

BUILDING Work Type						
Building Permit Application Type	Sub-Work Type	Issuing Unit	Processing Time	Filing Fee	May Be Accel	Additional Comments
New Construction	Foundation Only	Engineering	20 Days	\$100	✓	
	Commercial	Engineering	20 Days	\$100	✓	
	*Residential (Including Modular)	Engineering	15 Days	\$25	✓	
	Self-Certification (*Residential Only)	Permit Control	5 Days	\$25		
	Structural Frame of a New Building	Engineering	20 Days	\$100	✓	
	Shell Construction	Engineering	20 Days	\$100	✓	
	Initial Tenant Fit-Out (New Building)	Original Examiner	20 Days	\$100	✓	
Additions	Commercial	Engineering	15 Days	\$100	✓	
	*Residential	Engineering	15 Days	\$25		
Alterations	Commercial	Engineering	20 Days	\$100	✓	
	*Residential (Including Decks)	Permit Control	10 Days	\$25		
	Dangerous Case	Permit Control	Same Day	\$0		3 Day review when plans related to make-safe condition are provided. May not be dropped off.
	EZ Alterations -Commercial Level 1	Permit Control	Same Day	\$0		
	EZ Alterations (Minor Alterations - Single Family, Windows & Doors, Re-Roofing, Security Gates & Grills, Exterior Wall Coverings)	Permit Control	Same Day	\$0		
Fire Suppression	New Installations	Engineering	20 Days	\$100	✓	
	Remove an Existing Suppression System	Engineering	20 Days	\$100		
	EZ Kitchen Hood Fire Sup.	Permit Control	Same Day	\$0		Must have kitchen hood permit. Otherwise, 20 day Engineering Review
	Sprinkler Rough- In/ EZ Head Relocation	Permit Control	Same Day	\$0		
	Backflow Prevention Device	Engineering	20 Days	\$100	✓	
	Standpipe	Engineering	20 Days	\$100	✓	
	Fire Pump	Engineering	20 Days	\$100	✓	
Mechanical	Commercial Kitchen Exhaust Hood	Engineering	20 Days	\$100	✓	
	Appliances Only	Engineering	20 Days	\$100	✓	
	Fuel Gas Installations	Engineering	20 Days	\$100	✓	
	EZ Ductwork & Warm Air (WARM AIR APPLIANCE)	Permit Control	Same Day	\$0		
	EZ Ductwork & Warm Air (EZ DUCTWORK)	Permit Control	Same Day	\$0		
	New Mechanical System	Engineering	20 days	\$100	✓	
	Alteration to Existing Mechanical System	Engineering	20 Days	\$100	✓	
Administrative	Certificate of Occupancy (New)	Engineering	20 Days	\$100		
	Lawful Occupancy (New)	Engineering	20 Days	\$100		
	Temporary CO	Permit Control	Same Day	\$0		May also be obtained at district office
	Special Events--TCO	Engineering	10 Days	\$100		
	Unit Certificate of Occupancy	Customer Care (Pat Dunphy)	10 Days	\$100		Submit an application for each unit but only one filing fee.
	CO for "Uncertified Building" (CONR)	Permit Control	10 Days	\$100		
	Amended Permit	Original Examiner	(Res.) 15 or (Com.) 20 Days	\$0		
	Amended Permit (for special inspections only)	Original Examiner	5 days	\$0		
	Preliminary Plan Review	Engineering	20 Days	\$300 (3 stories) + \$50 (each addit'l)		
	Permit Extension	Permit Control	Same Day	\$0		
	Duplicate CO/LO	Permit Control	Same Day	\$0		
Demolition	EZ Interior Demolition (Non-bearing Partitions)	Permit Control	Same Day	\$0		
	Complete Demo (Submission may include Zoning appl)	Engineering	20 Days	(Res.) \$25 (Com.) \$100	✓	
	Partial Demo (Residential)	Permit Control	10 Days	(Res.)\$25		
	Partial Demo (Commercial)	Engineering	20 Days	\$100	✓	
	Interior Demo (Structural)	Engineering	20 Days	\$100	✓	
	Dangerous Case	Engineering (Supervisor)	3 Days	(Res.)\$25 (Com.)\$100		
	Tank	Permit Control	Same Day	\$0		
Signs	*Accessory Signs (3 or less flatwall)	Permit Control	10 Days	100		Effective 11/1- Same Day w/ form; 20 days w/o form
	Accessory Signs (Other)	Engineering	20 Days	\$100	✓	
	Non-accessory Signs	Engineering	20 Days	\$100	✓	
Miscellaneous	Tanks	Engineering	20 Days	\$100	✓	
	New Antennas--Ground/Roof Mounted	Engineering	20 Days	\$100	✓	No permit required for replacements and collocations as per code bulletin
	Canopies	Engineering	20 Days	\$100	✓	
	Fences (> 6 ft height) & Fence Walls (>2ft height)	Engineering	20 Days	\$100	✓	
	Ramps	Engineering	20 Days	\$100	✓	
	Sidewalk & Shelter Platforms	Permit Control	Same Day	\$0		
	Site Permits (Earth Movement>5000 sq. ft./ Shoring)	Engineering	20 Days	\$100	✓	
	EZ Permits (Decks, Swimming Pools/Spas, Retaining Walls (less than 4ft.)	Permit Control	Same Day	\$0		

***Residential-One and Two Family Dwellings Only (Multi-Family Dwellings/ Mixed Use Buildings are classified as commercial)**

Following Application Types Do Not Require Building Permits: 1) Applications for State and Federally owned properties. 2) Most commercial boilers (See PA Boiler Law)

ZONING						
New Construction	New Construction (SFD or 2FD)	Engineering	15 Days	\$25	✓	
	New Construction (Other)	Engineering	20 Days	\$100	✓	
Decks (SFD or 2FD Only)		Permit Control	10 Days			
Additions	Addition (SFD or 2FD)	Engineering	20 Days	\$25		
	Addition (Other)	Engineering	20 Days	\$100	✓	
Use	Change of Use (Matter of Right)	Permit Control	Same Day	\$0		
	Change of Use (Refusal)	Permit Control	5 Days	(Res.)\$25 (All others)\$100		
	Family Day Care	Permit Control	Same Day (unless refusal)	\$0		
	Parking	Engineering	20 Days	\$100	✓	
Lot Lines	Lot Line Relocation	Engineering	20 Days	\$100	✓	
Signs	Accessory Signs (3 or less flatwall)	Permit Control	10 Days	\$100		
	Accessory Signs	Engineering	20 Days	\$100	✓	
	Non-accessory Signs	Engineering	20 Days	\$100	✓	
Demolition	Complete Demolition (w/o Bldg App)	Permit Control	Same Day	\$0		
Administrative	Administrative Review (Extension of Permit)	Permit Control	Same Day	\$0		If requesting an extension of both building and zoning, it is only necessary to extend building. If request is to extend a variance for a permit which was never picked up, request made directly to Boards Administration.
	Administrative Review (Modify Previously Approved Permit)	Original Examiner	(Res.) 15 or (Com.) 20 Days	\$65	✓	
	Preliminary Plan Review	Engineering	20 Days	\$250		
	Amended Application (Amend application pending ZBA hearing with pre-approval by Boards Administration)	Original Examiner	20 Days	Waived	✓	Application must be accompanied by letter of approval provided by Boards Administration.
Decision Letters		Original Examiner/ 5 Day if examiner is no longer with Permit Services	5 Days			Fence applications should only be taken in if they are not code compliant. Otherwise, no permit is required nor will be issued.
Fences	Fences	Engineering	20 Days	\$100	✓	Fence applications should only be taken in if they are not code compliant. Otherwise no permit is required nor will be issued.
Antennas	New Antennas--Ground/Roof Mounted	Engineering	20 Days	\$100	✓	No permit required for replacements and collocations as per code bulletin.