

Obtaining a Permit to Remodel a Commercial Building or Multi-Family Structure

In Logan Township



A How To Guide - #10



**Know what's below.
Call before you dig.**

Steps to Obtaining a Zoning and Building Permit to Remodel a Commercial Building or Multi-Family Structure – Including Demolition of Interiors and New Roofs

1. Pick up a Zoning and Building Permit application, Building Permit Application Submittal Requirements Checklist (Existing Commercial and Multi-Family), and Sewer Permit Application 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 and sign the third page.
3. Following the checklist, provide drawing and details for all of the required information including demolition, electrical, mechanical, plumbing, etc...
4. Return the application, checklist, and three copies of the drawings which are signed and sealed by an architect or engineer, along with a \$156 deposit check made payable to Logan Township, to the Township in person, or by mail.
5. If additional information is needed, you will be contacted.
6. Wait for a phone call indicating that your permit is ready. State law gives us 30 business days to review the permit, but the turnaround time is usually less.
7. Pickup and Pay for your permit. The fee is \$200.00 (if a zoning permit is required) plus the cost of the building permit and inspections.
8. Call 811 before you dig.
9. Start remodeling the building. Make sure to call for the appropriate inspections.

Notes:

- A zoning permit is not required for demolition, new roofs, or if the remodeled area is not a change in use.
- A sewer permit will be required if a new sewer tap is required to serve the remodeled area.

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

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