

## Catharine Township Building Permit Process

1. The resident or business owner must call the secretary for an appointment to pick up the proper building permit application and township checklist. At the appointment the checklist will be gone over with the resident or business owner. If the checklist indicates that they need to first consult with Blair County Sanitation (for septic etc.), PennDOT (concerning the roadways), or Keller Engineers (Subdivision and Land Planning) the Secretary will help the resident get in contact with them to take care of the issues that need addressed. A permit will not be issued by any party until flood plain, sewage and roadway issues (state or township) are resolved and approved by the sewage enforcement officer or the township engineer. Once those issues are resolved the Secretary must verify proof of insurance (Act 44) from the contractor. It can then be determined whether the building permit is commercial or residential or exempt. Commercial permits require the commercial application and the residential permits require either the 6 page or 2 page residential permit application. The two page residential application is used for swimming pools, decks, porches, sheds and garages. If the type of construction is exempt the resident or business owner must still fill out the township's basic building permit application and checklist and pay the appropriate fees to the township.

2. Once the resident has filled out the township checklist and fills out the application and has met the requirements to submit the application, it is the residents responsibility to then either deliver, fax or mail their applications and drawings to Commonwealth Code Inspections (CCIS) if the resident would like the Township to fax the application for we would be happy to help. The secretary will provide the correct address, fax number and phone number to contact CCIS as well as the Township information if at any time they need help with the application or have questions about requirements.

3. Once CCIS receives the applications and plans they are stamped, given an application and permit number and submitted into CCIS's computer system and sent to plan review. From the time CCIS stamps the applications and plans they, by contract will notify the resident or business owner no later than:

Residential permits- 2 weeks from the date stamped and submitted.

Commercial- 4 weeks from the date stamped and submitted.

4. At the end of the 2-4 weeks CCIS will then notify the resident/homeowner whether their application is approved or denied.

5. If the application is denied they will give the proper instructions on how to improve and correct their application.

6. If the permit is approved CCIS will collect the appropriate fees for their company and also the 20% required for Catharine Township.

7. CCIS will then issue the resident/business owner their building permit.

8. When construction on building/project is complete the resident/business owner must call CCIS for the inspection. If the building/project does not pass inspection the first time the building inspector will give instructions and list of what needs to be done to bring it to code. This will happen until the building/project passes.

9. Once the building is at the final inspection and has passed, the building inspector will administer the Certificate of Occupancy if it applies to building/project.

10. CCIS will send a check for fees collected (20%) on behalf of Catharine Township quarterly. Catharine Township will receive monthly reports as to number of applications, fees collected, and number of applications approved. All plans and copies of application paperwork is sent back to the Township quarterly.