



INSTRUCTIONS TO APPLICANTS FOR A PERMIT FOR WORK REGULATED UNDER THE MEDIA BOROUGH CODES

NOTICE TO CONTRACTORS AND OTHER BUILDING PERMIT
APPLICANTS:

**❖ NO WORK (INCLUDING DEMOLITION) MAY BEGIN UNTIL YOU
HAVE THE ACTUAL PERMIT IN YOUR POSSESSION!**

- ❖ Media Borough does not issue verbal authorization for work to commence.
- ❖ Processing time for a permit varies with the complexity of the job.
- ❖ Three to fourteen days are the average turn-a-round times.
 - To expedite the processing of your permit, please be certain that it is complete and you have turned in all of the following required documents:
 - ✓ Fully completed Media Borough application for a building permit.
 - ✓ Certificate of Insurance which covers you for general liability and workers compensation.
 - ✓ Proof of registration for the Borough's earned income tax.
 - ✓ Signature of the property owner authorizing you to work.

Incomplete applications will be returned to you and the start of your work thereby delayed.

Jim Jeffery

Code Enforcement Officer