



A STEP-BY-STEP GUIDE TO THE BUILDING PERMIT PROCESS

1. Visit Solebury Township, email permitdept@soleburytwp.org or call 215-297-5656 to discuss your project and to determine if prior approvals are required before beginning your project.
2. The building permit application package is available on the [Township website](#), or at the Township Building **Monday through Thursday, 8:00am - 4:00pm**. The package can also be emailed upon request.
3. Complete the permit package, a certificate of insurance with proof of Workman's Compensation must be supplied by each contractor working on the project with Solebury Township listed as the Certificate Holder. If the contractor does not have Workman's Compensation the last page of the building application has a Workman's Compensation Exemption form that must be completed and notarized.
4. After preparing the permit package, complete with two (2) sets of plans that comply with the current [2018 International Residential Code](#), your project may be submitted.
5. The Township Zoning Officer, Building Code Official and Electrical Inspector will review the site plan, application, and drawings for compliance. You will be notified if additional information is needed to complete the review. No prior electrical review is required.
6. The construction office will contact you when your application is **approved** and ready to be released—at which time all permit fees will be due. *The permit will not be valid until payment is received.*

You will receive a schedule of inspections with your approved plans—it is important that the inspections are followed as indicated.

If your project requires GRADING APPROVAL, additional AS-BUILTS and INSPECTIONS will be required by the Township Engineer (as listed on the inspection schedule). EXAMPLE: foundation as-built prior to backfill, and final as-built prior to final building.

Please call the Township with questions or concerns regarding this process.

7. Please request inspections at least 24 hours in advance. The approved plans must be on site for all inspections. Once an inspection has been approved, you may move onto the next phase.
8. Upon final approvals, a Certificate of Occupancy (CO) will be sent to you.

Please feel free to contact the township via phone (215-297-5656) or by email (permitdept@soleburytwp.org) with questions or concerns regarding the permit process, inspection procedure, or to check on the status of your project.