

SUMMARY OF PROCEDURES FOR REVIEW AND ACCEPTANCE OF ALL PERMIT APPLICATIONS

- I. All applications will be received by the building inspector/zoning officer or a member of the office staff. The application will immediately receive a date stamp indicating its receipt and the date stamp shall be initialed and forwarded to the building inspector/zoning officer.

- II. The building inspector/zoning officer will review the application to determine if it is complete as outlined in the appropriate Borough ordinances. Where necessary, the building inspector/zoning officer shall consult with the Borough Engineer and Borough Solicitor. Such determination normally shall be made within five (5) business days. Such determination shall include:
 1. A review that determines that all paperwork required by Borough ordinance or other regulations and procedures has been received
 2. A review that determines that all received documentation is completed correctly and that no item on any form is left blank
 3. A discussion with the finance staff to determine if all required fees, deposits, and escrow fees have been received.
 4. No application is complete unless all fees, deposits, escrows etc. have been received and all paperwork is received and properly and fully completed.

- III. If the application is determined to be incomplete, the building inspector/zoning officer will notify the applicant along with information that explains items required for submitting a complete and acceptable application.

- IV. If the application is complete, the building inspector/zoning officer will: Immediately notify the Borough Solicitor, Borough Manager, Borough Engineer, finance office staff, fire chief and/or fire marshal, and chairperson of the appropriate board or boards that will review the application (Council, Planning Commission, Zoning Hearing Board and Environmental Advisory Council).

- V. The building inspector/zoning officer will communicate with the finance staff to ensure that all fees are paid and all escrow/deposit/fee levels are maintained as required under borough procedures. Said escrow etc. amounts must be replenished within 10 days of the date of invoice. Should any fall below the required level or any fees remain unpaid, the building inspector/zoning officer will immediately suspend all permits, stop all work and notify the applicant of such action.

- VI. Occupancy Permits will be issued only after a project has been completed to the satisfaction of all borough officials, including the building/zoning officer, code enforcement officer, Solicitor, Engineer, fire chief/fire marshal and manager

- VII. When a job is complete the building inspector/zoning officer shall issue a temporary occupancy permit, valid for 90 days from the date of issuance to allow for the capture of any

outstanding fees owed the borough. A permanent occupancy permit will be issued upon certainty that all remaining fees have been received. Should fees, etc. remain outstanding after 90 days, the temporary occupancy permit will expire and the building inspector/zoning officer will order that the completed building/office/facility be vacated until further notice.

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