

# WASHINGTON TOWNSHIP

## RESIDENTIAL & COMMERCIAL BUILDING PERMIT

### APPLICATION CHECKLIST

**ALL ITEMS MUST BE OBTAINED/COMPLETED BEFORE PERMITS WILL BE ISSUED**

\_\_\_\_\_ 1. If the property is being sub-divided (lot split), you must first follow the necessary requirements in accordance with the Township Sub-Division (SALDO) Ordinance. Obtain proper forms from the Township Secretary, Diane Headlee at 724-627-6471. Approval of the sub-division is determined by the Washington Township Planning Commission after all required documentation has been submitted.

\_\_\_\_\_ 2. Obtain and complete an Application for a Zoning Permit attaching a Plot Plan and scaled drawings of the proposed project, its location and estimated dimensions to the Application.

\_\_\_\_\_ 3. Contact and schedule a meeting with the Township Zoning/Codes Enforcement Official, Jacob Bohna of K-2 Engineering at 724-812-5472. He will review with you the necessary information you will be required to submit to obtain a Building permit. The Application for a Building Permit is available at the township office or on-line at [www.k2engineering.net](http://www.k2engineering.net)

\_\_\_\_\_ 4. Obtain a Sewage Permit for an On-Lot Sewage System. For further instructions contact Township Sewage Enforcement Officer Tim Neal at 724-880-0914.

\_\_\_\_\_ 5. You are required to provide evidence of potable water. If your site is served by public water contact the Southwestern PA Water Authority at 724-627-7445. Otherwise, provide a written statement that the structure will be serviced by a well or spring on the property.

\_\_\_\_\_ 6. Obtain a Road Occupancy (Encroachment) Permit for a driveway. If driveway access is off of a State Route, contact Penn Dot at 724-627-6131; if off of a Township Route, contact the Township Secretary, Diane Headlee at 724-627-6471.

\_\_\_\_\_ 7. If your plans call for: a.) dirt disturbance of more than a one acre; b.) any construction, including driveways, within fifty feet (50') of a stream; c.) impacting a wetlands; or d.) building in a flood plain; you must first contact the Greene County Soil Conservation District at (724) 852-5278 for guidance and to obtain any required permits.

\_\_\_\_\_ 8. All Plans will be reviewed for approval. (ALLOW 7 TO 10 DAYS FOR APPROVAL). Upon Plan Approval you will be notified of the required inspections and fees. You will then be issued a Building Permit.

\_\_\_\_\_ 9. After all permits have been issued, but **BEFORE YOU START CONSTRUCTION**, contact the Greene County Tax Abatement Coordinator at 724-852-5300 to determine if your project is eligible for **real estate tax abatement**.

\_\_\_\_\_ 10. For required inspections you must contact K-2 Engineering Inc. at 724-439-3440. Each Inspection must be approved before construction can continue.

\_\_\_\_\_ 11. When construction is completed, contact Mr. Bohna of K-2 Engineering at 724-812-5472 for the Final Inspection and Occupancy Permit issuance.