

**Cheltenham Township  
Department of Planning & Zoning  
8230 Old York Road  
Elkins Park, PA 19027**

**Phone: 215.887.6200**  
*Ext. 216 or 219 for Planning and Zoning*  
*Ext. 212 or 222 for Permitting and Inspections*

## **RESIDENTIAL AND NONRESIDENTIAL BUILDING CONSTRUCTION PERMITTING AND INSPECTIONS**

Based on the most recent updates and edict by the Governor's office, as of May 1, 2020 residential and non-residential building Construction will be permitted to proceed per guidelines provided by the Governor's office and any additional ones as provided by Cheltenham Township, based on the pertinent phase reopening plan.

The following are recommendations related to residential and nonresidential building construction, permitting and inspections:

In order to remain fully compliant with the Governor's Order as part of the Phased Re-opening, Cheltenham Township has implemented the following temporary policy changes, effective immediately, until restrictions are fully lifted:

- 1. Permits:** Submit your application, construction plans/details, and fee by mail or at our drop off mailbox outside the Township Building. Your application will be reviewed, and you will receive a review letter with a determination. (15 days for residential and 30 days for commercial plan review). If complete, your permit will be issued by mail or you can call and arrange for pickup. Non building permit applications/reviews will be reviewed and processed in a timely manner and no later than 30 days.
- 2. Work Site:** You are required to follow the safety guidelines as issued by the CDC and Governor's office, that include use of outside toilet facilities, limiting contact with homeowners, limiting the number of people at a work site to no more than four people at a time, social distancing, hand washing and sanitization stations, cleaning and sanitization protocols for high transmission areas, and providing PPE at the work site.
- 3. Interval and closeout Inspections:** Inspections will continue to be required at all pertinent intervals per the permit requirements when possible, some of which may be physical. Call the Township to schedule your inspections. Please note that for interior inspection of occupied spaces and similar inspections, this may occur remotely by video at the discretion of the Building Inspector, and you may be required to have a device (phone, tablet, ipad) handy with video capability for this purpose. In other cases, these inspections specifically of occupied spaces will have to occur at the end of the work day, to ensure safety of Township staff, and that the inspector is not returning to the Township building. All sites will be required to be safety compliant per the guidance provided by the Governor's office. Any noncompliant items will have to be addressed at that time. **Please note that you are still required to post your property with the construction permit placard, showing that you are approved to perform work at the specific property.**

4. **Zoning and Use Certification:** Submit your application forms and fee by mail or at our drop-off mailbox outside of the Township Building. Once your application is accepted and reviewed you will be issued a zoning and use certificate by mail.
5. **Zoning Determination Requests and Code Violations:** Submit your application and fee by mail with all pertinent information and it will be reviewed and mailed back within 30 working days. Please provide an email address for an e-copy.
6. **Contractor Registrations:** Submit your application and fee by mail or at our drop-off mailbox outside the Township Building. Your registration will be mailed back to you, and your name will be added to the list of registered contractors for the year.
7. **Earth Disturbance Permit Application:** Submit your application, site plans, and fee by mail or at our drop-off mailbox outside of the Township Building. Your application will be reviewed, and you will receive a review letter with a determination. Once the review is completed to the Township's satisfaction, you will be contacted and also issued your Earth Disturbance Permit for you to proceed with the improvements. You will need to call the Township to schedule your inspection at the relevant interval and will need to ensure that the site is compliant with the necessary safety measures that include social distancing and masks.
8. **Committee Review meetings:** Please note that any reviews requiring additional input by one of the Township Committees that include the BHAR, Zoning Hearing Board, STAC or other, maybe undertaken via web conferencing. You will be notified and provided access information accordingly, and before the meeting.

Cheltenham Township continues to take precautionary actions in order to help maintain the health, safety and welfare of our staff, residents, and the general public. We ask that to the best extent possible, you continue to contact us only by telephone or email. If it is absolutely essential to have a one on one meeting, please contact the pertinent extension so that we can accommodate you with a meeting, contingent on ensuring that you have some type of PPE, specifically a mask and continue to practice social distancing.

Please be reminded that until we enter the Green Phase, our staff is not operating at full capacity and has limited access to their usual resources. We appreciate your patience since it may take some additional time for us to provide full services to our residents and the general public with the "new normal". Thank you for your continued cooperation and support during these difficult times.

Please click on [\*\*Frequently Asked Questions\*\*](#), for additional guidance to the Construction Industry.

***Stay safe. Stay healthy. Stay home.***