

PERMIT APPLICATIONS

How do I submit permit applications?

- Permit applications will continue to be accepted via the drop box to the right of these documents or via mail.
- Permit applications and information can be found on the Township website:
www.Warwick-bucks.com/permitsforms/
- A non-refundable deposit of \$50.00 will not need to be submitted up front. This fee will be added to the final permit cost.

(Zoning Permits for portable storage units, dumpsters and projects under 75sf is a \$25.00 deposit)

If you are unsure what type of permit application needs to be submitted review the permits and forms page or contact the Township Office at 215-343-6100 or kbeach@warwick-township.org.

How do I receive my permit once it is approved?

- **Zoning Permits Only:** Your application will be reviewed, and if approved a fee will be required for the permit to be released. (Zoning permits associated with a building permit will not be released until the building permit is released).
- **Building Permits:** Your application will be reviewed, and you will receive a review letter with a determination. **Your permit will not be issued, however, and construction will not be permitted to commence until the closure has been lifted.**
- The required fee can be submitted as follows:
 - You may deposit a check in our dropbox located at the front door of the township building. Include the permit # or address of the project.
 - You may send a check by mail (1733 Township Greene, Jamison, PA 18929)
 - You may call in and pay using a credit card (215-343-6100)
- As soon as your fee is received you will receive an e-mail requesting signature.
- Upon receiving the signed permit, the Township will forward the approved permit and work can begin.

How do I get an inspection?

- **Inspections are suspended until further notice per Governor's order.**
- Emergency repairs are permitted (permit applications are required).
- Please contact the Township Office at 215-343-6100 or kbeach@warwick-township.org should you have questions.

USE & OCCUPANCY APPLICATIONS

How do I submit a U&O application?

- U&O applications will continue to be accepted via the drop box to the right of these documents or via mail.
- U&O applications and information can be found on the Township website:
Warwick-bucks.com/permitsforms/
- Each U&O application is required to be submitted with a fee based on the Township fee schedule. The fee schedule can be found at the website referenced above. The required fee can be submitted via drop box, mail or phone.

If you are unsure what information and/or fees need to be submitted review the permits and forms page or contact the Township Office at 215-343-6100 or kbeach@warwick-township.org.

How do I get an inspection?

- **All inspections are suspended until further notice per Governor's order.**
- Please contact the Township office at 215-343-6100 or kbeach@warwick-township.org should you have questions.

How do I receive my certificate of Use & Occupancy?

- Conditional temporary U&O certificates will be issued (Residential, Rental & Commercial) via e-mail until an inspection can be completed.
- Township staff will request signature and an acknowledgment form prior to returning a fully executed copy.
- Upon receiving the applicants signature the Township will send back a valid certificate.
- Should you have questions about the certificate you received you may contact the Township Office at 215-343-6100 or kbeach@warwick-township.org.

CODE ENFORCEMENT

How do I submit a concern to the Township?

- Should you want to report a property maintenance, building, zoning code or other Township concern you may do so through the Township website warwick-bucks.com/contact-page/
- You may also contact the Township Office at 215-343-6100 or kbeach@warwick-township.org.
- The concern will be investigated by the appropriate authority and further action will be taken accordingly. Staff will be in contact to update you on progress made.

SUBDIVISION/LAND DEVELOPMENT

How do I submit a Subdivision/Land Development application?

- Contact the Director of Planning & Zoning, Brandy Mckeever, for more information at 215-343-6100 or bmckeever@warwick-township.org.
- Please note that Planning Commission meetings are not being scheduled during this public health emergency.

ZONING HEARING BOARD APPLICATIONS

How do I submit a Zoning Hearing Board application?

- Contact the Zoning Officer, Ashley Casey, for more information at 215-343-6100 or acasey@warwick-township.org.
- Please note that Zoning Hearing Board meetings are not being scheduled during this public health emergency.

TENANT, DEED, ON-LOT SEPTIC REGISTRATIONS

How do I submit a Tenant, Deed or On-Lot Septic registration?

- Contact the Township Office for more information at 215-343-6100 or kbeach@warwick-township.org.

PLANNING & ZONING CONTACTS

Township Office: 215-343-6100

Brandy Mckeever(Director of Planning & Zoning): bmckeever@warwick-township.org

Kristen Beach(Permit Clerk/Reception):kbeach@warwick-township.org

Nancy Ehrmann-Cheatle(Code Enforcement/Registrations):nec@warwick-township.org

Ashley Casey(Zoning Officer/Floodplain Admin.): acasey@warwick-township.org

Glen Guadalupe(BCO/U&O Insp.): buildinginspector@warwick-township.org