

Step 1

ADVISORY

Get Your Project on the Right Path!

Is a Zoning Permit required?
Do I need a Building Permit?

When you are considering any home construction project such as a new structure (new building (i.e. new home, garage or pole barn), any structural change (i.e. enlarging or altering an existing structure), installing a swimming pool (permanent), or changing the of use of a structure, a zoning permit is required. Building permits are also required for many of these projects.

For a detailed list of projects that require a zoning and/or building permit, refer to Harborcreek's website at www.harborcreek.org.

Contact the zoning staff to determine if a zoning and/or building permit is required for your project. Office hours are Monday - Friday, 8am-4:30pm

The staff are available to answer any questions you may have and will assist you with the application.

Step 2

APPLICATION SUBMITTAL

Submit your Zoning Application with Confidence!

Submit the following to the Zoning Office:

- Residential Zoning Permit Application
- Site Plan
- Fee
- Sewage Permit (if applicable)

It is highly recommended to talk to the zoning staff to ensure your project meets the Zoning Ordinance requirements. You will gain insight on required setbacks, height restrictions, if the proposed use is permitted, and, if applicable stormwater.

If your project does not meet the zoning requirements, you will be informed of what options you have available. Some options that may be applicable to your project are applying for a variance or a conditional use approval.

If it's determined an option applies to your project, the zoning administrator will review the process with you in detail.

Step 3

ZONING PERMIT REVIEW

Together We Make A Team!

Once zoning staff receives your application, a review of your application will be conducted to ensure compliance. The staff will display an Ariel view of your property and, together, go over your application. It will also determine if your property and/or proposed project is in a floodzone (additional information will be given to you to go over your options if applicable).

An environmental series of questions will be asked and inform you of any PA Department of Environmental regulations that may apply to your project.

If your project exceeds 1,000 square feet of new impervious, a small project application will be required to be submitted. If your project is less than 1,000 sq. ft. no stormwater is required. There are different levels of stormwater requirements, depending on the total sq. ft. of new impervious. Please refer to the township's Stormwater Ordinance.

If your project does not require a building permit and your zoning permit application is approved, you can start your project knowing that you did everything the right way!

Step 4

BUILDING PERMIT

One More Step to Start Your Project!

If it's determined your project needs a building permit, you will contact Building Inspection Underwriters at the township building between 8:30am - 9:30 am to secure your building permit. (if you are unable to make this timeframe, call the township at 814-899-3171 and talk to the BIU inspector to schedule a different time to meet with you at a time that is convenient for you).

Projects that do not require a building permit are:

- Fence installation
- Detached structures under 1,000 sq. ft.
- Porch or Deck less than 30 inches in height and no roof structure.

Check with BIU for their fee schedule.

Helpful Note:

⇒ Questions relating to the Uniform Construction Code, contact BIU's office at 814-860-8044, inspector at 814-899-3171, or BIU's website at www.biupa.com

Step 5

INSPECTION

Safety Comes First!

BIU requires a 24 hour notice to conduct inspections. Please contact BIU's office at 814-860-8044 to schedule your inspections.

The building inspector will inform you of what's required to be inspected.

A final and successful inspection is required in order to receive your Certificate of Approval or Occupancy.

Step 6

PROJECT COMPLETE

Enjoy Your Investment!

After the final inspection is completed successfully, BIU Inspector will issue a Certificate of Occupancy (new construction or change of use) or a Certificate of Approval (improvement project). A copy will be sent to the resident/landowner or if you prefer, you can pick the certificate up at the township zoning office.

ZONING FEE SCHEDULE

New Dwelling Units \$250.00

All Other Projects \$ 50.00

Please note: Building Permits are additional (refer to Building Inspection Underwriters for their fees)

Helpful Note:

We accept cash, check, and credit card (in-person only).

⇒ You can complete your zoning permit on-line, mail in your application or stop in the zoning office.



5601 Buffalo Road
Harborcreek, PA 16421
814-899-3171
www.harborcreek.org



**RESIDENTIAL HOME PROJECT
ZONING PERMIT REVIEW GUIDE**

The Residential Home Project Review Guide is intended to serve as a tool that outlines the process in securing zoning and/or building permits.

Harborcreek Township's goal is to make this process easy for residents to understand in what is needed for home construction or improvement projects.

Timeline from submittal to approval of zoning permit typically takes a few minutes. However, it may take longer depending on the size of the project and any unique circumstances in relation to the property.

If you have any questions or need assistance, please contact the zoning office.

Harborcreek Township Board of Supervisors

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