

A STEP BY STEP GUIDE TO THE BUILDING PERMITTING PROCESS

Step 1

Visit your local municipal zoning official to see what, if any, prior approvals and local permits are required before construction can begin.

Step 2

Fill out the construction permits and jacket. The Workers' Compensation Insurance Coverage Information form is also required to be submitted.

Step 3

Pick up the construction permit applications and jacket from construction office.

Step 4

After the construction permit jacket has been approved and signed by the local officials, return the construction jacket and permits, along with 2 sets of construction drawings to the construction office.

Step 5

The code official and inspectors will review the application and drawings for code compliance. If any more information is required, the construction office will contact you.

Step 6

The construction office will contact you when the application is approved and ready to be picked up. All permit fees are due at this time.

RESIDENTIAL INSPECTIONS

Step 7

You are now ready to start construction.

Step 8

Please request inspections 24 hours in advance. Inspection requests can either be called or emailed to mcservices111@gmail.com. At each inspection the inspector will leave an inspection sticker notifying you of the result of the inspection. Once an inspection has been approved you may move onto to the next phase.

Step 9

When all final inspections have been approved, a certificate of occupancy will be signed and sent to your municipal zoning official.

Step 10

The municipal zoning official will issue the certificate of occupancy if all prior approvals have been satisfied. Your project is now complete.

WORK REQUIRING PERMITS

Building permits are required for the construction, enlargement, alteration, repair, movement, demolition or the change of occupancy of a residential building.

Permits are also required for the erection, installation, enlargement alteration, repair removal, conversion or replacement of an electrical, gas, mechanical or plumbing system regulated by the Uniform Construction Code.

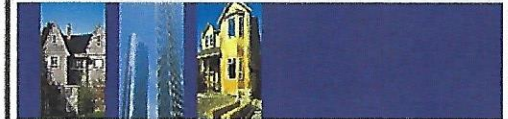
Please visit our web site for help in determining if a permit is required before undertaking any home improvement projects. See Documents: Permits Required For



MCS
PA CERTIFIED THIRD PARTY
INSPECTION AGENCY

Municipal Consulting Service, LLC

"Even the smallest of matter is our Business"



**A guide to
residential permit
applications and
the inspection
process**

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