

**WASHINGTON TOWNSHIP**  
**UCC BUILDING PERMIT APPLICATION**  
**COMPLETENESS CHECKLIST**

**The individual completing the application should use the checklist below to assure that all items are included in the application package. The Building Codes Officer will confirm that the required items have been included within 5 days of receipt.**

- Completed Application with applicant's name, signature and date
- Project plans and specifications, (including plot plan) with all required information to verify code compliance \*\*
- Engineer's Seal on drawings (required for most commercial work and special residential situations)
- On-Lot Sewage Permit from Sewage Enforcement Officer  
Contact: John Kerstetter at 570-648-9037
- Letter of intent to serve the project from the public water supplier (if applicable)  
Supplier: Pennsylvania-American Water Co. at 800-717-7292
- Municipal Driveway Permit (for access to township roads)  
OR  
PennDOT Highway Occupancy Permit (for access to state or federal roads)
- Municipal Improvement Permit for all work done on the property not covered by the UCC Building Codes
- Completed Worker's Compensation Insurance Coverage Form
- Completed Fee Schedule Worksheet
- Total Permit Fee enclosed (made payable to Light-Heigel & Associates, Inc.)

\*\* Washington Township follows Northumberland County Zoning requirements. According to section 4.051 of the Northumberland County Zoning Ordinance: "the minimum building or setback distance shall be measured from the required minimum or ultimate right-of-way line and shall be a minimum of one-half (1/2) of the required or ultimate right-of-way width or forty (40) feet, whichever is the greater." A professional survey may be required to locate right-of-way lines and location of setback lines.

Note: Washington Township requires a permit for utility buildings less than 1,000 square foot that are exempted by UCC regulations. This permit may be obtained at the municipal office.

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Completeness Signature of Building Code Official

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Date Submittal Determined Complete