

**BUILDING PROCEDURES  
IN MARION TOWNSHIP, CENTRE COUNTY, PA**  
(Revised March 17, 2016)  
**4337 Jacksonville Road  
Howard, PA 16841  
814-625-2061**

**\*ALL PROCEDURES MUST BE COMPLETED BEFORE A BUILDING PERMIT CAN BE ISSUED.**

Zoning Permit Application, Sewage Permit Application, Township Road Occupancy Permit Application, and Building Permit Applications can all be obtained below on our website or from the Marion Township Office at the above address Tuesdays and Thursday 9:00 a.m. until 3:00 p.m. or Wednesdays between 9:00 a.m. and 2:00 p.m. or call for an appointment. **If a previous permit has been issued the items below may not apply.**

**STEP I:**

Zoning Permit Approval: After completion of the application, send application along with payment to Marion Township Office with a copy of the plot plan with the accurate size of the structure. Application will be forwarded to Tim Weight, Zoning Officer, for approval/signature, he can be reached at 814-383-4021 for any zoning questions. The zoning fee is .1% of the actual construction cost, or \$25.00 minimum. **See Zoning Permit Application Requirement, these requirements must be followed before the final permit will be issued.**

**STEP II:**

Sewage Permit Approval: Contact Stan Wallace, Sewage Enforcement Officer at 814-355-4155 (evenings), for application, approval and signature. **This form cannot be placed on the internet as all forms are pre-numbered.**

**STEP III:**

Township Road Occupancy Permit Approval: Township Road Occupancy Permits (Driveway Permits) are required for any driveway attaching to a township road. After completion of the application, send to the Marion Township Office with the standard fee of \$50.00, payable to Marion Township. The application will be forwarded to the Head Road Master for approval/signature. He can be reached at the township office or 814-360-0191 with any questions. Regarding mailboxes: the Marion Township Mailbox Ordinance states that the boxes need placed six feet from the edge of the roadway except where physical barriers prohibit it. For driveways that attach to a State road, you need to obtain a permit from Penn DOT, a copy then needs forwarded to Marion Township.

**STEP IV:**

Water Permit: If you will be connected to public water, please call Walker Township Water Association at 814-383-9955 for approval.

**STEP V:**

Centre County Building Report: This form must be completed with a diagram of the lot and proposed structures. Please read instructions carefully and complete accurately. This form should be included with the Zoning Permit Application and provided to the Marion Township Office for the Zoning Officer.

**STEP VI:**

Building Permit Approval: After completion of the Keystone Inspection Agency Marion Township Building Permit Application, send/bring to the Marion Township office with two (2) copies of the plans. The application will be forwarded to Rick Hampton, Building Code Inspector at Keystone Inspection Agency. He will contact you and the building permit fee will be payable to him and collected by him. The fee is based on the square footage of the construction project. Call Rick Hampton at 814-238-1708 or 814-880-3956 with any questions regarding building approval. After final inspection is approved, Rick Hampton will issue a Certificate of Occupancy.