

# NEW HOME PERMIT REQUIREMENTS:

- New Residential Home Building Permit Application from KeyCodes:
  - **\$68.25 deposit for Building Permit due at the time of submission (Residential only)** (check made payable to Plainfield Township)
  - **3 copies of all spec/building plans**
  - Remainder of payment will be collected at the time of Pick-Up for the permit. Final cost of project will be provided once *all* applications have been approved.
  
- Zoning/Building Permit Application:
  - **\$50.00 payment for Zoning Permit due at the time of submission (Residential only)** (check made payable to Plainfield Township)
  - **1 copy of all spec/building plans as well as 1 copy of the plot plan**
  
- Driveway Permit Application- ONLY if Driveway will be located off of a Township Road:
  - **\$50.00 deposit due at the time of submission** (check made payable to Plainfield Township)
  - Remainder of payment will be collected at the time of Pick-Up for the permit. Final cost of project will be provided once all applications have been approved.
  
- New Septic System Permit Application:
  - **\$615.00 payment due at the time submission** (made payable to Plainfield Township)
  - ***Permit is only required if driveway is located along a TOWNSHIP ORDAINED ROAD. Driveways located off of a State Road will need to be permitted by PennDOT. Such confirmation of an HOP Permit issuance must be supplied to the Township prior to permit issuance.***
  
- Contractor's License and Certificate of Insurance:
  - **A Contractor's License Application and a \$25.00 payment (made payable to Plainfield Township) must be provided to the Township along with a Certificate of Insurance (COI) naming Plainfield Township as the Additional Insured.**
  - If this has already been provided to the Township, a copy of the issued Plainfield Township Contractor's License and COI must be submitted with each separate New Home Construction Application.

**\*\*ALL ABOVE LISTED ITEMS MUST BE SUBMITTED TOGETHER FOR A COMPLETE NEW HOME SUBMISSION\*\***