

LOWER MT. BETHEL TOWNSHIP

ZONING OFFICE

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BUILDING PERMIT PROCEDURES & REQUIREMENTS FOR RESIDENTIAL STRUCTURES

WHAT TYPE OF STRUCTURES REQUIRES A ZONING/CONSTRUCTION PERMIT?

- ⇒ Sheds
- ⇒ Fences
- ⇒ Decks
- ⇒ Pools, both above-ground and in-ground
- ⇒ Interior and Exterior changes to a home or other structure, which includes any type of an addition and electrical work
- ⇒ Any type of structure or accessory building (e.g. garage, pole building, carport, storage building, etc.)

HOW MUCH ARE THESE BUILDING PERMIT FEES?

The applicant will be notified of the correct permit fees upon issuance of a building permit. The applicant may refer to the current Lower Mt. Bethel Township Permit Fee schedule for the approximate amount of all permit fees. Permits will not be issued by the zoning office until all permit fees are paid in full.

HOW MANY CHECKS DO I NEED AND TO WHOM DO I WRITE THE CHECKS TO?

The building and or zoning permit fee, building/structural plan review fee (if applicable) and use and occupancy permit fee (if applicable) may be combined into one check. *Please make all checks payable to Lower Mt. Bethel Township. Note : Cash will only be accepted as a method of payment if the exact amount is provided for all permit fees.*

WHAT TYPE OF PLANS AND HOW MANY OF EACH PLAN DO I NEED FOR A COMPLETE SUBMISSION?

All building permit applications must be accompanied by a site plan drawn to an acceptable scale (an acceptable scale is 1" to 20' or bigger) indicating the exact location and size of the proposed structure. The site plan must show setback lines to all property lines, any easements on the property, locations of existing and alternate septic system drainfields and any associated tanks, water and sewer lines, wells, utility lines, right-of-ways and any other existing structures and their dimensions on the property. **Two (2) sets of construction documents must also accompany the site plan and building permit application.** These construction documents shall be prepared by a registered design professional as required by the Lower Mt. Bethel Township Building Codes Enforcement Officer and must follow and implement the requirements of the 2009 International Building Code. Construction documents shall be dimensioned and drawn on suitable material and will be reviewed by the Building Codes Enforcement Officer for compliance. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that the construction shall conform to township ordinances. The construction documents shall also provide sufficient detail

the location, construction, size, and character of all portions of the means of egress in compliance of the 2009 International Construction Code.

WHEN MUST I HAVE AN USE AND OCCUPANCY PERMIT FROM THE TOWNSHIP?

A use and occupancy permit must be secured for any building permit that requires construction document review by the Building Codes Enforcement Officer. The purpose of this permit is to assure that all construction will meet all requirements of all zoning ordinances by a final inspection.

WHAT OTHER DOCUMENTS ARE REQUIRED FOR A COMPLETE SUBMISSION?

If you employ the services of a contractor to perform electrical, plumbing or HVAC services, these contractors must secure a Lower Mt. Bethel Township Contractor's License. The cost of this license is \$25. Please refer to the contractor license requirements for more information.

WHAT OTHER REQUIREMENTS SHOULD I BE AWARE OF WHEN BUILDING THE STRUCTURE?

- ⇒ Construction demolition waste cannot be burned - the owner/applicant must dispose of construction demolition waste in an approved landfill or in a dumpster capable of being tarped or closed to prevent blowing of waste material off-site. Any Questions Call Dept. of Environmental Protection (PADEP), 610-861-2070.
- ⇒ Before placement of any clean fill, you must contact the Lower Mt. Bethel Township zoning office and PADEP. Clean fill cannot be placed in a floodplain, within 50 ft. of a stream or in a wetland without securing a state or federal permit. The definition of "**CLEAN FILL**" is as follows: "Uncontaminated, non-water-soluble, non-decomposable inert solid material used to level an area or bring the area to grade. If the applicant has any questions, please refer to PADEP for proper clean fill requirements.
- ⇒ **STOP** - CALL BEFORE YOU DIG, PENNSYLVANIA ONE CALL SYSTEM, and INC.-1-800-242-1776.

WHAT CAN DELAY MY BUILDING PERMIT FROM BEING ISSUED?

- ⇒ Application not filled out properly with the correct information, especially with the wrong address.
- ⇒ Not abiding by the aforementioned plan submission requirements.
- ⇒ Any prior approvals needed to build.

HOW LONG SHOULD IT TAKE TO RECEIVE MY BUILDING PERMIT?

The answer to this question depends on how well you prepared. If you have really done your homework and supplied the required information to the township, the normal time for issuance of a building permit is usually three (3) weeks. Please remember to take in consideration holidays and weather extremes when submitting your applications and plans. **The applicant is also warned that if they conduct grading operations prior to securing all of the required permits, an enforcement notice may be issued along with a cease and desist order.**

WHEN CAN I GET A USE AND OCCUPANCY PERMIT FROM THE TOWNSHIP?

Final inspection must be called for at least five (5) days in advance.