

MUNICIPAL CODE ASSOCIATION

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Building Permit Application Process – What's Next?

- ✓ The first step in the building permit process is to fill out the **Residential Building Permit Application Checklist** and the **Butler County Building Permit Application (Zoning Permit in Summit Township)** at your township office.

Once the township requirements are met, they will fax or email this office your applications and we will work with you from there to complete the necessary paperwork and fees for your building permit and inspections.

What We Will Need from You:

- ✓ **Two (2) copies of your plans for review and approval**
- ✓ **A copy of your contractor's certificate of liability insurance** *OR* if you are self-contracting and doing the construction yourself, complete and return the **Addendum to Building Permit form**. (*It does not need to be notarized, only signed*)

For Additions:

- ✓ We are required to have a copy of your contractor's **PA Contractor ID#**. Please include a photocopy or write the ID# on your paperwork.

For Manufactured Homes on Piers:

- ✓ Please include a copy of your home installer's **Manufactured Housing Installer Certification**
- ✓ Pier Plans

Additional Forms:

- ✓ Some projects such additions, decks, porches, and roofing may need additional paperwork like a cross section form (we provide) or plans filled out with extra information such as materials or measurements. We will let you know if this is the case and will provide forms for you or your contractor to fill out.

Building Permit Fees:

- ✓ Once all paperwork has been received, your building plans will be reviewed by our Building Code Official for approval and a building permit fee will be determined based on square footage of the project. Building permit fees cover the cost of plan review, permit issuance, and several inspections required by state. We will contact you with your permit fee once plans have been approved.

Electrical Inspections

All electrical inspections must be done by one of these companies.

Please call them for their inspection fees.

The electrical inspector must review and approve your electrical plans.

- Allegheny Inspection Service 1-800-506-5432
- Construction Code Inspectors Mike Grill 814-432-2630

How to Pay Permit Fees:

- ✓ Permit fees are payable by cash, check, (coming SOON the Zelle app- a credit card processing app). We accept payments in office during business hours, dropped in the secure lockbox next to our door during non-business hours, or through the mail. Please make checks payable to "MCA." If paying with cash, please have exact change, as we do not keep cash on the premises.

Questions?

✓ If it is a question our Building Inspector can answer, please feel free to call him directly Dave Hazlet 724-679-5270.

- ✓ If you have- any other questions about the building permit process or need any additional paperwork or information regarding your permit, please get in touch with us at the number or email address listed above or stop in during office hours. If you are unable to make it to our office during business hours and need to drop off paperwork or payments, we have a secure, weatherproof drop box located next to our office door.
- ✓ We are open Tuesdays, Wednesdays, and Fridays from 10am to 3pm.

Thank you and please remember if you are emailing with us please email both of us! And always hit **reply all—so we both can stay in the loop!**

Kelly and Dani