

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 (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.

Building Permit Application

Submit via email: risbuildingpermits@gmail.com

Municipality _____ County: _____ Date: _____

Tax Parcel #: _____

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 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

Flood Plain

Is the site located within an identified flood hazard area? YES NO

Will any portion of the flood hazard area be developed? YES NO

Owner/Agent shall verify 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

Lowest Floor level: _____

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 on 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 additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback 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 set aside any provisions of the codes or documents or ordinances of the municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee 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