

## **Building Permit Application Check List**

**Applicant: Please furnish the following information and/or papers where applicable.**

**Notice: 1. Reviewing Time - Fifteen (15) Business Days for Residential  
- Thirty (30) Business Days for Commercial**

**2. Permit becomes invalid if construction has not begun within 180 days of permit issuance, or construction is suspended or abandoned for 180 days after work has commenced.**

- 1. Is the application filled out completely and signed?
- 2. Is there a plot plan that shows all setback dimensions, lot lines, existing structures, and the legal right-of-way?
- 3. Are there two (2) sets of working plans or blue prints?
- 4. If this is a new structure, do you have a highway occupancy permit?
- 5. If plumbing is involved, did you get a plumbing permit?
- 6. If a new structure, what type of sewer and water systems are involved? If they are private sewer and/or water, please submit a copy of the permits issued by Montgomery County Health Department. If it is public sewer, please show proof of EDU purchase from the Lower Perkiomen Valley Regional Sewer Authority and submit a check for Capitol Contribution, and a check for the Sewer Connection Fee.
- 7. Did you submit a check for the Municipal Services Fee, if applicable?