Zoning & Land Use Permit Application Checklist

1. Fill out the attached application. Questions on application should be addressed to: **JOHN BAILEY**, Zoning Officer for Lower Mifflin Township **717-776-5029**

2. Return 2 completed applications with a drawing, specifications, sewage permits (if applicable), driveway permits (if applicable), or state highway occupancy permit (if applicable), and workers compensations certificate or affidavit of exemption to ***Zoning Officer***.

John Bailey, Zoning Officer
240 Big Spring Road
Newville, PA 17241

3. Permit Cost is as follows: Land Use Permit $50.00 and $1.00 per $1,000 on total cost of project (Example: project cost is $5,000.00-----Permit Cost $50.00 + $5.00 = TOTAL PERMIT COST $55.00)

Demolition Permits are a flat fee of $50.00

- Payments should be made out to ***Lower Mifflin Township***.
- Payments should be mailed to Lower Mifflin Township's Zoning Officer

4. Lower Mifflin Township's Zoning Officer will review your permit. Permits require a 7 day review period from the date the application is COMPLETED.

5. Lower Mifflin Township will provide you with a copy of the UCC Permit Application. It will be mailed to you when the permit is issued.

OWNER/CONTRACTOR RESPONSIBILITY

- Must deliver 2 sets of your plans to Commonwealth Code Inspection Services (CCIS). One copy will be retained by CCIS. One copy will be returned to the Owner/Contractor upon payment of fees to CCIS.

This must include:

The Completed Application (UCC Permit Application)
Foundation Plans
Construction drawings
Mechanical drawings
Plumbing drawings
Specifications
Worker's Comp certificate
Driveway or State Occupancy Permit
Sewer Permit

- Must schedule inspections with CCIS and pick up Final Inspection Reports & Certificates from CCIS

- **Once work is completed:**

Contact Lower Mifflin Township Zoning Officer to receive an Occupancy Permit

MUST HAVE to receive Occupancy Permit:

Final Inspection Report from CCIS
Certificate of Inspection from CCIS