

## **A STEP BY STEP GUIDE TO THE BUILDING PERMIT PROCESS**

- STEP 1:** Visit Solebury Township to discuss your project and to see what, if any, prior approvals, may be required before beginning your project.
- STEP 2:** The building permit application package is available at the Township Building during normal business hours. The package can also be mailed upon request.
- STEP 3:** Fill out the construction permits and jacket. The Workers' Compensation Insurance Coverage Information form and Agent Authorization will also need to be submitted.
- STEP 4:** After the permit package has been prepared, complete with two sets of plans, complying with the current 2009 International Residential Code, your project may be submitted .
- STEP 5:** The Zoning Official and Building Inspector will review the site plan, application and drawings for compliance. You will be notified if additional information is needed to complete the plan review.
- STEP 6:** The construction office will contact you when the application is **approved** and ready to be released. All permit fees will be due at this time.

***YOU WILL RECEIVE A SCHEDULE OF INSPECTIONS WITH YOUR APPROVED PLANS. IT IS IMPORTANT THAT THE INSPECTIONS ARE FOLLOWED AS INDICATED.***

***IF YOUR PROJECT REQUIRED GRADING APPROVAL, ADDITIONAL AS-BUILTS AND INSPECTIONS WILL BE REQUIRED BY THE TOWNSHIP ENGINEER, IE; FOUNDATION AS BUILT PRIOR TO BACKFILL & FINAL AS BUILT PRIOR TO FINAL BUILDING. THESE ARE LISTED ON THE INSPECTION SCHEDULE. PLEASE CALL THE TOWNSHIP WITH QUESTIONS OR CONCERNS REGARDING THIS PROCESS.***

- STEP 7:** Please request inspections 24 hours in advance. The approved plans must be on site for all inspections. At each inspection, the building inspector will leave an inspection sticker notifying you of the result of the inspection or you may call the township office for further information. Once an inspection has been approved, you may move onto the next phase.
- STEP 8:** Upon final approvals, a Certificate of Occupancy will be sent to you.

***PLEASE FEEL FREE TO CALL THE TOWNSHIP BUILDING AT ANY TIME DURING THIS PROCESS TO CHECK ON THE STATUS OF YOUR PROJECT OR QUESTIONS REGARDING THE INSPECTION PROCEDURE.***