
CONOY TOWNSHIP

Municipal Building
211 Falmouth Road
Bainbridge, PA 17502



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Supervisors: Chairman Justin Risser; Vice-Chair Gina R. Mariani; Douglas Hawthorne; Stephen Mohr; S. Jay Williams
Secretary Shannon Sinopoli; Treasurer Jennifer Rabuck

ZONING/BUILDING RESIDENTIAL PERMIT PROCESS

Conoy Township requires permits for many types of construction and building work in residential structures. Some work requires on a Zoning Permit and other work requires both a Zoning Permit and a Building Permit. These are two separate permits which share the same application form. Zoning Permits fall under the Township Rules and Ordinances. Building Permits are governed by the Pennsylvania Uniform Construction Code and will require inspections during work. Please allow ten (10) business days for Zoning Permits and fifteen (15) business days for Building Permits.

There is only one application to fill out. The permit(s) will be Zoning, Building or both. Each permit has different fee requirements.

Residential projects that require a permit(s):

- Carports, garages and sheds NOT attached to your house and under 1,000 s.f. require only a Zoning Permit.
- Porches, patios, paver patios, sidewalks and walkways require a zoning permit. Decks that no higher than 30" above grade require a Zoning Permit. Decks higher than 30" above grade also require a Building Permit.
- Widening a driveway or parking area or adding new paving or stone requires a Zoning Permit.
- All grading changes, accessory structures, fences, signs or walls require a Zoning Permit. Walls over 48" will also require a Building Permit.
- Home additions, including garages, carports and porch roofs require a Zoning and Building Permit.
- Installation of doors and/or windows where the size of the opening is changing requires a Building Permit.
- Changes to the structural integrity of the house (exterior walls, floors, roof trusses, beams and the like) require a Building Permit.
- Installing a wood burning/pellet stove with a chimney requires a Building Permit.
- Swimming pools deeper than 24" (including concrete patio and/or decking and fencing) must have a Zoning and Building permit.
- Hot tubs and spa's must have a Zoning and Building Permit.
- Demolition of a structure must have a Zoning and Building Permit.
- Residential electrical upgrades must have a Building Permit.
- All work on commercial/non-residential structures require a Zoning and Building Permit.

****Stormwater Management is required on your lot for ANY and ALL new impervious surfaces (area that no longer allows the rain to seep through to the ground). Call the Zoning Officer to discuss your project and the options available.*

Residential projects that do NOT require a permit(s):

- Alterations and renovations when there is no increase in exterior dimension AND no change in use, including new facia, replacement siding, or roof shingles, shutters, etc.
- General maintenance work such as painting, carpeting, flooring or cabinetry.

- Crops, gardening and general landscaping, planting or removing trees or bushes, landscaping and ornamental ponds (including incidental structures such as flagpoles, birdhouses, ornamental windmills, etc.).
- Constructing terraces, landscape steps, non-commercial TV antennas or other similar features, as well as temporary signs.
- Resurfacing or seal coating existing driveway, parking areas, etc. as long as the work is conducted within the existing impervious footprint.
- Replacing doors and windows where the new and old are the same size.

****If you are not certain if a permit is required, PLEASE CALL. Failure to get a permit will result in a Notice of Violation.*

To acquire a Zoning and/or Building Permit:

1. Please do not assume that your contractor is getting the permit. It is your responsibility as the property owner to have a permit prior to beginning any work.
2. Complete a Zoning/Building Permit application. Applications, instructions and checklist can be found on our website and is also available at the Township office. You will need to include a drawing of your property with all existing structures and improvements (house, driveway, patios, decks, walkways, sheds, pools, garages, etc.), the proposed project, building dimension, and the dimensions from the proposed project to all property lines. The location of the septic tank, drainfield and well is required to be shown as well as any and all areas of the property that is subject to the 100-year floodplain. The location of proposed stormwater management construction shall also be shown on the drawing. Residential Zoning/Building Permits also require 2 sets of building plans.
3. The property owner must sign the permit application (no exceptions).
4. Fill out the appropriate Stormwater Management Form. Contact the Zoning Officer for more specific information.
5. The Zoning Permit application fee is based on the current Township Fee schedule and is due when you pick up your permit. Check should be made payable to Conoy Township.
6. Your zoning application will be reviewed for setbacks, lot coverage, etc. If we have any questions concerning your application we will contact the person listed as the applicant, unless otherwise noted. Please be sure all contact information is provided and is correct. You will be notified when your permit is ready to be picked up.
7. Building Permit applications are also to be submitted to the Township office. The same application is used and can be found on our website or at the Township office. Our building inspector is Commonwealth Code Inspection Service, Inc. (717) 664-2347. They have their own set of fees and payment for those fees are payable to CCIS. Such fee is due when you pick up the permit at the Township office.
8. The Zoning Permit process can take up to 10 business days to complete and the Building Permits may take up to 15 business days. Please allow for this time in scheduling your construction. No construction may begin until the appropriate permits are issued.
9. If a Building Permit is NOT required for your project, please notify the Zoning Officer upon completion of the work. Your Use and Occupancy permit will then be prepared for you.
10. Once a permit is issued, the work authorized must begin within 6 months and be completed within 12 months. If an extension to the 12 months is needed, contact the Zoning Officer in writing.