

HARMONY TOWNSHIP

Citizen Information On a BUILDING PERMIT

- 1.** A building permit is required before you place, erect, or construct any building or structure. A building is required before you add to or change the exterior dimensions of a building, relocate or reconstruct a building; for example, add a family room or install a swimming pool.
- 2.** No building permit is required normal maintenance such as painting a house, installing aluminum siding, or replacing roofing. No building permit is required for alterations to a building or structure that do not change the exterior dimensions of a building such as replacing windows.
- 3.** Other permits may also be needed:
 - A. Pennsylvania Labor and Industry Approval
 - B. Erosion Control Permit, County Soil Conservation District or Pennsylvania Department of Environmental Resources
 - C. Subdivision Approval from Township and County
 - D. Ambridge Water Authority and Baden or Ambridge Municipal Authority Approvals or a Permit for an on-site sewage disposal system (see the Township Sewage Enforcement Officer)
 - E. Pennsylvania Department of Transportation Highway Occupancy Permit
 - F. PA-DCA, Act 222 approval of energy conservation.
- 4.** The Application for a Building Permit shall be filed at the Township Office by the Applicant.
- 5.** Prior to the granting of a Building Permit, the Township will process your permit as follows:
 - A. Application will be forwarded to the Zoning Officer for review to determine if Application is complete. If Application is not complete, it will be returned to the Applicant. If Application is complete, it will be declared officially received by the Township.
 - B. An officially received Application is then reviewed by the Zoning Officer for compliance with the Zoning Ordinance.
 - C. Application may also be forwarded to the following agencies for technical review:
 - 1.) Ambridge Water Authority and Baden or Ambridge Municipal Authority and/or Sewage Enforcement Officer
 - 2.) Township Engineer
 - 3.) Township Planning Commission
- 6.** If Approved, a copy of the Building Permit is given to the Applicant and must be publicly displayed at the site.
 - A. A copy of the Building Permit is kept on file at the Township Office
- 7.** Denial of a Building Permit shall include a written statement of reason.

8. A Building Permit expires upon completion of authorized work or within 1 year whichever occurs first. Permits can be issued for more than 1 year if good reason is given. Further, if the authorized work is not started in 180 days, the permit shall expire.

9. The Applicant must notify the Zoning Officer when he is ready for the required inspections. An Applicant must not proceed with the approved work until a Township Inspection has been conducted at the following times:

- A. Prior to the beginning of construction once the area is staked out.
- B. At the completion of construction and prior to occupying the building or structure.

10. An Occupancy Permit is required prior to occupying a building or structure.

- A. An application should be applied for when applying for a Building Permit.
- B. An application for an Occupancy Permit shall be filed at the Township Office.