



Building Permit Policy

Purpose: To provide the policy for administration of the Building Permit Application referenced in the Mt. Gretna Campmeeting Association Rules & Regulations

Policy Detail:

General Guidance

1. When planning a project in the Campmeeting, the Member should contact the MGCA Office to schedule a meeting with a representative of the Buildings & Grounds Committee (B&G) to review the project.
2. This meeting will address the requirements necessary for the project's approval.
3. If no approvals are required, the Member will then be able to proceed with the project.
4. If approvals are required, the process will be explained at that time. There is a \$50 Building Permit Application fee due with the building permit submittal.
5. Building Permits are valid for 1 year from the date of Board approval and must commence within 6 months of the date of approval.
6. All work must be completed within 1 year from the date of approval.
7. The Buildings & Grounds Committee, in consultation with the Executive Committee, reserves the right to take appropriate action and to charge the MGCA Member for any expense incurred by the Campmeeting to make necessary or emergent corrections or corrections not made within the specified time.
8. Building permits and zoning permits may also be required by West Cornwall Township (WCT). It is the Member's responsibility to meet all WCT requirements.
9. Construction materials and debris must be removed in a reasonable amount of time.

Situations Requiring a Campmeeting Building Permit

1. Any project which alters the boundaries of an existing structure,
2. Installation or repair of a driveway, parking area, or placement of impervious material,
3. Exterior relocation, upgrade, or addition to plumbing, HVAC, and electrical systems,
4. Installation or relocation of propane or oil tanks,
5. Remodeling and/or replacement of a porch,
6. Installation or changes for the cottage's connection to the public sewer and/or water system, or
7. Construction of any permanent fence, wall, or artistic creation.

Situations Not Requiring a Campmeeting Building Permit

1. Painting (exterior or interior),
2. Replacement of siding,
3. Replacement of windows,
4. Replacement of roofs, and
5. Small general repairs and maintenance.

Building Permit Application Process

1. All building permits are first reviewed by the B&G Committee. Upon review they may request additional information, or if no additional information is required, they will make a recommendation to the Board of Managers to either approve or not approve the application.
2. Building permits must include a drawing of the project including:
 - a. Property lines with all setbacks,
 - b. Existing structures,
 - c. Proposed construction, and
 - d. Streets.
3. Additional detailed information may be required based on the complexity of the project (scaled drawings, survey sealed and certified by a Licensed Surveyor, etc.) at the owner's expense.
4. Contractor details including license # and certificate of insurance.
5. Cost of the project.

Additional Information

1. Easements may be required if the project encroaches on Campmeeting property. See the Easement policy.
2. Variances are subject to approval by both the MGCA and West Cornwall Township.
3. Construction must comply with the established "Quiet Hours" and "Quiet Season" days and hours.

Discretionary Power: Unless specified above within the policy, discretionary power lies with the Board of Managers or the Executive Committee in emergency situations.

Dates: Adoption: February 17, 2026

Revision:

Rescission: