

MARLBOROUGH TOWNSHIP

REQUIREMENTS FOR OBTAINING A BUILDING PERMIT

1. Proof of ownership or authorized agent representing property is required.
2. All applicants must complete a Uniform Construction Permit Application (attached). All questions must be completed since all information provided determines issuance of permit.
3. Building Plans (2 sets of plans) and lists of Materials must be submitted with the application, and an energy calculation form completed.
4. A Plot Plan on a separate sheet showing size and location of all structures, either on-lot sewage or public sewer tie in, on-lot water well and distance to property lines (hand drawn is acceptable).
5. Copy of Workers' Compensation Certificate. (See attached form)
6. Copy of the Erosion and Sedimentation Plan, Storm Water Management Plan and approval letter from County.
7. If the application is for a New Home, a septic system permit issued by the Sewage Enforcement Officer or evidence of a tapping or connection fee paid to the respective public sewer entity must be submitted with the application. A road crossing permit may be required for excavating to a sewer tap or water tap.
8. If the application is for a New Home, a copy of the well permit issued by the authorized well permit department must be attached.
9. If the application is for additions involving bedrooms, Sewage Enforcement Officer must also verify by letter, the adequacy of the existing on lot septic systems prior to the issuance of the permit.
10. An Electrical Permit is required with all residential and commercial building permits. The application will be provided with the permit application.
11. A Plumbing Permit is required with all residential and commercial building permits. The application will be provided with the permit application.
12. A Driveway Permit is required for any new road cut. If the driveway abuts a State Route, a PennDOT Highway Occupancy Permit is also required.
13. The applicant should have stakes placed at the corners where the structure is to be built. The building inspector will check this stakeout before the building permit will be issued.
14. If the proposed construction involves Sewage, Parking or Storm Water Management, for other than residential use, a Land Development Plan will be required.
15. If a Non-Residential building is to be constructed, the applicant must submit two (2) sets of construction drawings to which a registered architect or engineer has applied his or her seal.

Most permit fees are based on square footage using the rate in the Township schedule of Fees. A non-refundable application/review fee may be required at time of application. Balance of permit fee is required upon issuance of the permit and prior to construction. All fees shall be payable to the Township.

Permits shall be granted or refused within fifteen (15) business days for residential applications and thirty (30) business days for non-residential applications, after the written application has been submitted and determined complete. Permits are issued for one (1) year and may be renewed for six (6) months only.

Building Permit Applications are dropped off and Permits picked up at Marlborough Township Building.

Remember to notify PA One-Call before excavating: 1-800-242-1776 or www.paonecall.org