

***Preston Township***  
*Wayne County*  
*1515 Crosstown Highway*  
*Lakewood, PA*  
*18439*  
*570.798.2114*

## **NOTICE**

### **PLEASE READ ATTACHED INSTRUCTIONS CAREFULLY!!!!**

It has been designed to help you with the Registration and Building Permit process of Preston Township.

All of the documentation requested are either required by the Commonwealth of PA or Preston Township.

The Township is under no obligation to accept applications which are knowingly incomplete. The application must be completed **correctly**. We will return it if there are missing documents, missing information or errors. This will delay approval and your project.

The Township respectfully requests hand delivered applications arrive by 12:30 p.m. when the office is open on Mondays or Wednesdays as it takes time to check the application for the required information.

Building permits are required for new construction and any additions: houses, modular homes, trailers, garages, carports, porches, decks, barns, sheds, any rooms, any type of structure etc. and any structural changes within a building. Call 570-798-2114 if unsure. If you are removing a trailer a permit is required from the Township Tax Collector.

UCC permits are required for electrical service.

If you are adding a bedroom the Township S.E.O. needs to be contacted because of D.E.P. septic regulations. **Preston Township S.E.O. is Chris Martin 570-253-3359.**

**PLEASE NOTE:** There is a difference between a **FLOOR PLAN/BLEUPRINT** and a **SITE PLAN**. **FLOOR PLANS/BLEUPRINTS** are on separate papers, which you must provide in duplicate. **(If your project is Commercial different rules apply.)** The **SITE PLAN** refers to your property lot. There is graph paper with the application and instructions on how to complete it.

Any other required application papers **must be signed by all owners of record** and **submitted with original signatures not faxed.**

**Kindly print information on forms legibly.**

**Please remember we are not your Architect or Contractor. We do not know nor are we responsible for the technical information required on the sub-code forms.**