

Common Questions about the Process:

1. I have completed the permit application. What do I do now?

- a. You can either mail, email, fax, or drop off the completed permit application and additional paperwork required (e.g. insurance certification, two (2) copies of plans) to the Worcester Township office. *Do not prepay or submit a check with your application.*

All completed permits submitted to Worcester Township are first reviewed for compliance with Zoning Chapter 150. The Building Department then reviews the permit application for compliance with the Uniform Construction Code, and has up to three (3) weeks to review residential permit applications and six (6) weeks for commercial permit applications.

The Township staff does its best to expedite the process. You will receive a phone call from the Township once the permit has been approved and the permit fee that is due upon pickup.

2. I have specific questions and concerns about the project I am working on. How do I get in contact with the Building Inspector or Zoning Officer?

- a. Please note that the Building Inspector's office hours are limited based on the nature of the work completed outside of the administration building (inspections), time of year, and schedules divvyed up with other municipalities. You can find a list of contact information on the Staff page – we do our best to answer any questions that you may have.

3. Once the permit is approved and paid for, how do I schedule an inspection?

- a. Call the Township Building at 610-584-1410 and ask to schedule an inspection. The inspection time slots are first come, first served - please plan accordingly, especially during peak season. Do not leave inspection requests via email, or voicemail.

4. Does the Township inspect electrical work?

- a. It is the applicant's responsibility to obtain Electrical Underwriter approval of the electrical aspects of their project. This approval is required to prevent the application from being delayed. Additionally, the underwriter shall inspect all electrical work and provide the Township with a copy of the approvals (cut card).

5. I would like to apply for a Zoning Variance. Where do I go?

- a. Please visit our Zoning page – you may need to complete a Zoning Hearing Board Application. Please contact our Zoning Officer for specific questions.

6. I need a plot plan and other documentation for a property. How do I get this?

- a. Please let a Township staff member know that you need a plot plan for a specific property, and we will pull the property file to retrieve one (if applicable). Most likely you will receive it via email, staff time permitting.