

## **REQUIREMENTS FOR OBTAINING A BUILDING PERMIT**

1. Proof of ownership or authorized agent representing property is required.
2. The applicant must complete a Uniform Zoning/Construction Permit Application (attached). All questions must be completed since all information provided determines issuance of the permit.
3. Building Plans and list of Materials must be submitted with the application.
4. A Plot Plan on a separate sheet showing size and location of all structures, either on-lot sewage or public sewer tie in, on-lot water well and distance to property lines (hand drawn is acceptable).
5. Copy of Workers' Compensation Certificate. (See attached form)
6. Copy of the Erosion and Sedimentation Plan and approval letter from the County. Depending on the area of the expanded footprint, stormwater management may be necessary. A sample worksheet is available.
7. If the application is for a New Home, a septic system permit issued by the Sewage Enforcement Officer or evidence of a tapping or connection fee being paid to the respective public sewer entity must be submitted with the application. A road crossing permit may be required for excavating to a sewer tap or water tap. Check with LTL staff for requirements in your Municipality (local and State).
8. A copy of the well permit issued by the authorized well permit department (if other than LTL), must be attached.
9. If the application is for additions involving bedrooms, Sewage Enforcement Officer must also verify by letter, the adequacy of existing on lot septic systems prior to the issuance of permit.
10. An Electrical Permit is required with all residential and commercial building permits. The application will be provided with the permit application.
11. A Plumbing Permit is required with all residential and commercial building permits. The application will be provided with the permit application.
12. A Driveway Permit is required for any new driveway. If the driveway abuts a State Route, a PennDOT Highway Occupancy Permit is required.
13. The applicant should have stakes placed at the corners where the structure is to be built. The building inspector will check this stakeout before the building permit will be issued.
14. If the proposed construction is for a non-residential building, a Land Development Plan is required.
15. If a Non-Residential building is to be constructed, the application must submit a set of construction drawings to which an architect or engineer has applied his seal.

Most Permit fees are based on square footage using the rate in the Municipality schedule of Fees. Payment is required upon issuance of permit and prior to construction. All fees shall be payable to the Municipality.

Commercial permits shall be granted or refused within 30 days as per the Uniform Construction Code requirements after the written application has been submitted and determined complete. **LTL makes every effort to process and issue residential permits within 10 working days. Questions regarding permits can be directed to LTL @ 610-987-9290 or 888-987-8886.**

**Remember PA One-Call before excavating, simply dial 811, or [www.paonecall.org](http://www.paonecall.org).**



**FLOODPLAIN**

Is the site located within an identified flood hazard area? (Check One)  Yes  No  
Will any portion of the flood hazard area be developed? (Check One)  Yes  No  N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically *Section 60.3*

Lowest Floor Level: \_\_\_\_\_

**HISTORIC DISTRICT**

Is the site located within a Historic District?  Yes  No

*If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.*

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” construction documents, PA Act 45 of 1999 (Uniform Construction Code), Act 247 of 1968 as amended (Municipalities Planning Code), and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances or the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations and is responsible for all review costs incurred for the proposed project.

Application for a permit shall be made by the *owner* or lessee of the building or structure, or *agent* of either, or by the *registered design professional* employed in connection with the proposed work.

**I certify the code administrator or the code administrator’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Directions to Site \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_

Permit #'s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFER TO CHECKLIST TO DETERMINE ADDITIONAL APPLICATION REQUIREMENTS**

# PLUMBING PERMIT APPLICATION

TOWNSHIP: \_\_\_\_\_

Date of Application: \_\_\_\_\_, 20\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Name of Applicant (Owner): \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Subdivision Name and Lot No. (if applicable): \_\_\_\_\_

Tax Map Parcel Number: \_\_\_\_\_

- Check Appropriate Box:
- Mobile Home or Manufactured Dwelling
  - Single-Family Dwelling
  - Two Family Dwelling
  - Apartment Building or Condominium
  - Addition or Alteration
  - Sewer Lateral
  - Water Lateral
  - Non-Residential Application: Specify: \_\_\_\_\_
  - Permit for work not listed elsewhere

Statement of materials to be Used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Plumbing Construction (*Reasonable fair market value*) \$ \_\_\_\_\_

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

=====

Permit No. \_\_\_\_\_ Issuance Date: \_\_\_\_\_

Approved by Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Signature



# DRIVEWAY PERMIT APPLICATION

TOWNSHIP: \_\_\_\_\_

Date of Application: \_\_\_\_\_, 20\_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Owner (if other than applicant): \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Contractor or Builder : \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Property Address of Site: \_\_\_\_\_

Location of Driveway: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Statement of materials and Construction to be Used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge, and furthermore the property owner has authorized the work.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

=====

Permit No.: \_\_\_\_\_ Issuance Date: \_\_\_\_\_

Approved by Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

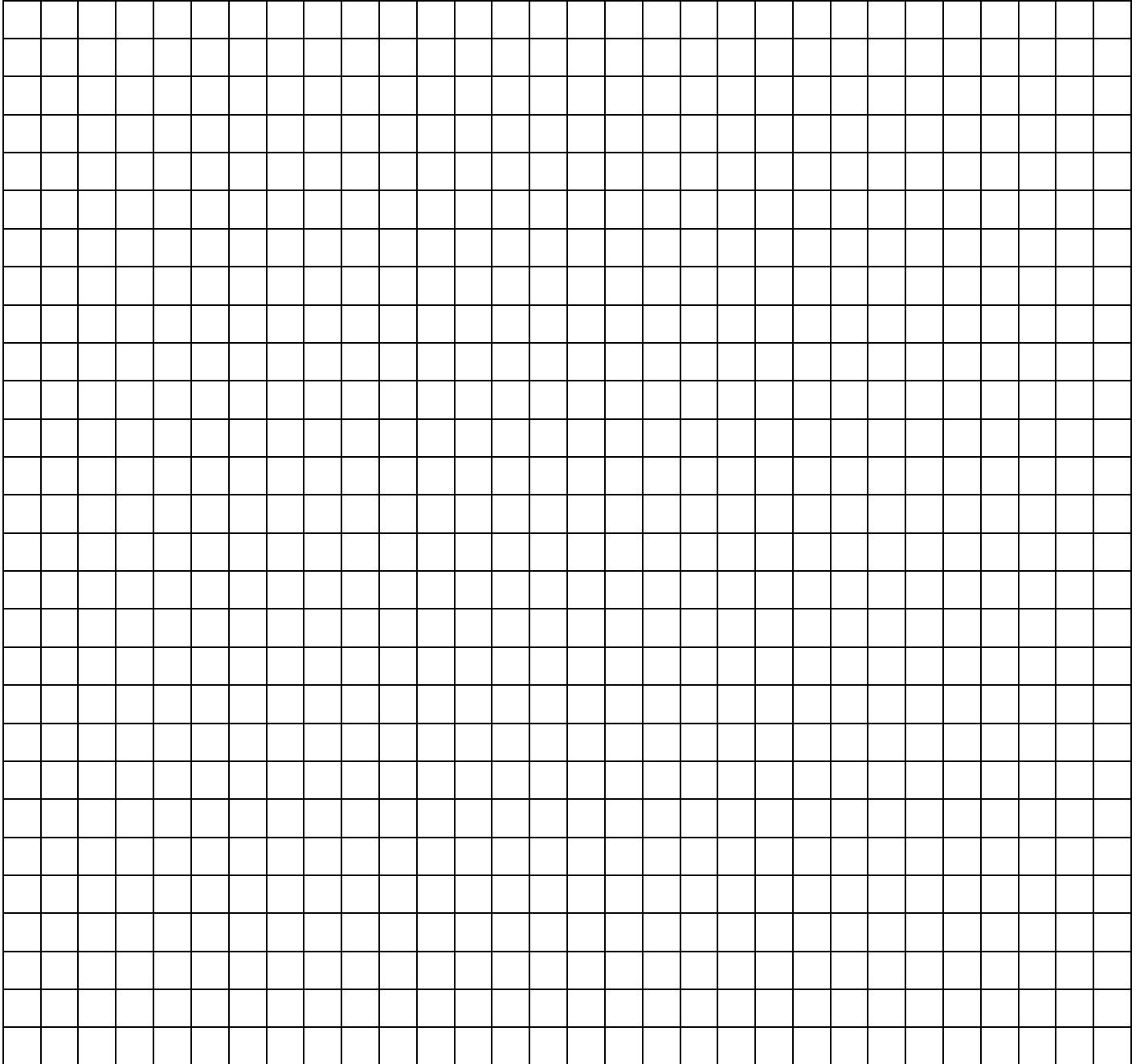
Signature



**PLOT PLAN / SKETCH PLAN AREA**

NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_



The Plot Plan must show size and location of all structures and wells on the property and the distance to property lines (hand drawn is acceptable)

Is your drawing to scale Y / N? If yes, what is the scale? \_\_\_\_\_

**Any questions, please contact:  
LTL Consultants, Ltd. at 610-987-9290 or 1-888-987-8886**