



New Hanover Township

2943 N Charlotte Street Gilbertsville, PA 19525

610-323-1008 | permits@newhanoverpa.gov

Permit Application Procedures

1. Fill out all fields completely on the application page(s)

- a. The applicant may be the property owner, a contractor, or another agent for the owner, but please be sure to provide contact information for the property owner and the contractor as required on the first page of the application form. If no contractor is being used, please check the box indicating "Homeowner as Contractor."
- b. Application forms **MUST** be signed by the applicant. If the application is submitted by a contractor on behalf of the property owner, a signed contract between the property owner and the contractor may be submitted as an attachment in lieu of the property owner's signature on the application form.

2. Include all supplemental documents with the permit application

- a. All applications must include other building drawings or manufacturer specifications related to the scope of work.
- b. If submitting mechanical, electrical, plumbing, wood frame construction, or stormwater management permit inserts, check the appropriate box(es) in Part 6 to indicate that you have included them with your application.
- c. A plot plan is required with any building permit that includes work on the exterior of the current principal structure, including, but not limited to, patios, sheds, driveways, building additions, decks, and pools. Plot plans must show the full property boundary, all existing features (e.g., home, driveway, patios), and all proposed improvements. Setbacks must be indicated from the proposed improvements to front, side, and rear property lines. A sample plot plan is available at the township office and on the township website if you need something to reference.
- d. The applicant must submit a copy of the contractor's Certificate of Insurance (COI) with the Township listed as the certificate holder. This may be submitted with the application or mailed/emailed separately to the Township. If submitted separately, please indicate the property address with which the project is associated.
- e. Failure to submit required documentation with the permit application will result in a processing delay until all missing materials are received. Incomplete applications will be denied after 2 weeks of inaction unless the applicant and Township agree on a. Applications will not be reviewed until they are considered complete.

3. Submit all initial application fees

- a. A non-refundable initial application fee of \$125 Residential/\$300 Non-Residential is due at the time of permit application submission for all BUILDING permits. The initial zoning application fee is included.
- b. All ZONING-ONLY permits require a non-refundable application fee of \$100 Residential/\$150 Non-Residential.
- c. Some applications require submission of escrow payment, such as stormwater management or work in the Township right-of-way. Please contact the Township at 610-323-1008 x102 if you need assistance with fees.
- d. Escrow may only be submitted as a check at this time, but other payments can be made via cash, check, or credit card. Credit card payments may be made over the phone.
- e. The initial application fees will be applied toward the total permit balance. Any remaining fees will be due at the time of permit issuance. The permit is not considered issued until all payment fees have been received.
- f. PLEASE NOTE: No construction may begin without paying for and receiving your APPROVED permit. Performing work without an issued permit may result in a doubling of permit fees and/or a penalty of \$150.

Timelines

Please note that one (1) Township business week consists of four (4) business days, Mon-Thu. Complete permit applications will be reviewed and issued within 15 business days for Residential projects and within 30 business days for Nonresidential projects. Once a permit is issued, work must begin within 180 days, or the permit will become invalid and void. Approved work subject to a permit must be completed within one (1) year of issuance. Extensions may be requested in writing for just cause, up to a maximum permit term as follows: (1) New construction - 2 years; (2) Repair, remodel, alteration, addition - 2 years; (3) Demolition - 3 months; (4) Abate violations - Deadline stated in Notice of Violation. Final inspections are required to obtain a Certificate of Occupancy (C/O). Permits are not closed out unless a C/O is issued.