



WHITE OAK BOROUGH COMMERCIAL GENERAL BUILDING PERMIT PROCEDURES

A building permit shall be required prior to the razing, erection or structural alteration of any building, structure or portion thereof, or prior to the moving of a building into the Borough or from one place in the Borough to another, or prior to the use or change in use of a building or land, or prior to the change or extension of a nonconforming use. (Ord. 2717, Section 1305.02. Passed 2/10/86)

1. Code Enforcement Office

The Code Enforcement Office must be contacted for a building permit at 672-9727

Before a building permit can be issued the following requirements must be submitted:

- a. Completed Borough Building Permit application.
- b. 3 copies of a full and complete set of construction drawings and specifications, together with a landscaping and plot plan of the same (which shall remain the property of the Borough)
- c. Paid Sewer Tap (new site only) receipt.
- d. Certificate of Insurance.
- e. Approval of the Planning Commission and Zoning Hearing Boards, if necessary.

The Code Enforcement office shall refer all plans, other than single-family residential buildings, to the Planning Commission, which together with its consulting engineer shall review and approve the plans before a building permit shall be issued.

The Code Enforcement Officer shall have the right of access of an to any building being constructed, altered, moved and removed; to visit and inspect the same when reasonably necessary; to stop work not complying with the provisions of the Zoning Ordinance; and to issue enforcement notices to require compliance with the provision of the Zoning Ordinance.

2. Planning Commission

The Planning Commission meets the first Thursday of every month at 8:00P.M. Applications and all necessary paperwork must be in to the Code Enforcement office no later than Thursday, 4:00P.M. two weeks prior to the scheduled meeting.

Subdivisions, site plans, planning modules, Special Exceptions and zoning changes are first reviewed by the Planning Commission.

All plans referred to the Planning Commission for review and approval shall be prepared by and bear the seal of a registered professional engineer or architect, except that plot plans may be prepared by a registered land surveyor who is licensed to practice in Pennsylvania. Eleven (11) copies of all plans/drawings are needed to be delivered to the Borough.

2. Zoning Hearing Board

The Zoning Hearing Board meets the fourth Thursday of every month at 7:30P.M. Applications and all necessary paperwork must be in to the Code Enforcement office no later than Tuesday, 12:00P.M. two weeks prior to the scheduled meeting. Six (6) copies of all plans/drawings are needed to be delivered to the Borough.

3. Storm Water Management

Storm water management plans are reviewed by the Borough Engineer and the Planning Commission.

4. Occupancy Permits

The Code Enforcement Officer must inspect the property and copies of any County permits required must be submitted before an Occupancy Permit can be issued.

**Jennifer O'Brien /Code Enforcement Officer
White Oak Borough · 2280 Lincoln Way · White Oak, PA 15131
Phone (412)672-9727 · Fax (412)672-0760**