

HOWE TOWNSHIP, Forest County
Building Permit Application Instructions

Complete every line of the application and return with a **\$20.00** (completed without mailing) or \$25.00 (through the mail) check or money order made **payable to Howe Township** - if you're mailing it the address is 7947 Route 666, Sheffield, PA 16347. The **Stormwater Section** requires an additional **\$25.00** check made out to the **Forest County Conservation Department**. unless you are building over 5000 square feet please see enclosed paperwork. You must, the County requires you to, attach a **drawing of your construction with measurements to the nearest road**.

On the Workers' Compensation form, if you're doing the work yourself mark A. No and sign at the bottom – do not notarize and return or, If a contractor is doing the work have them complete and sign B. or C., notarize if needed and return,

On the Building Permit Compliance form sign at the bottom that you have read the sewage requirements and return,

If your property is a recreational **cabin, cottage or camp have your signature notarized for the Recreational Cabin Affidavit** and return,

All forms need to be returned together before approval of the permit can be granted,

After I received the completed forms I can issue you a temporary approval until the next board meeting,

You will need to hang this in your window until you pick up the placard,

After approval is granted at a Supervisors meeting you will receive by picking up a receipt signed and a building permit placard that is to be hung in your window facing the road during the construction.

Please retain the placard in your possession for two years before disposing.

If you have any questions, please call me at 814/968-4203 from 8 AM until 3 PM Monday through Friday. Thank you.

Marjorie Villarreal
Code Enforcement Officer