Most construction requires a zoning permit before going to Centre Region Code; however, normal maintenance activities such as painting and minor repairs do not require a zoning permit. Please contact the College Township Zoning Officer, if you question whether permits are needed at 814-231-3021.

If you are proposing interior renovations to a Residential Single Family Home, that is not a rental property or home occupation, nor is the work to create a rental unit and/or home occupation, and all work is to take place within the structure with no change to: interior use, exterior footprint, ingress/egress, or height of the structure. Contact the zoning department to discuss the details of the project. The proposed may qualify for a zoning waiver prior your submission to Centre Region Code Administration for a Building Permit. College Township Zoning 814-231-3021

The following is a checklist of required submission documents that are generally associated with simple construction projects like, but not limited to, new residential construction and additions less than 600 sq. ft. in impervious area, alterations to an existing property, accessory structures (shed, garage, etc.), sidewalks, hardscapes, and so on...

Application and General Submission documentation for a complete submission:

- Completed Application for Building Permit (please sign the form)
- Permit/Application fees are based on cost of construction and due on submission
  - $0.00 - $30,000 is the minimum fee of $30.00 per application
  - $30,000.01 - $1M is Cost of Construction x .001. (Example: $180,000 x .001 = $180.00 fee due)
  - Projects costing over $1M most likely will be over the 600 sq. ft. threshold.
  - Fees are payable to: College Township

- Complete Impervious Coverage Sheet (required)

- Site plan, see the example for construction under less than 600 sq. ft. impervious area.
  - When drawing your site plan, be sure to show all corners, identify existing impervious coverages, and identify the proposed construction with setbacks clearly marked.

- Provide Construction drawings
  - Provide 2-copies for zoning review (one will be returned with the approved zoning permit)

- If you are doing an addition that requires a separate or new tap; copies of approved water and sewer services

- If required, Signed Soils & Erosion Plan Sheet
  - Required with earth disturbance and or stock piles

- Notice: Any proposed work within a public right-of-way will require a Road Occupancy Permit with applicable fee due. (This form is located on the College Township web page, under Zoning Department Applications and Forms listing.)

Note that the Zoning Officer may require additional information and/or review documents for clarifications for the proposed project during the review process.

General Information

Formal review periods do not start until an application is determined to be a full and complete submission. CHAPTER 200-49.

The zoning officer shall either approve or deny a zoning permit within 30-days of receipt of a full and complete application. CHAPTER 200-49(B). Unless, a Residential Site Plan review is required by CHAPTER 200-50, then the review period to approve or deny a zoning permit within 60-days of receipt of a full and complete application.

A completed project must be inspected by the Township, prior to the expiration date stated on the zoning permit. CHAPTER 200-49(C).

If you wish to schedule a final zoning inspection prior to absolute completion of the project, a monetary surcharge, escrow or letter of credit may be posted to cover certain incomplete project items. Please call the Township Zoning Department if you wish to use the surety option as part of your final zoning inspection. CHAPTER 200-49(C).

Please take the time to read all of the requirements that will be listed on the permit you are issued. A smooth inspection process depends on it!