

Commercial Building Permit/Inspection Procedure

1. Give drawings to Base Engineering for structural review.
2. The same time you drop prints off at Base you may apply for a zoning/building permit at Palmer Township. A zoning/building permit will cover items such as the CFF fee, certificate of occupancy and administrative costs. A separate permit will be required for signs. It is recommended that prints be dropped off at Base for review the same time you apply for the zoning/building permit. This will help expedite the process for being able to start the job.
3. Palmer Township will issue a zoning /building permit and Base will issue their own building permit. **Work may not be started until both permits are obtained.**
4. At the start of the job you must contact the fire administrator for information on the Key Lock Box System (Knox Box).
5. The person applying for the permit will deal with Base Engineering for all the building inspections for the project. Base will require an escrow for the inspections.
6. The Township will inspect the sewer line from the outside of the building to the lateral. The Township will also be involved with any violations that occur.
7. When construction is finished and Base has given their approval Palmer Township will conduct a final inspection. If the final inspection is ok, the Township will issue the Certificate of Occupancy. A certificate of occupancy is dependent upon the installation of a Knox Box (Ord. No. 2001-300) and **will not** be issued until it is installed.

CONTACTS:

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