

TOWNSHIP OF ANTIS
909 North Second Street
Bellwood, PA 16617
(814) 742-7361

PERMITTING GUIDE FOR CONSTRUCTION IN ANTIS TOWNSHIP

- 1. Applicant obtains and completes an *Antis Township Application for Construction*. Applicant should also be given the MDIA handout for their project (i.e. decks, swimming pools, etc.) as well as other appropriate forms.
- 2. Township staff reviews application for completeness and verifies compliance on the following:
 - Application is correctly filled out and complete.
 - Two sets of plans have been submitted.
 - All appropriate permits have been secured:
 - Septic or sewer
 - Water
 - Driveway
 - Project is compliant with flood plain regulations.
 - A PA One Call number is obtained.
- 3. The completed application is forwarded to the Township Ordinance Enforcement Officer (OEO). The OEO will:
 - Determine if the project meets Township setback requirements.
 - Check proximity to streams as part of the flood plain review.

If the project does not meet Township requirements, the application is returned to the applicant with an explanation. All waiver requests must receive Board approval prior to placement of the OEO's signature on the application. The OEO will sign the application only when these requirements have been satisfied. The date the OEO signs the application constitutes the official filing date.
- 4. After the OEO has signed the application, it is forwarded to the Township Building Code Official (BCO) for review. The BCO will determine if the proposed project will require a Building Permit or an Assessment Permit.

- If an Assessment Permit is required, Township staff collects the appropriate fees, the BCO signs the application and the permit is issued. **STOP HERE.**
 - If a Building Permit is required, the Application is placed in the Building Code Inspector's inbox. **GO TO THE NEXT STEP.**
5. The Building Code Inspector (BCI) completes a plan review. The BCI notifies the applicant of the outcome of the plan review and indicates inspection fees.
 6. Township staff collects the appropriate fees and the BCO issues the Building Permit. The permit becomes invalid if the work is not commenced within 180 days of issuance or if work is suspended or abandoned for more than 180 days after work begins. Applicant is also given an *Antis Township Application for a Certificate of Occupancy and Use*.
 7. Construction work may now begin. The builder or homeowner will get in touch with the BCI at the appropriate time to schedule inspections. After the final inspection is scheduled, the applicant must file an application for a *Certificate of Occupancy and Use* with the Township.
 8. When all inspections are done, the BCI issues a final inspection report to the BCO. Before a *Certificate of Occupancy and Use* can be issued the BCO must have:
 - Final inspection report from the BCI.
 - Signoff on water permit.
 - Signoff on sewer or septic.
 - Signoff on driveway permit.
 - Inspections on land development improvements & subdivision improvements.
 - Flood zone (elevation certification).
 9. The Certificate of Occupancy and Use is issued. No building, structure, or a portion thereof may be occupied without a certificate of occupancy issued by the BCO.