

### III. Plan Review contd.

**The Health Officer's** will review all projects involving licensed food handling establishments as well as project involving non-residential swimming pools and spas. The Health Officer will review the layout, equipment and sanitary facilities within all food preparation, storage and food contact areas. Plans for non-residential swimming pools and spas will be reviewed to determine compliance with applicable safety standards and water quality requirements.

**The Fire Marshal's** review will include an evaluation of the proposed construction in accordance with the fire protection requirements of the Building Code, as well as, applicable provisions of the Fire Code of Middletown Township.

In the case where the property is or will be connected to the public sanitary sewer system, the Middletown Township Sewer Authority will review all plans to determine if the application conforms to the Middletown Township Sewer Authority's Sewage Collection System Specifications and Design Guidelines for Property Owners and Subdivision Developers. The Sewer Authority will inspect the building sewer installation from the street sewer connection point to the building foundation.

In case where the building is or will be an on-lot or other privately owned or operated septic system, review of the proposed construction by the Middletown Township Sewage Enforcement Officer or the PA Department of Environmental Protection (PA DEP), or both, is required to determine conformance with applicable Township and PA DEP regulations.

The time required to complete the review process is variable, dependant upon the complexity, nature and scope of the proposed construction, the number of other applications in the review process at the time and the availability of the applicant or the applicant's design professionals to answer questions and provide additional detail in a timely manner. Review times ranges from 1 or 2 business days for the simplest applications to 30 business days for the most complex.

### IV. Issuance of Permits

Once the review process is complete and all staff and departments confirm conformance, the applications may be marked approved and the permits prepared. One set of approved construction drawings and specifications will be returned to the applicant with the permits.

A list of the required inspections will be provided. Efficient and effective scheduling of the inspector's day requires that a minimum of 24 hour notice be given when requesting an inspection.

A Certificate of Occupancy is required prior to occupancy and use of any new or altered building or addition.

**Township Engineer:** Art Rothe

**Zoning Officer:** Jack McKeown

**Fire Marshall:** Jack McKeown

**Code Enforcement Officer:** Bob Ellis

**Middletown Sewer Authority:** Mike Majeski

**Sewage Enforcement Officer:** Stuart Pollock

**Administrative Assistant:** Michele Clancy

## Middletown Township

# THE CONSTRUCTION PERMIT PROCESS



**27 N. Pennell Road  
P.O. Box 157  
Lima, PA 19037**

Tele: 610-565-2700

Fax: 610-566-3640

[www.middletowntownship.org](http://www.middletowntownship.org)

## I. Applications

The permitting process begins with obtaining all required application forms consistent with the nature and scope of the proposed building project. Code Enforcement Department staff members are available to assist you in determining which applications will be required for your project. One or more of the following application forms may be required.

- Building
- Plumbing
- Electrical
- Fire Code
- Sewer Connection or On-Lot Septic System
- Erosion & Sedimentation Control
- Driveway/Highway Opening

Annually, plumbing and electrical contractors are required to be qualified and licensed prior to becoming eligible for permits.

All contractors are required to:

- Submit a certificate of Insurance specifically issued to Middletown Township

Certain types of non-residential and multi-family residential development require approval from one or more departments of the Commonwealth of Pennsylvania.



## II. Application Submission

Completed application form(s) are returned to the Code Enforcement Department accompanied with:

A scaled plot plan drawing depicting the existing lot and improvements, as well as, the location of the proposed building, addition or structures to be constructed. In addition, the plot plan shall depict the location of existing and proposed easements of any type on the property. This requirement may be waived for projects that will not increase the building coverage on the lot, e.g. re-roofing, alterations, plumbing, electrical, etc.

Two sets of construction drawings and specifications completed in accordance with Middletown Township's Guidelines For Required Drawings For Residential Construction. Construction drawings and documents for commercial projects shall be prepared and sealed by a registered design professional.

Payment of Permit Fees calculated in accordance with the Middletown Township Master Fee Schedule. Separate checks are required for each type of permit. Do not fill in the fee amount on the check until the calculations have been checked and confirmed by the Code Enforcement Department.

Verification of any required approvals from the Commonwealth of Pennsylvania, e.g. Department of Labor and Industry, Department of Health, Department of Environmental Protection, etc.



## III. Plan Review

Upon submission of the completed application package a plan review will be initiated by the Code Enforcement Department. Incomplete application packages will not be reviewed! Staff reviews will include evaluation of the application(s) by one or more of the following: Township Engineer, Zoning Officer, Code Enforcement Officer, Health Officer, Fire Marshal, Sewer Authority or Sewage Enforcement Officer.

**The Township Engineer's** review will include verification of completion of any Subdivision or Land Development process including proof of recording of pertinent plans in the Office of the Recorder of Deeds of Delaware County. In addition, the Engineer will evaluate the application package for conformance with approved Subdivision or Land Development plans and agreements, as well as, any conditions of approval attached thereto.

**The Zoning Officer's** review will include an evaluation of the proposed development's conformance to any Variance, Special Exception or Conditional Use approvals granted, as well as, compliance with applicable Use and Dimensional regulations of the Zoning Ordinance.

**The Code Enforcement Officer's** review will include an evaluation of the proposed construction in accordance with requirements of the Building, Plumbing and Electrical Codes of Middletown Township, verification that the proper fees have been paid, and verification that other authorities having jurisdiction, if any, have reviewed and approved the proposed construction.