



HOW TO FILL OUT THE BUILDING PERMIT APPLICATION

Richardson Inspection Services, LLC.



Step-By-Step Instructions

- Click through this slideshow presentation for step-by-step instructions on each item and section

Building Permit Application
Submit via email: risbuildingpermits@gmail.com

Municipality _____ County: _____ Date: _____

Tax Parcel Number (required): _____ * **Found on tax bill (control number)**
To avoid delays in processing please provide tax parcel number.

Site Address: _____ City _____ State _____ Zip _____

Owner: _____ Phone: _____ Cell _____

Mailing Address: _____

Principal Contractor: _____ Phone _____ Cell _____

Contractors Address: _____ City _____ State _____ Zip _____

TYPE OF WORK OR IMPROVEMENT (Check all that apply)
 New Building Addition Relocation Repair Demolition Other []

Description of proposed work:

Estimated cost of Construction (reasonable fair market value) \$ _____

Water Service: Public Private
Septic Service: Public Private **Septic Permit #** _____

Zoning Permit No. _____ **Zoning approval Date:** _____
Please attach a copy of zoning permit

Flood Plain
Is the site located in an identified flood hazard area? YES NO
Will any portion of the proposed construction be developed? YES NO
Owner/Agent shall certify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically section 60.3

Historic District
Is the site located within a historic district? YES NO
If construction is proposed within a historic district, a certificate of appropriateness may be required by the Municipality.

The applicant certifies that all information provided in this application is correct and the work will be completed in accordance with the "approved" construction documents and PA/ACT 45 Uniform Construction Code, and any other approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, easements, right of way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or suspend any provisions of the codes or documents or ordinances of the municipality or any other governing body. The applicant certifies herein understands all the applicable codes, ordinances and regulations.
Application for a permit shall be made by the owner of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Owner or Authorized Agent _____ **Print Name of Owner or Authorized Agent** _____

Municipality, County, and Date

- Please include the municipality (township or borough) and county you are building in as well as the date you are filling out the application

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Owner: _____ Phone: _____ Cell _____

Mailing Address: _____

Principal Contractor: _____ Phone _____ Cell _____

Contractors Address: _____ City _____ State _____ Zip _____

Tax Parcel Number

- Find this on your tax bill
- This is required for your building permit

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Site Address: _____ City _____ State _____ Zip _____

Owner: _____ Phone: _____ Cell _____

Mailing Address: _____

Principal Contractor: _____ Phone _____ Cell _____

Contractors Address: _____ City _____ State _____ Zip _____

Site Address

- The address at which the construction is occurring
- Please make sure entire address is filled out - including the zip code

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Site Address: _____ **City** _____ **State** _____ **Zip** _____

Owner: _____ Phone: _____ Cell _____

Mailing Address: _____

Principal Contractor: _____ Phone _____ Cell _____

Contractors Address: _____ City _____ State _____ Zip _____

Owner and Mailing Address

- The owner of the project and their mailing address
 - *FAQ Answers:*
 - This might be the same as the site address
 - This may be your home address

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Municipality _____ County: _____ Date: _____

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Site Address: _____ City _____ State _____ Zip _____

Owner: _____ Phone: _____ Cell _____

Mailing Address: _____

Principal Contractor: _____ Phone _____ Cell _____

Contractors Address: _____ City _____ State _____ Zip _____

Principle Contractor

- The contractor's information that is doing the work
 - *FAQ Answers:*
 - If it is you, please put **self** or **same**
 - If no contractor has been selected yet, please put **TBD**

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Site Address: _____ City _____ State _____ Zip _____

Owner: _____ Phone: _____ Cell _____

Mailing Address: _____

Principal Contractor: _____ Phone _____ Cell _____

Contractors Address: _____ City _____ State _____ Zip _____

Type of Work and Description

- Type of Work or Improvement → Check ALL that apply
- Description: describe the work that will be done
 - *FAQ Answers:*
 - If you are tearing down and building new please note that

TYPE OF WORK OR IMPROVEMENT (Check all that apply)
 New Building Addition Relocation Repair Demolition Other Mobile Home

Description of proposed work:

Estimated cost of Construction (reasonable fair market value) \$ _____

Water Service: Public Private
Sewer Service: Public Private Septic Permit # _____

Zoning Permit No. _____ **Zoning approval Date:** _____
Please attach a copy of zoning permit

Estimated Cost of Construction

- Please include this, even if it is just a rough estimate

TYPE OF WORK OR IMPROVEMENT (Check all that apply)

New Building Addition Relocation Repair Demolition Other Mobile Home

Description of proposed work:

Estimated cost of Construction (reasonable fair market value) \$ _____

Water Service: Public Private

Sewer Service: Public Private Septic Permit # _____

Zoning Permit No. _____ **Zoning approval Date:** _____

Please attach a copy of zoning permit

Zoning Permit Number & Approval Date

- Zoning Permit may be given by us or your township or borough
- We are the zoning officer for some of our townships and boroughs so you might not have this number to include on your original application
- Please check with your township or borough to receive this information

TYPE OF WORK OR IMPROVEMENT (Check all that apply)

New Building Addition Relocation Repair Demolition Other Mobile Home

Description of proposed work:

Estimated cost of Construction (reasonable fair market value) \$ _____

Water Service: Public Private

Sewer Service: Public Private Septic Permit # _____

Zoning Permit No. _____ **Zoning approval Date:** _____

Please attach a copy of zoning permit

Other Applications

- If you are in **Donegal**, please also fill out the [Donegal Addendum To Building Permit Application](#)
- If you are in **Butler County**, please also fill out the [Butler County Building Application Permit](#)
- These are all found under the “Applications/Procedures” section of our website as well

REMEMBER!!!

- Please remember to include **2 sets of plans** with your building permit application
- This application and plans can be mailed, dropped off OR submitted to:
 - *2879 Mercer Butler Pike, Grove City, PA 16127*
 - Our address and drop off center location
 - *RISBUILDINGPERMITS@GMAIL.COM*
- If you have any further questions please call our office at **724-406-0031**

