



In response to the announcement made by Governor Wolf on March 19, 2020, requiring the closure of non-life-sustaining businesses, New Britain Township has suspended its standard operating procedures for permit processing and inspections until further notice.

All construction-related trades and business activities, including but not limited to: residential and nonresidential building construction, land subdivision, civil engineering, heavy equipment operation, exterior contractors, highway construction and specialty trades, have been deemed as non-life-sustaining operations and, by the Governor's Order, are required to stop their operations until further notice. For the complete list, please visit this link: <https://www.scribd.com/document/452553026/UPDATED-2-30pm-March-24-2020-Industry-Operation-Guidance>.

In order to be fully compliant with the Governor's Order, New Britain Township will implement the following **temporary** policy change, effective immediately, until these restrictions have been lifted:

- 1. Resale/Rental Residential Use & Occupancy (U&O) Permits:** Submit your application forms and fee by mail or at our drop-off mailbox outside of the Township Building. Once your application is accepted, you will be provided with a Temporary U&O Permit. Once this mandated closure is lifted and the Township is able to fully operate, the Township will conduct an inspection of the property, even if you have already made settlement. Any noncompliant items will have to be addressed at that time before a Permanent U&O Permit is issued. **Your inspection will not be scheduled until after the closure is lifted.**
- 2. Zoning Permits/Earth Disturbance:** 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. **Your permit will not be issued, however, and construction will not be permitted to commence until the closure has been lifted.**
- 3. Building 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. **Your permit will not be issued, however, and construction will not be permitted to commence until the closure has been lifted.**
- 4. Exceptions to the Above:** Residential projects being done **solely and completely by the homeowner OR emergency repairs** requiring immediate attention. Permits concerning emergency repairs can still to be applied for retroactively without penalty.

New Britain 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 you continue to contact us only by telephone or email until further notice. A complete contact list of Township staff can be found at our website (www.newbritaintownship.org) and on our social media pages. If you have a general inquiry and you are not sure who to contact, please send an email to our General Mailbox at nbt@newbritaintownship.org. Your inquiry will then be directed to the appropriate staff member. Please remember that 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 services to our residents and the general public. Thank you for your continued cooperation and support during these difficult times. Stay safe, stay healthy, stay home.