100.00 <sup>Flat</sup> minimum fee
Flag Poles (Business only)	\$ 100.00 <sup>Flat</sup> minimum fee
Billboards (outdoor advertising structure)	\$ 500 + \$0.10 per sq. ft.
Signs (exceeding 25 sq. ft.) If sign is less than 7' high it is exempt	\$ 150 + \$0.10 per sq. ft.

**Demolition**

\$ 50.00 <sup>FLAT FEE</sup>

**Miscellaneous**

Re-inspection due to lack of preparedness  
 or for correction of violation or other just  
 cause (each visit) - MUST BE PREPAID \$ 50.00

**ADDITIONAL \$4.00 SURCHARGE – STATE MANDATE**

Appendix A  
Building Permit Fee Schedule  
Page 4

<b><u>Occupancy Permit</u></b>	\$ 30.00 - Residential
	\$ 50.00 - Commercial
<b><u>Review Board Appeal - Residential</u></b>	\$ 250.00
<b><u>Review Board Appeal - Commercial</u></b>	\$ 500.00

- Notes:**
- 1. Permit fee shall be rounded upward to the nearest dollar.**
  - 3. Fees shall be doubled where work requiring a permit has commenced prior to receipt of the permit.**

\*GFA = Gross Floor Area on the TOTAL square footage of all floors within the parameter of the outside walls, including basements, crawlspaces. Attached covered walkways, patios and decks, garages and attics with a floor to ceiling height of 6'6" or more shall also be included in the calculation of the GFA.