



Hempfield Township Planning and Code
Department
1132 Woodward Dr. Suite A
Greensburg, PA 15601
Ph: 724-834-7232 x 240 Fax: 724-853-8815

Frequently Asked Questions

- What is my property zoned?
 - Please see the zoning map on our website:
<http://www.hempfieldtpw.com/government/planning-andzoning-department/zoning-ordinance-for-hempfield-township/zoning-ordinance-maps/>
- Will a building permit increase my property taxes?
 - Contact Westmoreland County Tax Assessors office at 724-830-3409
- Do I need a permit?
 - Permits are required for buildings, sheds, fences, pools, additions, etc. If you are unsure please call our department for information before you build or install.
- Is a Certificate of Occupancy required for the sale of a home?
 - No.
- Is a dye test required for the sale of a home?
 - For on-lot (septic) systems, contact our Sewage Enforcement Officer during business hours.
 - For public sewage, please call the Municipal Authority of Westmoreland County (MAWC) at 724-755-5800.
- How long will it take to process my permit application?
 - Zoning permits – up to 15 business days
 - Building permits – up to 30 business days
- How much does a permit cost?
 - Please see our fee schedule: <https://www.hempfieldtpw.com/wp-content/uploads/2018/07/hempfield-township-fee-schedule.pdf>
- How can I pay for my permit?
 - Hempfield Township accepts cash, checks, and credit cards. Credit cards will incur a 2.95% or \$2.50 minimum processing fee. We do not accept Discover or American Express cards.
- How long is my permit valid?
 - You have six (6) months to start your project.
- What inspections will be required?
 - Inspections are required dependent upon the type of project and will be listed in your permit packet with instructions for scheduling. Some examples of inspections are: footer, foundation, framing, plumbing, electric, drywall
 - There is no extra cost for these inspections for a residential building permit. The fee for an electrical inspection is collected at the time of permit issuance.
 - Commercial Electrical Inspections are charged separately from building permit fees.

- Who performs building inspections?
 - Residential Inspections are performed by Hempfield Township building inspectors.
 - Commercial Inspections are performed by Code Enforcement Associates (CEA).
- Do I need a survey with my application?
 - A survey is preferred but in many cases a plot drawing may be accepted.
- Who do I call for a landlord/tenant issue?
 - PA Attorney General's Consumer Hotline, 1-800-441-2555
- What do I need to submit with my permit application?
 - Completed application
 - Plot drawing or survey with location of new structure and the setbacks to the property lines
 - Contractor's Certificate of Worker's Compensation Insurance
 - Complete construction plans if the structure is 1,000 square feet or larger or attached to an existing home
- Where do I find permit applications?
 - All permit applications can be found on our website www.hempfieldtwp.com or at our office
- What are Township building office hours?
 - Monday through Friday 7:30 am – 4:30 pm
- For Site Plan, Subdivision, and Land Disturbance/Stormwater Management questions, please contact our Planning Coordinator during business hours.