

WASHINGTON TOWNSHIP

RESIDENTIAL & COMMERCIAL BUILDING PERMIT

APPLICATION CHECKLIST

ALL ITEMS MUST BE OBTAINED/COMPLETED BEFORE PERMITS WILL BE ISSUED

_____ 1. If the property is being sub-divided (lot split), you must first follow the necessary requirements in accordance with the Township Sub-Division Ordinance. Obtain proper forms from the Township Secretary, Diane Headlee at 724-627-6471. Approval of the sub-division is determined by the Washington Township Planning Commission after all required documentation has been submitted.

_____ 2. Contact and schedule a meeting with the Township Zoning/Code Enforcement Official, Frank Monack of K-2 Engineering at 724-322-2166. He will review with you the necessary information you will be required to submit to obtain the Building and Zoning permits.

_____ 3. Obtain a Sewage Permit for an On-Lot Sewage System. For further instructions contact Township Sewage Enforcement Officer Tim Neal at 724-880-0914.

_____ 4. You are required to provide evidence of potable water. If your site is served by public water contact Rita Falcon, Southwestern PA Water Authority at 724-627-7445. Otherwise, provide a written statement that the structure will be serviced by a well or spring on the property.

_____ 5. Obtain a Road Occupancy (Encroachment) Permit for a driveway. If driveway access is off of a State Route, contact Penn Dot at 724-627-6131; if off of a Township Route, contact the Township Secretary, Diane Headlee at 724-627-6471.

_____ 6. Complete Application for Building and Zoning Permits and attach a Plot Plan and drawings to the Application. If Blue Prints are required, you will need to submit 3 COMPLETE SETS.

_____ 7. When a Contractor or Sub-Contractor is being used, the CONTRACTOR or SUB-CONTRACTOR MUST complete a Workers' Compensation Form and attach a copy of the Workers' Compensation Certificate to the Building Permit Application. If the Contractor or Sub-Contractor is claiming he has no employees, he needs to have the Form NOTARIZED. ALL CONTRACTORS OR SUB-CONTRACTORS MUST PROVIDE THEIR PENNSYLVANIA REGISTRATION NUMBER ON EVERY SUBMITTED DOCUMENT.

_____ 8. All Plans will be reviewed for approval. (ALLOW 7 TO 10 DAYS FOR APPROVAL). Upon Plan Approval you will be notified of the required inspections and fees. You will then be issued a Building Permit.

_____ 9. After all permits have been issued, but **BEFORE YOU START CONSTRUCTION**, contact the Greene County Tax Abatement Coordinator at 724-852-5300 to determine if your project is eligible for **real estate tax abatement**.

_____ 10. For required inspections you must contact Code Enforcement Officer Frank Monack at K-2 Engineering Inc. at 724-322-2166. Each Inspection must be approved before construction can continue.

_____ 11. When construction is completed, contact Mr. Monack at 724-322-2166 for the Final Inspection and Occupancy Permit issuance.

SKETCH MAP SHOWING STREET, HIGHWAYS, LOCATION AND DIMENSIONS OF EXISTING STRUCTURES AND PROPOSED CONSTRUCTION:

FOR OFFICE USE ONLY

PROJECT LOCATION IN FLOOD HAZARD AREA _____ FLOOD HAZARD AREA EXEMPT _____

APPLICATION FEES _____ RECEIPT NUMBER _____