

PENNSBURG BOROUGH BUILDING & ZONING PERMIT APPLICATION

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I. MUNICIPAL USE ONLY		
Date Issued:	Permit #	Approved By:
Permit Fee:	\$	Payment Method: _____ Cash _____ Check
Admin Fee:	\$	Check # Date Paid:
Certificate of Occupancy:	\$	Collected By:
Other Fee:	\$	When Ready: Mail or Call
Total Permit Fees:	\$	Time/Date Stamp when received:

II. LOCATION OF JOB		
Site Address:		
Cross Streets:		and
Subdivision Name:		Lot Number:
Block:	Unit:	Zoning District:

III. PERMIT-TYPE OF WORK (one per application)	
<input type="checkbox"/> Building <input type="checkbox"/> Zoning	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural
Flood Zone Choose One: <input type="checkbox"/> AE <input type="checkbox"/> X	<input type="checkbox"/> OA (Other Areas)
<input type="checkbox"/> New Home <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Pool <input type="checkbox"/> Fence <input type="checkbox"/> Deck <input type="checkbox"/> Porch <input type="checkbox"/> Shed <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Demolition <input type="checkbox"/> Fire Protection <input type="checkbox"/> Re-roofing <input type="checkbox"/> Other: _____	
TOTAL PROJECT COST: _____	
Description of Work:	

IV. OWNER Email-	
Name:	Day Time Phone #:
Address:	City, State, Zip:

V. APPLICANT Email-	<input type="checkbox"/> CHECK IF SAME AS OWNER
Name:	Relationship to Owner:
Address:	Day Time Phone #: ()
City, State, Zip:	Fax Number: ()

VI. CONTRACTOR Email-		<input type="checkbox"/> CHECK IF SAME AS APPLICANT/OWNER
Name: _____		
Address: _____	Day Time Phone: () _____	
City, State, Zip: _____	Fax Number: () _____	

VII. WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION	
The Applicant is: The owner of the property? <input type="checkbox"/> Yes (if yes, GO TO BOX A) <input type="checkbox"/> No (if no, GO TO BOX B)	
BOX A. SIGN HERE & GO TO STEP VIII:	
BOX B. CONTINUE FILLING OUT SECTION VII: The Applicant is: A CONTRACTOR WITHIN THE MEANING OF THE PENNSYLVANIA WORKERS' COMPENSATION LAW? <input type="checkbox"/> YES <input type="checkbox"/> NO (Continue to Box C)	
BOX C. SIGN HERE & GO TO STEP VIII:	

VIII. APPLICANT'S SIGNATURE	
I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I AM THE HOMEOWNER OR HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT AND WE AGREE TO ALL APPLICABLE LAWS OF THIS JURISDICTION.	
Applicant Name (print): _____	Date: _____ / _____ / _____
Applicant Signature: _____	

All Applicants constructing a new structure or addition MUST complete Sections IX and X

IX. SITE INFORMATION AND BUILDING INFORMATION	
Water Service: <input type="checkbox"/> Public <input type="checkbox"/> Private	Sewer Service: <input type="checkbox"/> Public <input type="checkbox"/> Private
Fuel Source: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> LPG Gas <input type="checkbox"/> Oil <input type="checkbox"/> Other (List)	
Building Code Use Group: _____	Specific Use: _____
Change in Use <input type="checkbox"/> Yes <input type="checkbox"/> No - If Yes attach Change of Occupancy Form.	
Existing Building Area (In Square Feet): _____	Proposed Building Area (In Square Feet): _____
Total Building Area (In Square Feet): _____	
Height of Structure Above Grade: _____	Number of Stories: _____
Maximum Occupancy Load (Commercial Applications Only): _____	
Maximum Live Load (Commercial Applications Only): _____	
Is Building equipped with an Automatic Sprinkler System? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Code Edition: _____	

X. DRAW SITE/PLOT PLAN HERE OR ATTACH DRAWING FOR ALL ADDITIONS, NEW STRUCTURES, DECKS, FENCES, MAILBOXES, AND SHEDS

A Site/Plot Plan MUST be included showing all street locations (if corner lot, show both streets), all setbacks from property lines to proposed work, and all easements, right of ways, basins and any other restricted features on site. If property is governed by a Homeowner's Association, if required, an approval letter must be attached for all exterior improvements.

A large grid area for drawing a site/plot plan. The grid consists of 30 columns and 30 rows of small squares, providing a space for the applicant to draw the site plan, including street locations, setbacks, easements, and other features.

XII. WORKERS COMPENSATION EXEMPTION

IF DECLARING AN EXEMPTION THIS MUST BE COMPLETED
BY A NOTARY PUBLIC.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of the Pennsylvania Workers' Compensation Law for one of the following reasons:

- Contract with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to Pennsburg Borough
- Religious exemption under the PA Workers Compensation Law.

Subscribed and sworn to before me this _____ day of _____, 20 _____

Signature of Notary Public

(Seal)

My commission expires: _____

Applicant Name: _____

Applicant Signature: _____

Applicant Address: _____

INSTRUCTIONS FOR COMPLETEING BUILDING/ZONING PERMIT APPLICATION

- Please be aware that if you are the homeowner and are taking out the permit for your contractor, it is recommended that you check on their insurance. Under certain circumstances, if you contractor is uninsured, you may be held liable if an accident occurs to them or their workers.
- New houses require lot specific site plans showing house footprint, all setbacks, and finish grade elevations. This plan must be prepared and sealed by a registered professional surveyor.
- Property owners /agents are responsible for all site dimensions and locating the improvements in accordance with all applicable codes. If you are unsure of the location of your property lines, contact a civil engineer or surveyor and have all dimensions and locations certified by a design professional.
- As provided in the Code, the Building Code Official may require additional engineering or design information to determine compliance with the applicable Codes.
- The permit application will be dated when it is submitted and will be reviewed within 14 business days for residential work and 30 business days for commercial work. When planning the project, allow for this review period.
- If your application is missing any required documents or is incomplete, it will be denied. When the application has been completed, you may resubmit your application and the review period will start over.

1. SECTION I - Municipal Use Only. Applicant will not complete.

2. SECTION II - Location of Job

- Fill out as much as you know. The staff will assist.

3. SECTION III - Permit Type:

- Select Building and/or Zoning. Many permits require both.
- Select Either: Residential, Commercial or Agricultural
- Flood Plain Designation: Select which zone you are in (AE-100yr floodplain, X-500yr flood plain, & OA-Other Areas (or not in flood plain)
- Type of work or improvement: Check box that applies to your type of permit. Describe type of work you will be doing.
- Fill in Total Cost of Job - (estimate if necessary).

4. SECTION IV – Owner

- Fill in Owner information. Provide a day time phone number and email.

5. SECTION V – Applicant

- If the Owner is the applicant check the box that reads “same as owner” and move to Section VI.
- If not the Owner fill in Applicant information. Provide a day time phone number and email.

6. SECTION VI – Contractor

- If Owner or Applicant, check the box that reads “same as Applicant/Owner” move to Section VII.
- If not Owner or Applicant fill in contractor information. Provide a day time phone number and email.

7. SECTION VII - Workers Compensation Insurance Information

- If Owner check “Yes” sign Box A, and move to Section VII.
- If Not the Owner check No, go to Box B and fill in the information, then sign Box C.

8. SECTION VIII – Applicant’s Signature and Workers Compensation

- All Applicants (Owner or Contractor) **MUST** sign, date, and print your name.

9. SECTION IX – Site Information and Building Information

- Fill in the information for a new structure or addition.

10. SECTION X - Draw or attach plot/site plan.

- This is required for all permits with the exception of roofing and interior alterations. If your site has unique easements or other potential conflicts for your project, we reserve the right to require an engineered survey even for simple projects such as decks and pools.

11. SECTION XI – Workers’ Compensation Exemption

- If you are a Contractor and do **NOT** have Workers’ Compensation Insurance you **MUST** have this Section notarized.

12. PLANS SUBMITTED WITH THE PERMIT APPLICATION

A. New house - 3 complete sets.

B. Residential Garage - 2 sets showing complete dimensions, footings, and structural member sizes.

C. Non-Residential Building - 3 complete sets signed and sealed by Design Professional. Structural drawings must be signed and sealed by a Design Engineer. Stamped Electrical Plans from an Electrical Inspection Agency.

D. Additions and Alterations for Residential - 3 sets showing complete dimensions, footings, and structural member sizes.

E. Additions for Non-Residential - 3 sets of engineered plans and third party agency approval with signature on the electrical plan.

F. Sheds/Accessory Buildings - 2 sets detailing size, typical construction and method of installation.

G. Fences and Mailbox – 1 set, plot plan with description of material, height of fence, height of mailbox post.

H. Pool - 2 sets showing location and all pertinent design information also see additional pool requirements for details.

I. Decks, Porches, Patios - 3 sets of drawings showing footings, connections and dimensions on all components.

13. FEES AND TIME PERIOD FOR PERMIT TO REMAIN ACTIVE

- The fees will be computed by the Borough staff or Building Official and reviewed with you. You must pay for the permit prior to receiving the permit declaration page.
- **Once a permit is issued you must start work within 6 months and finish the project within 2 years.**