LOWHILL TOWNSHIP

TYPICAL ZONING + BUILDING PERMIT SUBMISSION TIMELINE

How the process works for applicants, contractors, and design professionals

NO PIECEMEAL APPLICATIONS ACCEPTED

The Universal Electronic Permit Submission Cover Sheet must accompany the applicable original permit application from the Township Forms section. The cover sheet does not replace the original permit application.

1 Prepare a Complete Submission — Before Submission

- Original permit application from the Township Forms section
- Universal Electronic Permit Submission Cover Sheet
- All plans, reports, and supporting documents
- Clear description of what work is proposed and where it will occur

2 Submit to Lowhill Township — Day 0

- Township receives the electronic permit package
- The review clock does not begin until the submission is complete

3 Township Completeness + Zoning Review — Initial Township Review

- Township staff review the package for completeness
- Zoning review is completed first, where applicable
- If information is missing or zoning issues exist, the applicant must address them before the package moves forward

4 Building / UCC Review — Typical Expectation: 15–30 Business Days

- Complete building-code applications are forwarded to Barry Isett & Associates
- Barry Isett performs the BCO / third-party UCC review
- Technical UCC questions should be directed to Barry Isett

5 Additional Information / Revisions — As Needed

- Requests for more information, revised plans, or outside-agency approvals may extend the review period
- Review resumes after the requested material is received

6 Permit Decision / Issuance — After All Reviews Are Complete

- Permits or approvals may be issued once all applicable reviews are finished
- Do not begin work until all required permits and approvals have been issued

What Stops or Restarts the Review Clock?

- Missing application forms or missing cover sheet
- Missing plans, reports, or supporting documents
- Unclear scope of work or location of work
- Revised plans submitted after review has started
- Required outside-agency approvals not yet received
- Additional information requested by the Township or Barry Isett

Important Reminder

Processing times are estimates, not guaranteed deadlines.

Complex projects, outside-agency review, engineering review, and incomplete or revised submissions may extend the review period.

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LOWHILL TOWNSHIP

WHAT DOES A COMPLETE ELECTRONIC PERMIT PACKAGE LOOK LIKE?

Sample complete submission packages for applicants, contractors, and design professionals.

START WITH THE TOWNSHIP WEBSITE FORMS SECTION: https://lowhilltwp.org/forms-docs

NO PIECEMEAL APPLICATIONS ACCEPTED

Every complete submission must include the applicable original Township permit application from the Forms section, the Universal Electronic Permit Submission Cover Sheet, and all required supporting plans and documents. The cover sheet does not replace the original permit application.

EVERY COMPLETE PACKAGE INCLUDES

1. Original Township permit application from the Website Forms Section
2. Universal Electronic Permit Submission Cover Sheet
3. Project description and exact location of work
4. Site plan / plot plan and applicable construction or trade plans
5. Supporting documents, approvals, and contractor information, when applicable

1 NEW SINGLE-FAMILY DWELLING

- **Start with the Website Forms Section: Building / Zoning Permit Application**
- **Also see the Website Forms Section: Building Permit Submission Checklist (Residential)**
- Cover sheet + detailed site / plot plan
- Building, electrical, plumbing, and HVAC plans
- Septic / outside-agency approvals, if applicable
- Grading / stormwater information, if required
- Forwarded for zoning, grading / engineering, and Barry Isett UCC review

2 RESIDENTIAL SHED

- **Start with the Website Forms Section: Building / Zoning Permit Application**
- **Also see the Website Forms Section: Shed and Accessory Structures Guidelines**
- Cover sheet + site plan showing shed location and setbacks
- Dimensions, height, and square footage
- Manufacturer specs or simple construction details
- Electrical information, if power is proposed
- Zoning review first; UCC review only if applicable

3 SWIMMING POOL

- **Start with the Website Forms Section: Building / Zoning Permit Application**
- **Also see the Website Forms Section: Pool Guide (Backyard)**
- Cover sheet + site plan showing pool, equipment, and setbacks
- Pool specs or construction plans
- Barrier / fence and gate details
- Electrical / bonding information
- Zoning review and Barry Isett UCC review

4 DECK

- **Start with the Website Forms Section: Building / Zoning Permit Application**
- **Also see the Website Forms Section: Deck Design Guidelines (Residential)**
- Cover sheet + site plan with deck location and setbacks
- Deck dimensions and height above grade
- Footing, framing, stairs, and guard details
- Attachment details to dwelling, if applicable
- Zoning review and Barry Isett UCC review when required

5 SIMPLE ELECTRICAL / PLUMBING / MECHANICAL

- **Start with the Website Forms Section: Building / Zoning Permit Application**
- Cover sheet + clear description of the exact work
- Exact location of the work inside or outside the structure
- Trade diagram, equipment specs, or manufacturer cut sheets
- Contractor information
- Technical UCC questions go directly to Barry Isett

6 ZONING PERMIT ONLY

- **Start with the Website Forms Section: Building / Zoning Permit Application**
- Cover sheet + detailed description of the proposed use or improvement
- Site / plot plan with property lines, structures, and dimensions
- Setbacks and other zoning information
- Photos or supplemental sketch, if helpful
- Reviewed by Township zoning staff; Barry Isett not involved unless UCC review is required

7 FENCE PERMIT

- **Start with the Website Forms Section: Building / Zoning Permit Application**
- **Also see the Website Forms Section: Fence Installation Guidelines**
- Cover sheet + site plan showing property lines and exact fence location
- Fence height, type, and material
- Distances from property lines and easements
- Gate locations and sight-triangle issues, if applicable
- Workers' comp information when a contractor installs the fence

! IMPORTANT REMINDER

Use the Township Website Forms Section: https://lowhilltwp.org/forms-docs

Applicants should use the Township website Forms Section as the primary source for permit applications, guides, and submittal materials. Township staff generally do not provide project-specific submission instructions before an application package is first received and reviewed. After initial review, additional information may be requested by the Township, the Township Engineer, or Barry Isett, depending on the scope of work.

Sample packages are for public guidance only.