

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

In Logan Township



A How To Guide - #9



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

Steps to Obtaining a Zoning and Building Permit for a New Commercial Building or Multi-Family Structure

1. All new commercial or multi-family buildings require the submission of a Land Development Plan which details the site and where the building is going to be located. This Land Development Plan must be approved by the Township and recorded at the Courthouse prior to issuance of a building permit for the building.
2. Pick up a Zoning and Building Permit application, Building Permit Application Submittal Requirements Checklist (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.
3. Complete numbers 1-14 on the application and sign the third page.
4. Following the checklist, provide drawing and details for all of the required information including electrical, mechanical, plumbing, etc...
5. Return the application, checklist, sewer permit application 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. *Plans may also be submitted electronically. Review the Building Permit Application Submittal Requirements for details.*
6. If additional information is needed, you will be contacted.
7. 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.
8. Pickup and Pay for your permit. The fee is \$200.00 plus the cost of the sewer permit, building permit and inspections.
9. Call 811 before you dig.
10. Start building the building. Make sure to call for the appropriate inspections.

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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