

## Construction Code Permit Application Process

- Applicant picks Construction Code Inspectors from West Hempfield Township's Approved List
- Applicant contacts Construction Code Inspectors about project, required documentation, required inspections and fees.
- Applicant presents the following to the Zoning Officer at the Township Office
  - Completed Zoning Permit Application package
  - Completed Construction Code Permit Application
  - Proof of Workman's Comprehensive Insurance or notarized waiver form
  - Construction Plans – three setsTownship will review application for completeness
- Township will have Construction Code Inspectors pick up and review construction plans
- Construction Code Inspectors will return approved Construction plans to the Township
- Township will contact the applicant when the permits are ready and review fees required
- Applicant will pay Township two separate fees; Zoning Permit Fee made out to the Township and Construction Code Plan review fee made out to Construction Code Inspectors.
- Township will issue Occupancy Permit after receiving final Construction Code Inspectors report.