

PERMIT APPLICATIONS

How do I submit permit applications?

- Permit applications will be accepted via the drop box to the right of the main doors, mail or in person drop off.
- Permit applications and information can be found on the Township website:
www.Warwick-bucks.com/permitsforms/
- A non-refundable deposit of \$50.00 will once again need to be submitted up front.

(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?

- Once your permit has been reviewed and approved Township staff will contact you to let you know what fees are due and that a Commonwealth Guideline certification will need to be executed.
- The required fee can be submitted as follows:
 - You may deposit a check in our dropbox located to the right of the main doors 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).
 - Over the phone credit card payments will no longer be accepted.
- As soon as your fee and certification are received a signature will be required in order to release the permit allowing work to commence.

How do I get an inspection?

- Please contact the Township Office at 215-343-6100 or kbeach@warwick-township.org to schedule.

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 the main doors, mail or in person.
- U&O applications and information can be found on the Township website:
www.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. Do not include a sprinkler certification fee as the Township no longer offers this service. 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 rprato@warwick-township.org.

How do I get an inspection?

- Please contact the Township office at 215-343-6100 or rprato@warwick-township.org.
- Sprinkler certifications, where required, are to be completed by an outside agency of your choice.

How do I receive my certificate of Use & Occupancy?

- Once an inspection has been completed, depending on the outcome, you will either address the items found to be deficient or pay an additional fee for a TCO or TAC.
- Township staff will request signature prior to returning a fully executed copy of any certificate.
- 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 rprato@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 www.warwick-bucks.com/contact-page/
- You may also contact the Township Office at 215-343-6100 or rprato@warwick-township.org.

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.

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.

TENANT, DEED, ON-LOT SEPTIC REGISTRATIONS

How do I submit a Tenant or Deed registration?

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

How do I submit an On-Lot Septic, Home Occupations and Annual Use registrations?

- Contact the Township Office for more information at 215-343-6100 or nec@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

Robert Prato(Code Enforcement/Registrations): rprato@warwick-township.org

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

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

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