

## Building Permit Processing for Winfield Township:

To speed up this process please submit accurate detailed plans. It is much easier to catch code violations on drawings and correct with an eraser rather than at the job site where corrections may cost thousands of dollars to correct. If you have not supplied sufficient information to the Building Code Official, he can not process your application and this will delay the process. Please obtain the following at the office by contacting the zoning officer.

1. Driveway permit
  - If property is located off a Township road, permit is obtained from Winfield Township (new driveway construction only).
  - If property is located off a State road, permit is obtained from the PA Department of Transportation 724-357-2898.
2. Sewage permit
  - New system permit application must be purchased at the municipal building; after application is completed, the Sewage Enforcement Office is contacted to arrange a site inspection and instructions on how to proceed with testing.
3. Zoning Certification must be obtained by the Zoning Officer
4. Certificate of Workers' Compensation Insurance form if being done by a contractor. For property owners doing their own work, an affidavit form must be notarized.
5. Mobile or Modular serial number (if applicable)
6. Plot plan / Survey for submission to BCO
  - Lot shape and directions (a copy of property survey).
  - Location of all buildings/structures on lot.
  - Location of driveways and right-of-ways.
  - Setback lines.
  - Distance from proposed building/construction to property lines. Location of all downspouts as well as the method of stormwater disposal for new single family dwellings must be indicated. Location of detention sumps must also be indicated (as applicable).
  - Sewage connection or septic system location.
  - Well location.
7. Building Permit form completed and signed. Application must be purchased at the municipal building.
8. Permit Fees
  - Payable to Winfield Township
  - Fees set by resolution

When completed, call 724 352-3333 to schedule an appointment to bring in the completed application and detailed drawings to the zoning officer.

Expect a processing time of approximately two weeks from the day the BCO has all the correct information. A Building permit will then be issued for a cost that will include all of the inspections needed to obtain your Occupancy Permit. Forms can be obtained on line.

**DO NOT BEGIN CONSTRUCTION BEFORE PERMIT IS ISSUED**