

## Haines Township Flow Chart

### **New Homes**

Recorded Deed  
Tax Parcel Number

Completed Application  
Copy of first page of septic permit  
2 copies of blueprints  
Given to Cindy Ross

Review all information  
Preliminary Inspection  
Check for set back & septic site

Every thing is OK Cindy Ross will sign off and a copy of the above information and the plans will be given to Code Officer.

A fee of \$35 will be collected at this time.

### **Storage Sheds & Garages under 1000 SQ FT.**

Completed Application  
Give to Cindy Ross

Review all information  
Preliminary Inspection  
Check for set backs & septic site

Everything OK Cindy Ross will issue the permit.

#### **IF OVER 1000 SQ FT.**

2 copies of blueprints will need to be with application  
All reviews and preliminary inspection will be done as above.

Every thing is OK Cindy Ross will sign off and a copy will be give to Code Officer with blueprints.

A fee of \$35 will be collected at this time.

### **Other Types of Construction**

Completed Application  
Give to Cindy Ross

Review all information  
Preliminary Inspection  
Check for set backs & septic site

Everything OK Cindy will issue the permit or pass it on depending on what it may be.

### **Second Residence**

Minor Land Development  
filed and approved by  
Centre County Planning  
Office

Septic permit issued by  
Sewage Officer

Completed Application with copy of first page of septic permit and 2 sets of blue prints.  
Given everything to Cindy Ross

Review information  
Preliminary Inspection  
Check for set backs & septic site

Every thing is OK Cindy Ross will sign off and a copy with the plans will be given to Code Officer.

A fee of \$35 will be collected at this time

Sewage Officer: Charles Herr  
Code Officer: Harry Burd