

# PROCEDURE FOR BUILDING PERMITS

Richardson Inspection Services, LLC.  
2879 Mercer Butler Pike (Rte. 258)  
Grove City, PA 16127

When applying for a Building Permit from Richardson Inspection Services, LLC. the following items are needed for submittal.

1. **Building permit application** (available on website: [applications/procedures](#))
2. **Check for \$ 45.00 for your plan review fee** (payable to Richardson Inspection Services, LLC.)
3. **2 sets of plans** (see required plans for residential projects: [applications and procedures](#))
4. **Septic Permit** (if new home, adding a bedroom, or if system has been out of use for more than a year)
5. **Driveway permit** (if applicable -contact your Township or Borough)
6. **Zoning permit** (if applicable -contact your Township or Borough)
7. **Plan review and Liability disclaimer signed by owner** (available on website: [applications and procedures](#))
8. **Workman's Comp** (Homeowners doing their own work are exempt)

## MUST INCLUDE TAX PARCEL # ON BUILDING PERMIT APPLICATION

After submitting these items your plan review will be processed and your permit available for pick up in **1-2 business days**. Note your inspection fees must be paid when picking up your permit. Your permit may be picked up at our drop-off location or the municipality depending on location.

Richardson Inspection Services, LLC. guarantees your inspections the next business day if your inspection is called in prior to 3:00 pm Monday thru Friday. Please be sure to schedule all inspection through the office at 724-406-0031.

If you need to reach Jeff, your inspector for code questions, you may contact him directly on his cell phone at 724-992-0401.

Should you have any question or need additional information please feel free to contact our office at 724-406-0031.

NOTE: When calling in your inspections the following information is required:

- Township or Borough or Building permit number
- Site Address
- Type of Inspection
- Your name and Phone number

\* Unfortunately, if all of the above mention items are not provided your inspection can not be guaranteed the next day.

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