



TOWNSHIP OF SPRING



Residential Building and Zoning Permit Applications

1. Building Permit Application Review Period – 15 business days in accordance with Act 45 Uniform Construction Code
2. Zoning Application Review Period – 30 calendar days in accordance with Township Zoning Ordinance, Part 8, Administration.

What to Do

1. Plan Projects Accordingly – Take into consideration Review Time.
2. Do not start work before a permit has been issued.
3. Do not order nonrefundable items such as fences, sheds, decks, pools and similar accessory structures before a permit is issued.
4. Check to see if the proposed project will comply with the Township Zoning Ordinance and Local Building Codes.
5. Submit all applications to the Township of Spring Zoning and Codes Department.

Where to get Applications

1. Permit applications are available in the Zoning & Codes Department.
2. Permit applications are available on the Township's website.
3. The Township Codes Department can mail or fax an application.

What happens Next

1. Once submitted, an application receives several reviews.
2. Zoning applications receive a zoning review where the Zoning Officer will check for the proper proposed placement of a structure, as well as setback distances to the property lines and other structures, size and height and all other applicable zoning regulations in accordance with the Township of Spring Zoning Ordinance.
3. The Zoning Officer will check final plans for any known easements or r-o-ws.
4. Building Permit Applications will receive a Building Code Review. The Reviewer will review the plans for compliance with the 2006 International Residential Code and other adopted codes, specifications and ordinances.
5. Building Permit Applications may also require a zoning review.
6. The reviewer will either issue or deny an application in the allotted time period.
7. The reviewer may request revisions if the applications are found not to meet building or zoning codes or if the application is incomplete or insufficient.
8. When the application is submitted to the Township Codes Department, it is stamped received. This Date marks the beginning of the review period.
9. The Township will contact the applicant when the permit is issued or denied.