

INSPECTION POLICY

The following defines the policies and procedures for the inspection and permitting of all construction activity taking place in the Township. The Township's program is based on the state wide building code known as the PA Uniform Construction Code. I believe the following procedures for permitting and inspections is compliant with the intent and purpose of the code and will insure that substandard workmanship is recognized and corrected in a timely and professional manner.

- 1. To schedule an inspection, call New Hanover Township at 610-327-2535 or 610-323-1008. Leave your name, phone number, building permit number, location (street & lot number {if applicable}), type of inspection requested and preferred date and approximate time for the inspection. Most inspections are completed within 48 hours, however, requests cannot be guaranteed unless scheduled 1 week in advance.*
- 2. Before an open wall inspection is requested, the electric, plumbing and mechanical work should be installed and ready for inspection.*
- 3. Any inspected work that is found to be incomplete or in need of correction, may not be re-inspected on the same day. The re-inspection is to be called into the Township office in the same manner as the first inspection. If it is discovered on the second inspection that the work was not corrected, a meeting at the Township Office with the responsible person or contractor may be required before a third party inspection is scheduled.*
- 4. Residential building permits make take up to 15 days to issue; commercial permits up to 30 days. The time does not start until a completed permit application package is submitted to the Township Office. Use and Occupancy certificates may take up to 5 days to release. The time does not start until all required final inspections are completed and supplemental information pertaining to the permit is received at the Township Office.*

It is imperative that all persons, contractors, developers, builders, real estate professionals, mortgage lenders, etc., understand their responsibilities to their customers/and or clients in regard to compliance in all aspects. The responsibility for compliance is placed on the individual performing a service that is regulated by the act.

I am asking that the recipient of this memorandum pass it on to anyone you feel has a part in the building, sale, occupancy or mortgaging of any building that is regulated by the State Act so they may develop a better understanding of the permitting and inspection process. Any person, contractor or other responsible party or company acting outside the terms of a permit will be the recipient of legal recourse as deemed appropriate by myself and the Township's Solicitor.

Building Code Official