

## Glenburn Township Zoning/Building Permit Application Process

1. Obtain a Zoning/Building Permit from the Township Office or Website ([www.glenburntownship.org](http://www.glenburntownship.org)).
2. Complete the application in it's entirety
3. Return the application to the Township Office along with a **sketch plan** showing setbacks, **contractor's insurance certificates** and a **check** in the amount of \$40 plus \$4 for every \$1000 of estimated construction cost. **CHECKS SHOULD BE MADE PAYABLE TO: GLENBURN TOWNSHIP**
4. If the value of permit is over \$500 the contractor's state license number and a copy of the contract must be provided.
5. The application will then be reviewed by the Township Code Enforcement Officer (CEO). (Tom Wicks – **Phone: 563-1671** eves. & weekends for questions)
6. You will be notified by the Township Office or the CEO that the permit is ready or that changes/corrections need to be made.
7. You can pick up the approved permit from the Township Office between the hours of 9am-12noon Monday thru Thursday.

## Glenburn Township Building Inspection Underwriters Permit Application Process

1. Obtain a Building Inspection Underwriters (BIU) Permit Packet from the Township Office. (This can be done at the same time as the Township Zoning/Building Permit is picked up or dropped off and can be processed simultaneously.)
2. The brochure included with the packet explains the BIU process.
3. Return the completed packet to the Township Office. Be sure to fill out all necessary forms in their entirety and sign them. The manila jacket must also be filled out wherever it says "Applicant Completes". **2 copies of all plans must be included in the submission.**
4. BIU will be notified by the Township Secretary that the packet is ready for review. A BIU Inspector will examine the packet and either accept or reject it. The inspector will also price up the packet.
5. You will be notified by the Township Secretary when the packet has been reviewed and of the cost of the inspections. If the packet has been approved and your Township Zoning/Building Permit has been approved you will be required to make payment for the inspection fees in a **CHECK MADE PAYABLE TO: GLENBURN TOWNSHIP.**
6. If the packet needs corrections/changes you will be required to make them and the packet will be re-reviewed by the BIU inspector. You will be notified by the Township Secretary when the review is complete. If it has been approved you will follow step 5 above. If not, you will need to make additional changes.
7. The **BIU Inspector can be reached at 570-344-9681** prior to 9 or 9:30 am with any questions you may have. Our current inspector is Aaron Palaskas.
8. The **NEIC Inspector can be reached at 570-280-2111** Our current inspector is George Littlejohn

Thank you for your cooperation. By following these instructions your permit process should go smoothly and quickly. **Additional questions can be directed to Township Secretary Bernadette Menendez between the hours of 9am-12noon Mon. - Thurs. at (570) 563-1177 or CEO Tom Wicks at (570) 563-1671 (eves. or weekends)**

**Glenburn Township Fax (570) 563-2250**