



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.*”

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

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 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		X		
Change Commercial to Residence	X	X		possible
Change Residence to Commercial	X	X		X
Driveway/Sports Court	X		possible	
Fence	X			
Home Occupation	X			
New Deck	X	X	possible	
New House	X	X	X	
New Office Building	X	X	X	X
New store	X	X	X	possible
Outbuilding (<250 sq. ft.)	X		possible	
Patio (including Pavers)	X		Possible	
Re-Occupy a Commercial Space	X	X		possible

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 ‘pigeonholed’; for instance, a 200 sq. ft. 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 District, Historic review, etc.)