



# BUILDING PERMIT APPLICATION

Request is for	<input type="checkbox"/> New Building	<input type="checkbox"/> Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Demolition	<input type="checkbox"/> Pool
Proposed Use:				Map & Parcel:	
Development Name:				Lot Number:	
Street Name:				House Number:	

Applicant Name:		Phone Number:	
Street Address:		Zip Code:	
City:		State:	
E-Mail Address:			

Owners Name:		Phone Number:	
Street Address:		Zip Code:	
City:		State:	
E-Mail Address:			

Builders Name:		Phone Number:	
E-Mail Address:		Fax Number:	
Street Address			
City:		State and Zip:	
Architect:		Phone Number:	

Structure Size Sq./Ft.		Dimensions (Footprint)	X	
Garage:		1 <sup>st</sup> . Floor:	Deck:	
Basement (unfinished):		2 <sup>nd</sup> . Floor:	Porch:	
Basement (finished):		Bedrooms:	Baths:	
Additional Floors: (if any)		Number of Stories:		
Sewage Type:		Water Type:		
Number of Dwellings:		Total Estimated Cost:		

Please provide a copy of your insurance

The applicant certifies that all information on this application is complete and true and correct to the best of the applicant's knowledge and belief. The applicant agrees to comply with the provisions of Adams Township's ordinances, codes, and regulations, and all other applicable laws and regulations of Butler County, Commonwealth of Pennsylvania and the United States, whether or not specified in this application. The applicant understands and hereby authorizes the Township Code Enforcement Officer or duly appointed assistant to enter the premises to conduct periodic and/or required inspections. The applicant agrees to contact the Township Office twenty-four (24) hours in advance of any required inspection. The applicant agrees that if a permit is issued, the permit may be revoked by Administrative Action of Adams Township if compliance with the foregoing paragraphs is not absolute.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Notice:** Any permit issued pursuant to the approval of this application may be revoked if the issuance of the permit was based upon any incomplete or inaccurate information, or it violates any Adams Township Ordinance, Pennsylvania Statute, United States Law, or court precedent.

**690 Valencia Road Mars, PA 16046 · code@adamstwp.org · (724)-625-1827**

## **Information to be supplied with application submittal:**

- 1.) **Application**
- 2.) **Contractor's Insurance**
- 3.) **Two copies of Plot Plan/ Property Survey**
- 4.) **Must show location of project and the distance from all property lines.**
- 5.) **Two copies of drawings/project**
- 6.) **H.O.A. (Homeowners Association) Approval letter if applicable**
- 7.) **Building Material List for the project**

## **Information Required for Building Permits**

- 1.) Along with a completed Building Permit application, a site plan (plot plan) showing the location of the proposed new construction on the property relative to property boundaries and abutting streets.

### **TWO COPIES ARE REQUIRED**

**Note:** Where a property extends to the centerline of an abutting road, the width of the right-of-way shall be considered to be fifty (50) feet and buildings on the property shall be set back from the road centerline the appropriate distance according to the zoning district in which the property is located plus twenty-five (25) feet.

- 2.) If driveway is within 3 feet of neighboring property line, written permission from that property owner is required.
- 3.) Construction plans shall be drawn to scale and shall be of sufficient clarity to indicate the nature and extent of the work proposed and shall show in detail that it will conform to the provisions of the **2018 IRC** as amended.  
**TWO COPIES ARE REQUIRED**
- 4.) Driveway permits are required for all accesses to properties from Township roads. A scale drawing of the driveway with the distances from the entrance, exit and closest points to the property line must be submitted. All property taking access from a State road must have a PennDot Highway Occupancy permit before a building permit can be issued. All Township driveways must meet PennDot Title 67 (latest edition).
- 5.) If you live in a community that has an H.O.A. (Homeowners Association) you must provide a copy of the association's approval of your project
- 6.) Before a building permit can be issued for a principal use structure, proof of approval for sewage and water must be submitted with the application.
- 7.) Any additional information that the Code Enforcement Officer may require to secure conformance with Township, County, State or Federal laws must be submitted.
- 8.) Energy compliance information must be provided with completed application material.
- 9.) Adams Township Stormwater Management Ordinance Operation and Maintenance (O&M) form.
- 10.) Upon completion of the project and prior to **OCCUPANCY**, a final inspection must be Finished, and an Occupancy Permit must be issued. **This applies to all projects**. An application is available at the Adams Township Municipal Building or on the Adams Township Website ([www.adamstwp.org](http://www.adamstwp.org))