

List of Processing Times for All Building & Zoning Permits *(as of June 2018)*

Building Work Type					
Building Permit Application Type	Sub-Work Type	Processing Time	May Be Accelerated? ✓= Yes	Additional Comments	Filing Fee
New Construction	Self-Certification (Residential only*)	5 Days			\$25
	Residential (including modular)*	15 Days	✓		\$25
	Foundation Only	20 Days	✓		\$100
	Commercial	20 Days	✓		\$100
	Structural Frame of a New Building	20 Days	✓		\$100
	Shell Construction	20 Days	✓		\$100
	Initial Tenant Fit-Out (New Building)	20 Days	✓		\$100
Additions	Commercial	20 Days	✓		\$100
	Residential *	15 Days			\$25
Alterations	Dangerous Case	Same Day		Three-day review when plans related to make-safe condition are provided. May not be dropped off.	Residential: \$25
					Commercial: \$100
	EZ Alterations – Commercial Level 1	Same Day			\$0
	EZ Alterations (Minor Alterations – Single Family, Windows & Doors, Re-Roofing, Security Gates & Grills, Exterior Wall Coverings)	Same Day			\$0
	Residential (including decks)*	10 Days			\$25
Commercial	20 Days	✓		\$100	
Fire Suppression	EZ Kitchen Hood Fire Suppression System	Same Day		Must have Kitchen Hood Permit. (Otherwise, 20-day Engineering Review: \$100.)	\$0
	Sprinkler Rough-In/EZ Head Relocation	Same Day			\$0
	New Installations	20 Days	✓		\$100
	Removal of Existing Suppression System	20 Days			\$100
	Backflow Prevention Device	20 Days	✓		\$100
	Standpipe	20 Days	✓		\$100
Fire Pump	20 Days	✓		\$100	

Mechanical	EZ Ductwork & Warm Air (WARM AIR APPLIANCE)	Same Day			\$0
	EZ Ductwork & Warm Air (EZ DUCTWORK)	Same Day			\$0
	Commercial Kitchen Exhaust Hood	20 Days	✓		\$100
	Appliances Only	20 Days	✓		\$100
	Fuel Gas Installations	20 Days	✓		\$100
	New Mechanical System	20 Days	✓		\$100
	Alteration to Existing Mechanical System	20 Days	✓		\$100
Administrative	Temporary CO	Same Day		May also be obtained at District Office.	\$0
	Permit Extension	Same Day			\$0
	Duplicate CO/LO	Same Day			\$0
	Amended Permit (for special inspections only)	5 Days			\$0
	Special Events – TCO	10 Days			\$100
	Unit Certificate of Occupancy	10 Days		Submit an application for each unit but only one filing fee.	\$100
	CO for “Uncertified Building” (CONR)	10 Days			\$100
	Amended Permit	Residential: 15 Days			\$0
		Commercial: 20 Days			\$0
	Certificate of Occupancy (New)	20 Days			\$100
	Lawful Occupancy (New)	20 Days			\$100
	Preliminary Plan Review	20 Days			\$350 (3 stories) + \$75 (each additional)
Demolition	EZ Interior Demolition (Non-Bearing Partitions)	Same Day			\$0
	Tank	Same Day			\$0
	Dangerous Case	3 Days			Residential: \$25
					Commercial: \$100
	Partial Demo (Residential)	10 Days			\$25
	Partial Demo (Commercial)	20 Days	✓		\$100
	Interior Demo (Structural)	20 Days	✓		\$100
Complete Demo (Submission may include Zoning application)	20 Days	✓		Residential: \$25 Commercial: \$100	
Signs	Accessory Signs (3 or less flatwall)*	10 Days		Effective November 1: Same day with form; 20 days without form.	\$100
	Accessory Signs (Other)	20 Days	✓		\$100
	Non-Accessory Signs	20 Days	✓		\$100
Miscellaneous	Sidewalk & Shelter Platforms	Same Day			\$0

	EZ Permits (Decks, Swimming Pools/Spas, Retaining Walls: less than 4ft.)	Same Day			\$0
	Tanks	20 Days	✓		\$100
	New Antennas – Ground/Roof Mounted	20 Days	✓	No permit required for replacements and collocations as per code bulletin.	\$100
	Canopies	20 Days	✓		\$100
	Fences (<6ft. height) & Fence Walls (>2ft. height)	20 Days	✓		\$100
	Ramps	20 Days	✓		\$100
	Site Permits (Earth Movement>5,000 sq. ft./Shoring)	20 Days	✓		\$100

**Residential one- and two-family dwellings ONLY. (Multi-family Dwellings/Mixed-use Buildings are classified as commercial.)*

The following application types DO NOT require building permits:

1. Applications for state and federally-owner properties.
2. Most commercial boilers. (See PA Boiler Law.)

Zoning					
New Construction	New Construction (SFD or 2FD)	15 Days	✓		\$25
	New Construction (Other)	20 Days	✓		\$100
Decks (SFD or 2FD Only)		10 Days			\$25
Additions	Addition (SFD or 2FD)	20 Days			\$25
	Addition (Other)	20 Days	✓		\$100
Use	Change of Use (Matter of Right)	Same Day			\$0
	Family Day Care	Same Day (unless refusal)			\$0
	Change of Use (Refusal)	5 Days			Residential: \$25 All others: \$100
	Parking	20 Days	✓		\$100
Lot Lines	Lot Line Relocation	20 Days	✓		\$100
Signs	Accessory Signs (3 or less flatwall)	10 Days			\$100
	Accessory Signs	20 Days	✓		\$100
	Non-Accessory Signs	20 Days	✓		\$100
Demolition	Complete Demolition (without Building Application)	Same Day			\$0
Administrative	Administrative Review (Extension of Permit)	Same Day		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 pick up, request must be	\$0

				made directly to Boards Administration.	
	Administrative Review (Modify previously-approved permit)	Residential: 15 Days	✓		\$200
		Commercial: 20 Days			
	Preliminary Plan Review	20 Days			\$350
	Amended Application (Amend application pending ZBA hearing with pre-approval by Boards Administration.)	20 Days	✓	Application must be accompanied by letter of approval provided by Boards Administration.	Waived
ZBA Decision Letters		5 Days			Waived
Fences		20 Days	✓	Fence applications should only be taken in if they are not code compliant. Otherwise no permit is required nor will be issue.	\$100
Antennas	New Antennas—Ground/Roof Mounted	20 Days	✓	No permit required for replacements and collocations as per code bulletin.	\$100

Plumbing					
New Construction & Additions	Complete system includes area drains, roof drains, water distribution, building drain, building sewer, and trap.	20 Days		All plumbing permits are reviewed in 20 days and may only be accelerated at the discretion of the Department.	One- or two-family: \$25
					All others: \$100
Alterations	One- or Two-Family	20 Days		Does not include replacement of water distribution, building drain, building sewer, or trap.	One- or two-family: \$25
	All others				All others: \$100
	Repairs/Replacements	20 Days			\$0

Electrical

Electrical		20 Days		May be accelerated at the discretion of the Department. Solar panels (residential) can be reviewed in 5 days—must complete and submit standard with application.	\$25
------------	--	---------	--	--	------