

WINDSOR TOWNSHIP

SPECIAL REQUIREMENTS

1. The Zoning Officer will have hours at the Township building to answer simple questions and receive permit applications once a month. Applications will be taken to LTL for processing. LTL will call when permits are issued. They can either be picked up and paid for at the next Township sitting time or picked up and paid for at LTL M-F 8am – 5pm. Township hours are 5:30 – 7:00 pm on 2nd Wed. of each month.
2. Applications can also be mailed or taken to LTL Consultants at P.O. Box 241, One Town Centre Drive, Oley, PA 19547. Any questions, please call is LTL Consultants 610-987-9290 or Toll Free 1-888-987-8886.
3. Residential applications, if information is complete will be processed within 15 working days.
4. Non-Residential Construction: Three sets of Construction drawings to which a registered architect or engineer has applied his or her seal and signature are required. One set will be returned with the permit. LTL performs all plan reviews and inspections, including accessibility. PA Dept. of L & I will not be involved.
5. The Sewage Enforcement Officer for the Township is Scott McCaffrey at SDE 610-916-8500.
6. The Zoning Officer and Building Inspector for the Township is LTL Consultants 610-987-9290 or Toll Free 1-888-987-8886.
7. The driveway permit is obtained from the Zoning Officer.
8. A mechanical permit is required for mechanical work performed in a non-residential building.
9. Building inspections must be scheduled 24 hours in advance of requested inspections by calling LTL Consultants at 610-987-9290 or 1-888-987-8886.
10. All contractors performing plumbing, heating and house draining in the Township shall be registered as a Master Plumber in the Township.
11. Projects requiring stormwater control (>500 square feet of new impervious area) shall have a stormwater permit issued by the Township Engineer, Ty Leinneweber, SDE at 610-916-8500.