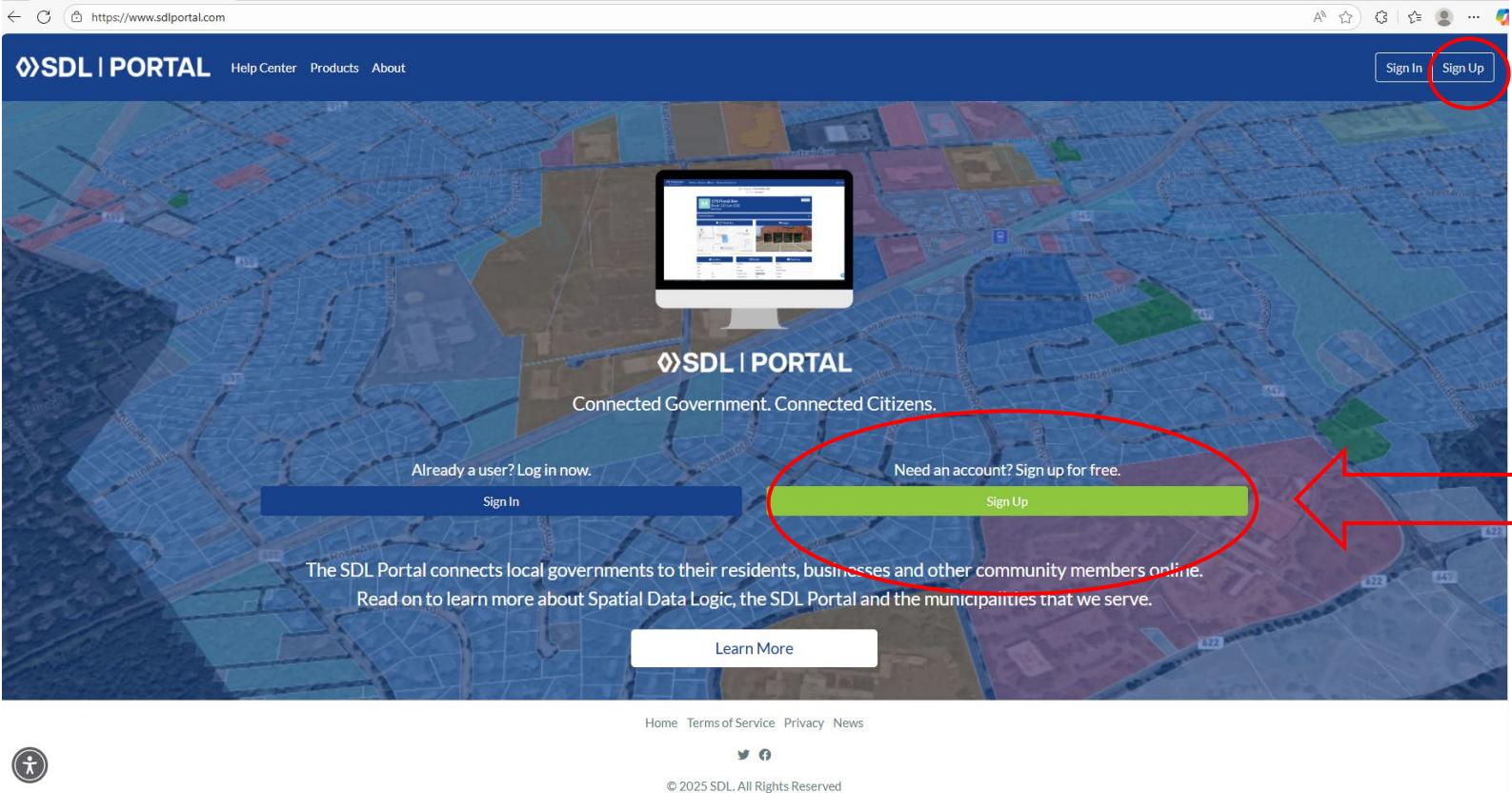


# **Welcome to SDL**

**Permit Processing Software for Peters Township**

The first time you log into [sdlportal.com](https://www.sdlportal.com) you will need to create an account. On the main page you can create an account by clicking on the green bar to 'sign up' or by clicking on the 'sign up' button in the upper right corner of the screen. You will only need to set up an account one time (the account will cover all permit requests and inspection requests).



To create your account, complete the fields listed on the screen. This account will allow you to submit your permit (and any future permits), track your permit's process, receive your final paperwork, and request the inspections for your project. The 'Primary Town/Location Provider' will be Peters Township, Washington County.

https://www.sdlportal.com/signup

SDL | PORTAL Help Center Products About Sign In Sign Up

### Create Portal Account

**User Name and Passwords**

- Must be between 8 and 50 characters
- Must start with a letter or number
- Can contain '!' or '@' or '.' or '-'
- User names must be unique to each account. Common words or names are most likely already used.

**Primary Town/Location/Provider**

- Will be your home town page when you log in
- Can be changed at any time on your account page
- To select, type in the town name or the first few letters and click on Find

**Email\***

Valid email required.

**User Name\***

Required

**Password\***

Required

**First Name\***

Required

**Last Name\***

Required

**Primary Town/Location/Provider\***

 Find

Required

I'm not a robot

reCAPTCHA  
Privacy - Terms

You will need to complete the verification step to create an account.

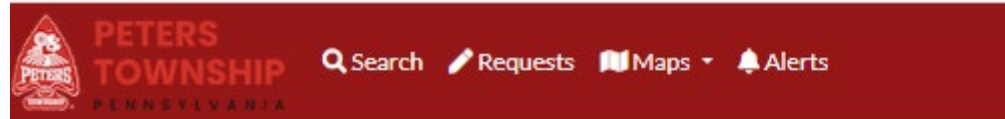
Already have an account? Sign in here

SDL | PORTAL

Home Terms of Service Privacy News

Help

You will receive an email to verify your information/account. Most communication regarding your permit will be completed through email so, please use an email address that you will check on a regular basis. Once you have completed the verification process for your SDL account and are logged in, you will select the 'requests' option at the top left corner of the screen.



Next, you will select how to view the types of requests/permits. In this example, we are utilizing the list view.

Available Requests (22)  
Choose a form or application from a department to get started

Search by form or application name ▾

GENERAL/MULTIPLE DEPARTMENTS (1)

**Complaint** No account required  
Contact your town officials about a complaint or comment in your area. Upload a photo to help describe the issue. Once submitted, you can monitor the status of the request and provide additional information.  
[Show available options](#)













Planning Department (9)

Commercial Building Permit Inspection	<span>Account required</span>
Commercial Occupancy Inspection	<span>Account required</span>
Demolition Permit Application Inspection	<span>Account required</span>
Fence Permit Application Inspection	<span>Account required</span>
Home Occupation Permit Application Inspection	<span>Account required</span>
Logging Permit Application Inspection	<span>Account required</span>
Planning Commission Application for Review Inspection	<span>Account required</span>
Residential Building Permit Inspection	<span>Account required</span>
Sign Permit Application Inspection	<span>Account required</span>

The first set of options are used when you are requesting an inspection for your project.

The next group of options will be the permit applications. Select the type of permit based on the type of project you are completing.


Planning Department (12)

 <b>Commercial Building Permit</b> Commercial Building Permit	<a href="#">Account required</a>
 <b>Commercial Occupancy</b>	<a href="#">Account required</a>
 <b>Demolition Permit Application</b> Demolition Permit Application	<a href="#">Account required</a>
 <b>Fence Permit Application</b> Fence Permit Application	<a href="#">Account required</a>
 <b>Grading Permit Application</b> Grading Permit Application	<a href="#">Account required</a>
 <b>Home Occupation Permit Application</b> Home Occupation Permit Application	<a href="#">Account required</a>
 <b>Logging Permit Application</b> Logging Permit Application	<a href="#">Account required</a>
 <b>Planning Commission Application for Review</b> Planning Commission Application for Review	<a href="#">Account required</a>
 <b>Residential Building Permit</b> Residential Building Permit	<a href="#">Account required</a>
 <b>Sign Permit Application</b> Sign Permit Application	<a href="#">Account required</a>
 <b>Temporary Sign Permit Application</b> Temporary Sign Permit Application	<a href="#">Account required</a>
 <b>Zoning Hearing Board Application</b> Zoning Hearing Board Application	<a href="#">Account required</a>

In this example, we selected a Residential Building Permit Application.

When you click on the 'Permit Type' field, you will select the application that best fits your project.

Complete the Property Owner Information.



**PETERS TOWNSHIP**  
PENNSYLVANIA

Peters Township  
Washington County, PA

## Residential Building Permit Application

Before completing this application, please review the following document:  
[County Tax Rev Dept Notice](#)

Permit Type \*

- Pool Permit Application
- Alteration Permit Application
- New Construction Permit Application
- Demolition Permit Application
- Accessory Structure Permit Application
- Addition Permit Application

### Property Owner Information

Project Address \*

PIN Number

Owner Name Owner Address

Owner City Owner State Owner Zip

### Permit Information

### Contractor Information

Use the Search field to look up a contractor by name, company name or license number.

You will then enter the contractor information.

Each application will require you to upload documents for the project. Typically, you will need a survey to scale (project must be drawn on the survey to scale), contractor insurance information, and drawings (in some cases the drawings must be signed and sealed by a design professional). Please refer to the link on our website for more details.

## Permit Information

### Contractor Information

Use the Search field to look up a contractor by name, company name or license number.

- If a Contractor is not found, enter in the required fields and their information will be added to the system
- If you are a home owner acting as a general contractor, enter in your information

Search	First Name *	Last Name *
<input type="text" value="Search by name, company, license #"/>	<input type="text" value="Name"/>	<input type="text" value="Name"/>
Company Name	License Number	License Expires
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address *	Address 2	
<input type="text"/>	<input type="text"/>	
City *	State *	Zip Code *
<input type="text"/>	<input type="text" value="State"/>	<input type="text" value="Zip Code"/>
Email *	Phone *	
<input type="text"/>	<input type="text" value="(###)-###-####"/>	

Check for additional contractor

### Document Uploads

Plan Review Upload \*

Select Files

Other Project Documentation

Project Documents

OR



Drag and Drop files here

Finally, you will electronically sign your application and submit the form.

### Applicant Signature

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I am exempt from providing a Certificate of Insurance

A digital signature is required for a valid permit application submission.

Type in your name to digitally sign the document. You must then click the "Accept" button to use as your signature.

Signature

Keyboard

Reset

Accept

Submit Form

You will receive confirmation that your permit application has been submitted successfully.

Now that you have an account, you will receive updates via email from SDL as your permit moves through our review process. You will be notified when your permit is completed. Once payment is received, you can begin your project!



**Thank you Front , your form has been submitted!**  
**All form data and any created reports/receipts will be available from your account page and the link below.**

Tracking Code: **RES-25-000073**

Portal Page: [Click here](#)

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Thank you for your application submission. If you have questions please contact [permitapplications@peterstownship.com](mailto:permitapplications@peterstownship.com)