

SIX STEPS FOR A SUCCESSFUL BUILDING EXPERIENCE

Step #1 – DETERMINE IF ANY OTHER PERMITS OR REVIEWS ARE NEEDED:

- Applicant must determine if any other permits or reviews are needed (Example: Sewage permits, Flood Plan regulations, Storm water regulations, DEP Erosion and Sedimentation Plans, Penn DOT Highway Occupancy, etc.)
- Check your property deed to see if the property is subject to any restrictions

Step #2 – APPLY FOR BUILDING PERMIT

- Pick up a copy of the Building Permit Application at the correct Township/Borough or print out one from this site.
- Return the completed Building Application to the correct Township/Borough
- Residential project drawings must be clear enough and show enough detail to allow the Plan Reviewer to be able to determine compliance with the building codes, (for more help see FAQ on this site) but they do not need to be done by a Design Professional
- Commercial or Multi-family project drawings must be sealed by an Architect or Design Professional
- TKL Code Inspection Service, Inc. will review the application for compliance

Step #3 – APPLICATION FEE AND REVIEW

- After reviewing the plan, the Building Inspector or Township/Borough will notify the applicant of the Building Permit fee
- The fee covers the application review, all scheduled inspection visits and the issuance of the Certificate of Occupancy
- If the plans comply with the Building Codes, they will be stamped “Approved”. If they do not comply; then the Inspector will contact the Applicant

Step #4 – PICK UP APPROVED PLANS AND PAY FEES

- The applicant will be notified when the Building Permit is approved and ready to be issued
- Applicant must go to the Township/Borough Building to pay the fees
- Building Permit form must be displayed at the job site and be accessible to the Inspector
- One set of “approved” drawings must be kept on the job site. The Township/Borough keeps the second set of drawings.

Step #5 – BEGIN CONSTRUCTION

- Construction of the project may begin
- Inspections must be conducted for footing, foundation, plumbing, electrical, mechanical and final (Please see TKL **Inspection Procedure List** on this site)
- Building Inspections must be scheduled 24 hours in advance by calling TKL Code Inspection Service, Inc. @ 724-801-8204

Step #6 – OCCUPANCY PERMIT

- Following a successful Final inspection, TKL Code Inspection Service, Inc. will issue a Certificate of Occupancy (Residential homes-please see the **final inspection checklist**).