

# **THE BUILDING PERMIT PROCESS**

## **Washington Township, Schuylkill County**

### **What is a Building Permit?**

It's an official document or certificate issued by the authority having jurisdiction which authorizes performance of a specified activity. The building project must be in accordance with approved drawings and specifications.

### **Why Do I Need a Building Permit?**

The Building Codes are minimum safety standards of all building construction. These codes ensure the safety of you, your family, anyone entering the building/structure and all future occupants.

### **A Permit is Required for the Following:**

- New Buildings
- Additions (bedrooms, bathrooms, family rooms, sun rooms, etc.)
- Decks, Garages, Fences (over 6' high), Fire Places, Pools, Water Heaters, etc.
- Renovations
- Electrical Systems
- Plumbing Systems
- HVAC Systems (Heating, Ventilating and Air Conditioning)

### **Is a Permit Always Required?**

No not all work is required to have a permit please see the handout titled "What Work is Excluded/Exempt From Building Permits?"

**-Are you still unsure if you need a permit? Contact your local Building Official.**

### **The Permit Process:**

- 1. ZONING PERMIT-** A zoning permit is required prior to commencing any type of work including construction, renovation, remodeling or demolition of any type of structure, creating any type of land use or changing the land use on your property.
- 2. SUBMIT APPLICATION-** During this time you will fill out the appropriate application supplied by your authority, submit your zoning approval, drawings and specifications for your project with your application and pay the appropriate fees set by your municipality.

#### **Include the following in your plans:**

- Foundation plan for basement or crawl space
- Floor plans for all floors
- Section view showing all framing, supports, sheathing, wall coverings, rafters, roof coverings, attic ventilation, insulation, etc.
- Elevation views from all sides of the structure with finish grades
- Electrical plans for each floor

- Framing plans for each floor (If using manufactured supports please provide diagrams and calculations from the manufacturer)
- Mechanical diagrams for the structure
- Plumbing drain/waste/vent riser diagram

**Do I need an Engineer's/ Design Professional's seal on my drawings?**

- If any part of your structure is not covered in the codes you will need your plans/specifications signed and sealed by an engineer that is certified in that area.
- All engineered components must be signed and sealed by the Design Professional and it must be labeled specifically for that job.

**3. REVIEW PROCESS-** At this time your Code Official will review your application packet to check compliance with Local Requirements.

**4. PERMIT-** You will receive your permit when your review packet is approved by your Code Official. This is when you receive your official document authorizing you to start construction/installation.

**Your permit shall be posted in a conspicuous place facing the main approach to the worksite and shall remain posted until work is finished and approved for use.**

**5. SITE INSPECTIONS-** Onsite Inspections are required at different stages during your construction process. Here is a list of inspections:

- **Footing Inspection** (Pre concrete pour)
- **Foundation Inspection** (Pre concrete pour)
- **Backfill Inspection**
- **Under slab Inspection**
- **Electrical Service Inspection**
- **Rough Electrical Inspection**
- **Rough Plumbing Inspection**
- **Rough HVAC Inspection**
- **Rough Framing/Masonry Inspection**
- **Insulation/Energy Inspection**
- **Wallboard Inspection**
- **Final Inspection**

**When you receive your permit it will be marked with what inspections you will need to complete your construction project. Unsure when to schedule certain inspections, please contact your local Building Official.**

**Please have all specifications for installed equipment/materials available onsite.**

**6. FINAL APPROVAL-** When the project is in total compliance with local requirements, the Code Official will provide you with appropriate documentation of completion.

**Now enjoy your completed construction project!**