

Obtaining a Permit to Build an Attached Garage or House Addition

In Logan Township

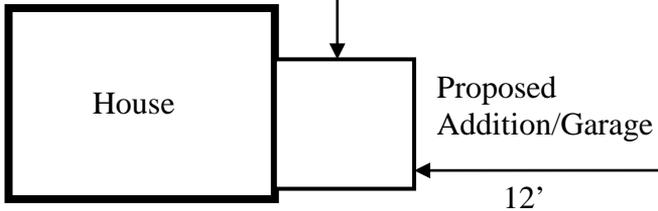


A How To Guide - #3

Drawing a Site Plan

In general, your site plan should include:

- Property lines.
- Location of House and other existing structures on the lot.
- Location of proposed addition / attached garage.
- Distance from property lines to addition / attached garage.
- In most cases, the proposed structure needs to be 12 feet from the side property line, and 30 feet from the front and rear property lines.



Roadway

Steps to Obtaining a Zoning and Building Permit for an Attached Garage or House Addition

1. Pick up a Zoning and Building Permit application and Building Permit Application Submittal Requirements Checklist (Residential Addition) from the second floor of the Township Municipal Building or print them from the Township's website: www.logantownship-pa.gov under applications and forms.
2. Complete numbers 1-14 on the application.
3. Sign the third page.
4. Draw a site plan of your property on the back of the application, or on a separate sheet of paper – see opposite page for an example.
5. Following the checklist, provide a drawing and details of how the addition will be constructed, including footer, foundation, floor plan, etc...
6. Return the application, checklist, and three copies of the drawings, to the Township in person, or by mail.
7. Wait for a phone call indicating that your permit is ready – usually a week. State law gives us 15 business days to review the permit, but the turnaround time is usually less.
8. Pickup and Pay for your permit. The fee is \$75.00 plus the cost of the building permit and inspections.
9. Call 811 before you dig.
10. Start building your addition. Make sure to call for the appropriate inspections.

Notes:

- In most residential zones, additions cannot be used as a separate unit/apartment.
- In residential zones, additions/garages cannot be used for business purposes.
- When constructing a second floor addition, a letter from an architect or structural engineer indicating the first floor can handle the additional weight is required.

Questions??????

Call us at 814-944-5349

Fax us at 814-944-5051

E-Mail us at logantownship@atlanticbbn.net

www.logantownship-pa.gov



Prepared for Our Residents

By the Logan Township Department of
Planning and Zoning
100 Chief Logan Circle
Altoona, PA 16602