

HEMPFIELD TOWNSHIP BUILDING/ZONING PERMIT REQUIREMENTS

ACCESSORY STRUCTURES AND MISCELLANEOUS CHANGES TO EXISTING STRUCTURES

If you are applying for a BUILDING/ZONING PERMIT for any of the following:

Garage (attached/detached)	Greenhouse
Porch/Porch Roof	Gazebo
Deck (covered/uncovered)	Pavilion
Storage Building	Fence
Shed (144 sq. ft. or less)	Addition
Swimming Pool (inground/above)	Roof (changes to roof structure)

YOU MUST PROVIDE THE FOLLOWING FOUR (4) ITEMS:

1. A completed application for a building/zoning permit. Incomplete applications may delay issuance of your permit. Hempfield Township will act on your application within five (5) working days.
2. A copy of your lot survey or plot plan showing the location of the principle structure (house), the location of the proposed structure and noting the distances the new structure will be from your property line.

OR

- 2A. A drawing on standard size paper (8 ½" X 11") showing the size and shape of the lot, the location of the principle structure (house), the location of the proposed structure and noting the distances the new structure will be from your property lines. Please be neat. **NO SKETCHES!! IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE THE PLAN.**
3. Contractor/Excavator must place a PA One Call at 1-800-222-6470 before application is submitted to Ordinance Office. The One Call Serial Number is required on the permit.
4. If contractors or builders are applying for permits, an original Worker's Compensation Certificate (with Hempfield Township designated as the certificate holder) from the builder or contractor along with their tax identification number or a worker's compensation affidavit of exemption.

NOTE: Property owners applying for permits themselves are exempt from number three.

Prior to the issuance of a building/zoning permit, an ordinance officer must visit your property to verify your application and drawings as to the type of construction you are proposing. As soon as possible, please take the steps to place the necessary markings or stakes on your property depicting where the construction is going to occur. Once this is verified by the ordinance officer, you will be notified accordingly as to the status of your building/zoning permit.