

# **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:  
**[Warwick-bucks.com/permitsforms/](http://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](mailto: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 if a Commonwealth Guideline certification will need to be executed.
- The required fee can be submitted as follows:
  - You may pay in person.
  - 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 not 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](mailto:kbeach@warwick-township.org) to schedule.

# **RESIDENTIAL 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:  
**[Warwick-bucks.com/permitsforms/](http://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 in person, on site drop box or by mail.

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](mailto:rprato@warwick-township.org).

## **How do I get an inspection?**

- Please contact the Township office at 215-343-6100 or [rprato@warwick-township.org](mailto: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](mailto:rprato@warwick-township.org).

**Please contact the Township Office at 215-343-6100 for Commercial U&O inquiries.**

## **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/](http://warwick-bucks.com/contact-page/)
- You may also contact the Township Office at 215-343-6100 or [rprato@warwick-township.org](mailto: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](mailto: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](mailto: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](mailto:rprato@warwick-township.org) or [nec@warwick-township.org](mailto:nec@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](mailto:nec@warwick-township.org).

# **PLANNING & ZONING CONTACTS**

Township Office: 215-343-6100

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

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

Robert Prato(Code Enforcement/Res. U&O): [rprato@warwick-township.org](mailto:rprato@warwick-township.org)

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

Glen Guadalupe(BCO/Comm. U&O): [buildinginspector@warwick-township.org](mailto:buildinginspector@warwick-township.org)

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