Hopewell Township   Residential Building Permit Guideline

1700 Clark Boulevard
Aliquippa, PA 15001

**BUILDING PERMIT REQUIREMENTS AND PROCEDURES FOR
NEW HOMES, HOME ADDITIONS, ATTACHED GARAGES AND DETACHED
GARAGES (greater than 1,000 sq. ft.)**

A PERMIT IS REQUIRED TO CONSTRUCT ANY OF THE FOLLOWING:

- **New Single Family Dwelling, Duplex, or Townhouse Building**
- **Home Additions**
- **Attached or Integral Garages**
- **Detached Garages greater than 1,000 square feet**
- **Any structural work within a Residential Structure**
- **Any Electrical, Plumbing or Mechanical New Installation in a Residential Structure**

<u>**THE FOLLOWING ITEMS ARE NEEDED FOR A PERMIT APPLICATION:**</u>

1. **Building Plans**
   - Provide two (2) sets of building plans and/or specifications for the construction project.

2. **Copy of the lot survey or plot plan**
   - Copy of your lot survey or plot plan showing the proposed location of the structure.
   - Locate the structure on the copy of your plot plan by drawing/sketching it on the plot plan, as close to scale as possible, showing where it will be situated on the property and noting the distances the structure will be from all property lines.

3. **Application**
   - Complete the necessary CONSTRUCTION PERMIT APPLICATION form(s) that are relevant to the building project.

4. **Submittal**
   - Submit the completed CONSTRUCTION PERMIT APPLICATION form(s) along with the building plans for the proposed construction and the lot survey showing the location of proposed structure to the Township for review.

5. **Review Process**
   - Township Code Enforcement/Zoning Officer will review the permit application for Zoning Ordinance compliance. The designated Township Building Inspector will review the construction plans for Building Code compliance.

6. **Permit Notification**
   - After review by the Zoning Officer and Building Inspector the applicant will be notified of building permit fee amount and permit issuance. If there are deficiencies with the application then applicant will be notified and given an opportunity to correct the deficiencies or provide additional information as required.