

## INSTRUCTIONS FOR OBTAINING BUILDING/ZONING PERMITS AND OTHER FORMS/APPLICATIONS

Forms/Applications shall be filled out and emailed to the Township Manager at [Manager@pennsbury.pa.us](mailto:Manager@pennsbury.pa.us). (Open file from the website, click File then Save As and download, complete the form then email as an attachment.)

Upon receipt, the completed form/application will be reviewed by the Code Enforcement Officer. All pertinent information must be filled out including contact information (especially email) for any additional questions by the Code Enforcement Officer. (Any incomplete forms will delay review.) If approved the permit may then be issued, the applicant will be contacted to pick up the permit for payment at the township office. Checks are payable to Pennsbury Township (no credit cards are accepted).

No work is to start until the permit is picked up, posted at the job site and all fees are paid. The plan review fee will still be owed even if the applicant cancels the application but the review was completed. If a job is started without a permit, a \$1000.00 fine will be levied.