PROCEDURE FOR BUILDING PERMITS

Richardson Inspection Services, LLC.

2879 Mercer Butler Pike (Rte. 258)

Grove City, PA 16127

When applying for a Building Permit from Richardson Inspection Services, LLC. the following items are needed for submittal.

1. Building permit application (available on website: *applications/procedures*)
2. Set of plans (see required plans for residential projects: *applications and procedures*)
3. Septic Permit (if new home, adding a bedroom, or if system has been out of use for more than a year)
4. Driveway permit (if applicable -contact your Township or Borough)
5. Zoning permit (if applicable -contact your Township or Borough)
6. Plan review and Liability disclaimer signed by owner (available on website: *applications and procedures*)
7. Workman’s Comp (Homeowners doing their own work are exempt)

MUST INCLUDE TAX PARCEL # ON BUILDING PERMIT APPLICATION

After submitting these items your plan review will be processed and your permit available in **1-2 business days**. Note your inspection fees must be paid before receiving your permit. Your permit may be picked up at the municipality or emailed to you depending on location.

Richardson Inspection Services, LLC. guarantees your inspections the next business day if your inspection is called in prior to 3:00 pm Monday thru Friday. Please be sure to schedule all inspections through the office at 724-406-0031.

If you need to reach Jeff, your inspector for code questions, you may contact him directly on his cell phone at 724-992-0401.

Should you have any question or need additional information please feel free to contact our office at 724-406-0031.

NOTE: When calling in your inspections the following information is required:

* Township or Borough or Building permit number
* Site Address
* Type of Inspection
* Your name and Phone number

*\* Unfortunately, if all the above-mentioned items are not provided your inspection can not be guaranteed the next day.*

Rev 11/16/2020