

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, Amy Beatty at 724-627-6471. Approval of the Lot Split and/or 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. Return the application to the Township office for review and approval by the Zoning Official.

_____ 3. Contact the Township Zoning/Codes Enforcement Official, Tammy Stenson at McMillen Engineering at 724-439-8110. She 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.mcmilleng.com

_____ 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, Amy Beatty 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 wetland; 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. Zoning Permits are issued by the Township. Building Permits are issued by McMillen Engineering.

_____ 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 McMillen Engineering at 724-439-8110. Each Inspection must be approved before construction can continue.

_____ 11. When construction is completed, contact McMillen Engineering at 724-439-8110 for the Final Inspection and Occupancy Permit issuance.