

Bedminster Township Superbisors

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To Bedminster Township Residents:

The attached *Guidelines for Residents on Process for Obtaining a Building Permit* have been prepared to assist you by providing information to explain the work required and the permits needed to construct a home or any other building on your property. These permit requirements are based on State, County and Township codes established to assure health and safety of all residents, including protection of water quality and the natural environment of the Township.

The Township will make every effort to assist you in obtaining all needed approvals as quickly as possible. Our primary goal is to be helpful to residents in completing the process in an expeditious manner while also complying with the codes adopted to protect the entire community.

If you feel you have special circumstances or unique property constraints, please bring these issues to the attention of the Township Manager for his review and possible referral to the Board of Supervisors.

Please feel free to contact us with any question you have.

The Bedminster Township Land Use Office

BEDMINSTER TOWNSHIP

Below is a list of public officials involved with reviews of
building permits in the Township

BUILDING PERMITS:

Zoning Officer

Building Code Official

Township Engineer

Township Roadmaster

BEDMINSTER TOWNSHIP
GUIDELINES FOR RESIDENTS ON PROCESS FOR OBTAINING
A BUILDING PERMIT

CONSTRUCTING A SINGLE-FAMILY DWELLING:

STEP 1. MEETING WITH ZONING OFFICER

This meeting identifies general and specific permits which you may need to obtain in order to construct a dwelling on land that you own. It also helps identify possible problems or deficiencies with respect to Township regulations related to homebuilding. You should have your completed site plan, drawn to scale, and your deed. There is no cost to you to ask for this meeting; however, this is a general information meeting and may not include all the permits you'll need to complete your project.

STEP 2. PERMIT APPLICATIONS

There are several permits required in order to build a house in Bucks County. Bedminster, like other Townships, requires you to obtain the following permits from the Township:

- Zoning Permit - average cost = \$300.00
- Building Permit - average cost = \$850.00
- Grading Permit - average cost = \$600.00
- Well Permit - average cost = \$75.00
- Sewage Permit - average cost = \$300.00 + escrow
- Driveway Permit - average cost = \$100.00 if pipe required.

As you can see, the average cost of permits is approximately \$2,200.00 - \$3,400.00, and that is before any construction begins. All of these costs are Township costs only, they do not include your consultant costs, or any costs that might arise as a result of Township Professionals involved in a project. Many dwellings in Bedminster have permit costs much higher than the above, some may be lower, but the above is just an average for a 2,000 SF dwelling. All of these permits are usually required. In addition, the meeting with the Zoning Officer may identify other permits related to the construction of the dwelling which are not covered in the list above. Several permits may come from outside agencies such as Bucks County, or Pennsylvania DOT; they have their own review procedures and permit costs. (See the list of attached permits and approvals)

STEP 3. APPLICATION REVIEW

Once you have submitted the required permit applications, the Township begins a review of the information you provided, to determine if you comply with Township regulations. Frequently, landowners (or their contractors or architects) miss important details that are related to public health, safety, and welfare. If that happens, the Township staff and consultants list these missing details in a memorandum, and the Township can return your applications with a request that you provide the missing information in a timely manner, so that the Township can re-review the applications to rule on whether or not a permit can be granted. In most cases, a permit may be granted after a single re-submission to the Township. In a few cases, the Township staffperson, or Township consultant, might identify a major problem which cannot be resolved by further submissions from the landowner. In this

case, the landowner is notified by Township correspondence of the major problem, and what courses of action you can take to remedy the problem. The application review usually takes around 14-21 days.

STEP 4. ISSUANCE OF PERMIT AND CONSTRUCTION

After you have received your various permits to construct, you may start construction on your dwelling. You may have several contractors, each completing a specific task. For example, your well driller may be totally different from the sewage disposal construction firm. Each of these firms needs to follow the rules and regulations of the Township. If they do not, you, as the property owner, become responsible for violations, corrections, and possible fines, because you are the permittee. Usually, if there is a problem, a Township inspector will advise your contractor, or you, and the problem can be addressed immediately without further action. If a problem is repeated on a project, or a problem is not corrected in a reasonable amount of time, you will receive a notice from the Township advising you to Stop Work, and advising you how you may get the project re-started.

During the time the project is under construction, the house is subject to numerous inspections. The sitework, or the part of your lot covered under the grading permit, is also subject to periodic inspection. During construction, the project must remain in compliance with the approved permits and plans. If the dwelling or the sitework is not in compliance with the plans and permits, you will be notified through a Stop Work order, and given directions on what to do next. Usually, there is only one inspection required for grading during a project. If numerous re-inspections are required because of repeat problems, it may result in extra costs for these inspections, so, it is important to keep your site in compliance with the permits and plans!

STEP 5. PRIOR TO OCCUPANCY

When the dwelling and sitework are complete, all in accordance with your approved plans, you may call the Township to request final inspections for issuance of Certificate of Occupancy (C.O.). The Township will inspect your dwelling and advise you of any code deficiencies related to the Building Code. The Township will also inspect your sitework to determine if all areas of the site are stabilized, growing grass, graded properly, etc. in accordance with the permit. Most homeowners complete their building and give very little attention to completing the yard, driveway, or other outside features. In all cases, the lot features must be complete, along with the dwelling, prior to being given a C.O. In some cases, especially during the winter months, some parts of a lot cannot be completed, such as planting grass, paving a driveway, etc. During these months, the Township may require you to post an escrow, which is an amount of money equal to the cost of completing the required lot items, and you may receive a Temporary C.O., in order to give you a few months to complete the sitework items. At the completion of the sitework, your lot will be re-inspected and the escrow will be returned to you if all items are complete.