Operational Changes during COVID-19 (Coronavirus)

Only permits for emergency work or approved activity pursuant to the Governor’s Essential Life-Sustaining Business and Stay-At-Home Orders will be issued.

Applications/Requests for inspections must include:
1. Copy of State-issued Waiver.
2. Copy of application for waiver, citing specific work to be authorized.
3. Completion of Pandemic Inspection/Permit Form (attached).
   a. Work/industries permitted under the Order may not require #1 or #2.

Township offices are closed to the public.

Planning and Development/Permits (Building/Zoning/Etc.):

1. If your need can wait, please consider delaying your application.
2. Email submission of permits will be accepted by Director of Planning and Development, Meredith Merino, at mmerino@middletowndelcopa.gov.
3. To coordinate service needs, contact 610-565-2700 or email Dir. Merino or Permit Coordinator Michele Clancy at mclancy@middletowndelcopa.gov.
4. As a courtesy there is a permit mailbox in the vestibule of the Township building to drop off your permit; staff will check daily for applications. It is recommended to email permits or send through USPS at:
   Middletown Township
   Attn: Planning & Development
   PO Box 157
   Lima, PA 19037-0157

These closures and remote workplace protocols will remain in effect until further notice. Based on the most recent guidance from the Federal, State and County agencies on the COVID-19 (Coronavirus). Township government services remain operational in a remote status during the building closure, Monday – Friday, 8:00am – 4:00pm.

Date: 04.02.2020
REQUEST FOR PERMIT OR INSPECTION
DURING COVID-19 PANDEMIC

APPLICANT CERTIFICATION

The Applicant, _________________________________, certifies that it is

(1) not subject to a business closure order issued by the Governor or
(2) has received a waiver from the appropriate Commonwealth of Pennsylvania agency
regarding the business operations being conducted at

___________________________________________________________________________,

(Site / Property Address)

and the Applicant is authorized to work on or continue work on the project known as

___________________________________________________________________________,

(the “Project” name or description)

which is located within _______________________________, ____________________, Pennsylvania.

Municipality    County

The Applicant further acknowledges and agrees that the issuance of any permit or the
performance of any inspection shall in no way signify or constitute the municipality’s approval
to continue work on the Project and Applicant must comply with any requirements, restrictions,
or modified practices required by a regulatory authority with jurisdiction.

The Applicant, _________________________________, verifies that the facts set forth in this
document are true and correct to the best of its knowledge, information, and belief, and are
verified subject to the penalties for unsworn falsification to authorities under 18 Pa.C.S. § 4904.

Signature        Date

Print Name

Official use below this line:

Permit # ___________________________    Date Received: ___________________________

Notes: ____________________________________________________________