

BUILDING PERMIT REQUIREMENTS

The following are the BASIC requirements for an application. Additional information may be needed/requested.

ALL APPLICATIONS ARE SUBJECT TO A REVIEW FEE: REFER TO FEE SCHEDULE

All applications require two copies of the plot plan (survey) and two sets of drawings, unless otherwise noted.

** Decks, sheds, or accessory structures to Residential Properties **MAY** be exempt from Building Permit Requirements.

**If an exception from a Building Permit is allowed, the APPLICANT remains responsible to obtain a ZONING PERMIT.

<input type="radio"/> New Residential/Alterations
<input type="checkbox"/> Building Permit Application
<input type="checkbox"/> Zoning Application
<input type="checkbox"/> 2 Sets of Drawings (include 2 sets of material lists/spec sheets)
<input type="checkbox"/> 2 Copies of Plot Plan (Survey)
<input type="checkbox"/> Worker's Compensation
<input type="checkbox"/> MMA Requirements
<input type="checkbox"/> RESCHECK/PA Alternative Energy
<input type="checkbox"/> State HOP

<input type="radio"/> New Commercial/Alterations
<input type="checkbox"/> Building Permit Application
<input type="checkbox"/> Zoning Application
<input type="checkbox"/> 2 Sets of Drawings (include 2 sets of material lists/spec sheets)
<input type="checkbox"/> 2 Copies of Plot Plan (Survey)
<input type="checkbox"/> Worker's Compensation
<input type="checkbox"/> Emergency Contacts
<input type="checkbox"/> MMA Requirements
<input type="checkbox"/> COMCHECK
<input type="checkbox"/> State HOP
<input type="checkbox"/> Knox Box

<input type="radio"/> Deck
<input type="checkbox"/> Building Permit Application
<input type="checkbox"/> Zoning Application
<input type="checkbox"/> 2 Sets of Drawings (include 2 sets of material lists/spec sheets)
<input type="checkbox"/> 2 Copies of Plot Plan (Survey)
<input type="checkbox"/> Worker's Compensation
<input type="checkbox"/> Deck Requirement Letter

<input type="radio"/> Commercial Occupancy
<input type="checkbox"/> Building Permit Application
<input type="checkbox"/> Zoning Application
<input type="checkbox"/> Page of lease stating square footage
<input type="checkbox"/> Diagram of floor plan of occupied space
<input type="checkbox"/> MMA Requirements *If needed
<input type="checkbox"/> Knox Box *If needed

<input type="radio"/> Shed/ Accessory Structure
<small>*Required for ANY w/ utilities or greater than 120 sq. ft.</small>
<input type="checkbox"/> Building Permit Application
<input type="checkbox"/> Zoning Application
<input type="checkbox"/> 2 Sets of Drawings (include 2 sets of material lists/spec sheets)
<input type="checkbox"/> 2 Copies of Plot Plan (Survey)
<input type="checkbox"/> Worker's Compensation

<input type="radio"/> Demolition
<input type="checkbox"/> Building Permit Application
<input type="checkbox"/> Worker's Compensation
<input type="checkbox"/> Demolition Letter
<input type="checkbox"/> Utility Shut Off Verification Letters
<input type="checkbox"/> Bond in the amount of 110%

<input type="radio"/> Pool (If water depth is greater than 24")
<input type="checkbox"/> Building Permit Application
<input type="checkbox"/> Zoning Application
<input type="checkbox"/> Pool Requirement Letter
<input type="checkbox"/> 2 copies of Plot Plan (Survey)
<input type="checkbox"/> Worker's Compensation
<input type="checkbox"/> Homeowner's insurance
<input type="checkbox"/> 2 Copies of pool brochure/picture of pool

<input type="radio"/> Fire Code Permit
<input type="checkbox"/> Building Permit Application
<input type="checkbox"/> Worker's Compensation
<input type="checkbox"/> 2 Sets of Drawings (include 2 sets of material lists/spec sheets)

<input type="radio"/> Roof (COMMERCIAL MUST APPLY IN ALL CASES)
<input type="checkbox"/> Building Permit Application
<input type="checkbox"/> Zoning Application
<input type="checkbox"/> 2 Sets of Drawings (include 2 sets of material lists/spec sheets)
<input type="checkbox"/> Worker's Compensation

<input type="radio"/> Fire Damage Permit
<input type="checkbox"/> Building Permit Application
<input type="checkbox"/> Zoning Application
<input type="checkbox"/> 2 Sets of Drawings *If needed
<input type="checkbox"/> 2 Copies of Plot Plan (Survey) *If Needed
<input type="checkbox"/> Worker's Compensation
<input type="checkbox"/> Escrow as required by PA Act 47

Name _____

Date _____

Address _____