

BUILDING PROCEDURES
IN MARION TOWNSHIP, CENTRE COUNTY, PA
(Revised April 21, 2009)
4337 Jacksonville Rd.
Howard, PA 16841
814-625-2061

***ALL PROCEDURES MUST BE COMPLETED BEFORE A BUILDING PERMIT CAN BE ISSUED.**

Zoning Permit Application, Sewage Permit Application, Township Road Occupancy Permit Application, and Building Permit Applications can all be obtained below on our web-site or from the Marion Township Office at the above address Tues., Wed., and Thurs. between 9:00 a.m. and 3:00 p.m. or call for an appointment. **If a previous permit has been issued the items below may not apply.**

STEP I:

Zoning Permit Approval: After completion of the application, send to the Marion Township Office with a copy of the plot plan with the accurate size of the structure. Application will be forwarded to Tim Weight, Zoning Officer, for approval/signature. He can be reached at 814-383-4021. The zoning fee is .1% of the actual construction cost, or \$25.00 minimum. Must have three (3) copies of this form. (Form # 1 below) **(See Zoning Permit Application Requirements) These requirements must be followed before the final permit will be issued.**

STEP II:

Sewage Permit Approval: Contact Stan Wallace, Sewage Enforcement Officer at 814-355-4155 (evenings), for application, approval and signature. The application may be picked up at the Marion Township Office with standard fee of \$240.00 made payable to Marion Township. **This form cannot be placed on the Internet as all forms are pre-numbered and must be distributed by the Township or the SEO as original forms.**

STEP III:

Township Road Occupancy Permit Approval: Township Road Occupancy Permits (Driveway Permits) are required for any driveway attaching to a township road. After completion of the application, send to the Marion Township Office with standard fee of \$25.00 payable to Marion Township. The application will be forwarded to Ray Gutshall, Head Road Master, for approval/signature. He can be reached at 814-468-1281 with any questions. Regarding mailboxes: the Marion Township Mailbox Ordinance states that the boxes need placed 6 feet from the edge of the roadway except where physical barriers prohibit it. Must have three (3) copies of this form. (Form # 2 below) **Please note the last statement on the Form #3 concerning paving or concerting after the stone driveway has been completed with stone initially the township Head Roadmaster must be contacted for approval.** For driveways that attach to a State road, you need a permit from Penn DOT, then send a copy of that permit to Marion Township.

STEP IV:

Water Permit: If you will be connected to public water, please call Walker Township Water Association at 814-383-9955 for approval.

STEP V:

Centre County Building Report: This form must be completed with a diagram of the lot and proposed structures. Please read instructions carefully and complete accurate. This form may be presented to the Marion Township Zoning Officer with the Zoning Permit Application. Must have three (3) copies of this form. (Form # 3 below) **(See Zoning Permit Application Requirements)**

STEP VI:

Building Permit Approval: After completion of the Keystone Inspection Agency Marion Township Building Permit Application, send/bring to the Marion Township Office with two (2) copies of the plans. The application will be forwarded to Rick Hampton, Building Code Inspector at Keystone Inspection Agency. He will contact you and the building permit fee will be payable to him and collected by him. The fee is based on the square footage of construction project. Call Rick Hampton at 814-238-1708 or 814-880-3956 with any questions regarding building approval. After final inspection is approved, Rick Hampton will issue a Certificate of Occupancy.