**Building Permit Application Process**

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| **Step** | **Action** | **Responsible Party** |
| 1 | Complete a Building Permit Application Packet and submit it to the Borough. A completed packet will include:   * Building Permit Application * Project Site Plan / Construction Drawings * Completed Storm Water Management Form or Plan   + Residential Small Project Storm Water Management Application   + Commercial / Multi-Family Storm Water Management Application   + Storm Water Management Plan  (prepared by Engineer) * Completed Storm Water Management Plan * Completed Cross Section Submittal Form | Applicant |
| 2 | Borough reviews application, drawings, and site plans for Zoning Compliance including Flood Plain Compliance | Code Enforcement Officer |
| 2A | If **not compliant** with Zoning Laws, Borough notifies applicant of issues that need addressed by applicant prior to re-submitting the application | Code Enforcement Officer |
| 2B | If **compliant** with Zoning Laws, Borough proceeds with processing the building permit application. | Code Enforcement Officer |
| 3 | Borough confirms that all County requirements have been fulfilled. | Code Enforcement Officer |
| 3A | If County requirements **have not been met**, Borough notifies applicant of issues that need addressed prior to re-submitting the application | Code Enforcement Officer |
| 3B | If County requirements **have been met**, Borough proceeds with processing the building permit application. | Code Enforcement Officer |
| 3 | Building Inspector reviews application and notifies applicant of permit, inspection requirements, and related fees. | Building Inspector |
| 4 | Applicant pays the permit and inspection fees | Applicant |
| 5 | Permit is issued if applicable | Building Inspector |
| 6 | Work is performed by the applicant or designate | Applicant |
| 7 | Inspections are performed | Building Inspector |
| 8 | Certificate of occupancy is provided | Building Inspector |