



# HILLTOWN TOWNSHIP

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## **Building & Zoning Permit Submission Guidelines**

**This handout contains general information, it is not all-inclusive.**

In general, a **Zoning Permit Application** is required to establish any new use or change and/or expand an existing use. A **Zoning Permit Application** is also required for the construction of, addition to, or conversion of any building or structure. A “structure” is defined as: “A *combination of materials assembled, constructed or erected at a fixed location, the use of which requires location on the ground or attachment to something having a location on the ground.*”

Generally, a **Building Permit** is required for any residential new construction, addition, or alteration (including plumbing, electrical, or mechanical systems). A **Building Permit** is required for any and all Non-Residential construction, alterations, or change of use.

**All zoning permit applications should be accompanied by a detailed plot plan.**

**All building permit applications should be accompanied by detailed (2 sets) construction drawings.**

All non-residential construction plans are required (by Commonwealth Law) to be prepared by a licensed designer (Architect or Professional Engineer).

	Zoning Permit	Building Permit	Stormwater	L.D./Other
Basement Alteration		<b>X</b>		
New House	<b>X</b>	<b>X</b>	<b>X</b>	
New Deck	<b>X</b>	<b>X</b>	<b>possible</b>	
Home Occupation	<b>X</b>			
New store	<b>X</b>	<b>X</b>	<b>X</b>	<b>possible</b>
Change Residence to Commercial	<b>X</b>	<b>X</b>		<b>X</b>
Change Commercial to Residence	<b>X</b>	<b>X</b>		<b>possible</b>
Re-Occupy a Commercial Space	<b>X</b>	<b>X</b>		<b>possible</b>
New Office Building	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Outbuilding ( < 250 sqft)	<b>X</b>		<b>possible</b>	
Driveway/SportsCourt	<b>X</b>		<b>possible</b>	

The above grid is a **general guide** of the township permits needed for various types of projects; **the grid is not all all-inclusive**, and is intended to be used only as a starting point. Not all projects can be ‘pigeon holed’; for instance, a 200 sqft pool house with plumbing and electric requires a building permit. Depending on the complexity of a given project, additional approvals may be needed (i.e. Health Department, Conservation Distric, Historic review, etc.)