



COVID-19 Building Permit & Building Inspection Instructions Willistown Township

Due to COVID-19, the following regulations will be in place effective May 4th, 2020.

Building / Zoning Permits

- All complete Building / Zoning Permit Packages shall be submitted in hardcopy AND via email to tsimmions@willistown.pa.us.
- Applicant will deliver complete Building / Zoning Permit Packages, using the Township Building drop box or by US Mail until further notice.
- A valid applicant's email address is required.
- The applicant will be contacted via email with the permit amount due prior to work commencing.
- Applicant will deliver permit payment, using the Township Building payments drop box or by US Mail, until further notice.
- Once payment is received, applicant will receive an email of the approved permit and permit display form for the job site.

Building Inspections

Inside Inspections Requirements:

- Minimum forty-eight (48)-hours' notice for all inspections.
- Only one (1) person is allowed to accompany Township Building Inspector, whether it is the General Contractor, Prime Contractor, etc.
- Mask or face covering shall be worn at all times by person accompanying Inspector and also must maintain 6 feet social distancing at all times. No masks, no inspections.
- If masks are not present, and the inspection does not occur, there will be a \$75 failed inspection fee, payable prior to new inspections.
- Building Inspections will occur between 7:00 AM and 3:00 PM, Monday through Friday. Zoning inspections, if necessary, will occur Tuesdays and Thursdays from 11:00 AM to 1:00 PM.
- No weekend inspections are permitted.
- Must follow all State and CDC Guidelines.

Outside Inspections:

- Minimum forty-eight (48)-hours' notice for all inspections.
- Mask or face covering shall be worn at all times by person accompanying Township Building Inspector and also must maintain 6 feet social distancing at all times. No masks, no inspections.
- If masks are not present, and the inspection does not occur, there will be a \$75 failed inspection fee, payable prior to new inspections.
- Inspections will occur between 7:00 AM and 3:00 PM, Monday through Friday. Zoning inspections, if necessary, will occur Tuesdays and Thursdays from 11:00 AM to 1:00 PM.
- No weekend inspections are permitted.
- Must follow all State and CDC Guidelines.