LTL CONSULTANTS, LTD – (610-987-9290)
PERMIT APPLICATION CHECKLIST

Zoning Permit:

- ☐ Submit Application Fee (if applicable for your Township) **CHECK PAYABLE TO TOWNSHIP**
- ☐ Complete the Zoning/Building Permit Application.
- ☐ Provide a plot plan showing all structures, including sizes, located on the property along with the distance of the structures to each property line. Please note the location of the septic system, well, and any easements on the property.
- ☐ Sign the Permit Terms and Conditions

Residential Building Permit:

- ☐ Complete the Zoning/Building Permit Application. If electrical, plumbing, and/or mechanical work is being performed, please be sure to complete all appropriate applications. Submit workers compensation insurance for each contractor.
- ☐ Complete the driveway and/or well application (if applicable)
- ☐ Submit Application Fee (if applicable for your Township) **CHECK PAYABLE TO TOWNSHIP**
- ☐ Provide a plot plan showing all structures, including sizes, located on the property along with the distance of the structures to each property line. Please note the location of the septic system, well, and any easements on the property.
- ☐ Provide two (2) copies of the building plans.
- ☐ Provide proof of EDU from the Sewer Authority or On-Lot Septic permit from the Sewage Enforcement Officer (if applicable)
- ☐ Provide Highway Occupancy Permit from PennDot (if applicable)
- ☐ Provide approval from Water Authority for public water connection (if applicable)
- ☐ Provide Stormwater Management Permit (if applicable)
- ☐ Sign the Permit Terms and Conditions
- ☐ Provide Erosion & Sediment Control Plan approval from Conversation District (if applicable)

Additional information/documents may be required depending on the type of construction.

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Commercial Building Permit:

- ☐ Complete the Zoning/Building Permit Application. If electrical, plumbing, and/or mechanical work is being performed, please be sure to complete all appropriate applications.
- ☐ Submit Application Fee (if applicable for your Township) **CHECK PAYABLE TO TOWNSHIP**
- ☐ Provide a site plan showing the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades, the location of parking spaces, accessible routes, public transportation stops and other required accessibility features. If the construction involves demolition, the site plan shall indicate construction that is to be demolished and the size and location of existing structures and construction that will remain on the site or plot.
- ☐ Provide three (3) copies of building, electrical, plumbing, and mechanical plans that are signed and sealed by a Pennsylvania licensed design professional.
- ☐ Provide Land Development Approval (if applicable)
- ☐ Provide proof of EDU from the Sewer Authority or On-Lot Septic permit from the Sewage Enforcement Officer (if applicable)
- ☐ Provide Highway Occupancy Permit from PennDot (if applicable)
- ☐ Provide approval from Water Authority for public water connection (if applicable)
- ☐ Provide Stormwater Management Permit (if applicable)
- ☐ Sign the Permit Terms and Conditions
- ☐ Provide Erosion & Sediment Control Plan approval from Conversation District (if applicable)
- ☐ Asbestos Abatement and Demolition/Renovation Notification Forms must be completed and submitted to PA DEP for all commercial demolition/renovation projects.

Additional information/documents may be required depending on the type of construction.

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