



BUILDING & ZONING PERMIT APPLICATION

1. MUNICIPAL USE ONLY		
Permit Received: / /	When ready: <input type="checkbox"/> Email <input type="checkbox"/> Call	Received as: <input type="checkbox"/> Walk-in <input type="checkbox"/> Mail
Application Received by:		<input type="checkbox"/> Email
Received:	<input type="checkbox"/> Physical copies of professionally designed plans, blueprints, equipment manuals, or manufacturers' installation guides <input type="checkbox"/> Two (2) copies for Building Permit <input type="checkbox"/> One (1) copy for Zoning Permit or <input type="checkbox"/> Drawing attached to bottom of permit instead <input type="checkbox"/> PDF of plans emailed through website Date Received: / /	
Permit Fees (DUE AT SUBMISSION): <input type="checkbox"/> \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Date Received: / /
Permit Fee Balance: \$	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Date Received: / /
Permit #	Date to BCO: / /	Date Issued: / /

DO NOT ACTIVATE APPLICATION UNTIL PERMIT FEES & PLANS HAVE BEEN RECEIVED

ALL HIGHLIGHTED AREAS ARE REQUIRED

2. LOCATION OF PROPOSED WORK	
Site Address:	
Tax Parcel ID: 25 - ____ - ____	Lot # (if applicable):
Is this a historical structure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	

3. TYPE OF WORK OR IMPROVEMENT	
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture	Total Project Cost: \$
Applying for: <input type="checkbox"/> Building Permit <input type="checkbox"/> Zoning Permit <input type="checkbox"/> Both Building & Zoning Permits	
Type of work or improvement (check all that apply)	
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Alteration/Repair <input type="checkbox"/> Solar/Generator <input type="checkbox"/> Mechanical <input type="checkbox"/> Fire Suppression <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Pool <input type="checkbox"/> Accessory Use <input type="checkbox"/> Driveway <input type="checkbox"/> Demolition <input type="checkbox"/> Relocation <input type="checkbox"/> Change in Use <input type="checkbox"/> Sign <input type="checkbox"/> Road Occupancy <input type="checkbox"/> Other _____	
Description of Work (attach documents if needed):	
Change in use? <input type="checkbox"/> Yes <input type="checkbox"/> No - If YES, attach Change of Occupancy application	



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Location currently has: <input type="checkbox"/> Living/finished space _____ ft ² <input type="checkbox"/> Unfinished space (i.e. garage) _____ ft ² _____ Stories above grade Does location have a basement? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project is adding: <input type="checkbox"/> Living/finished space _____ ft ² <input type="checkbox"/> Unfinished space (i.e. garage) _____ ft ²	
For Commercial Applications Only: Max Load Occupancy: _____ Max Live Load _____ Is building equipped with sprinklers? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Water Service: <input type="checkbox"/> Private <input type="checkbox"/> Public	Sewer Service: <input type="checkbox"/> Private <input type="checkbox"/> Public
Flood Zone (choose one) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <i>If yes, is it being developed in that area?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Wetlands (choose one) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <i>If yes, is it being developed in that area?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any known easement, conservation agreement or encumbrance attached to this property? <input type="checkbox"/> Easement(s) <input type="checkbox"/> Conservation agreement <input type="checkbox"/> Encumbrance <input type="checkbox"/> Unknown <input type="checkbox"/> No	
Are you applying for any additional permits for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Stormwater/Grading <input type="checkbox"/> Zoning Hearing Board <input type="checkbox"/> Conditional Use <input type="checkbox"/> Driveway/Road Occupancy <input type="checkbox"/> Other _____	

4. OWNER	Email: _____
Name: _____	Phone: _____
Address/City/State/Zip: _____	

5. APPLICANT	Email: _____	<input type="checkbox"/> Same as owner
Name: _____	Relationship to owner: _____	
Company (if applicable): _____	Phone: _____	
Address/City/State/Zip: _____		
I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I AM THE OWNER OR HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS THE AUTHORIZED AGENT WHO AGREES TO ALL APPLICABLE LAWS OF THIS JURISDICTION.		
Applicant's Signature: _____		Date: _____

6. CONTRACTOR	Email: _____	<input type="checkbox"/> Same as applicant
Name: _____		
Company (if applicable): _____	Phone: _____	
Address/City/State/Zip: _____		



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7. WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION

The contractor is: Owner of property (if so, GO TO BOX A) Not the owner (if so, GO TO BOX B)

BOX A: SIGN HERE & GO TO NEXT STEP

BOX B: The applicant is a contractor within the meaning of the PA Workers' Compensation Law. Yes No

PA State Registration # (if applicable) _____ **ATTACH CERTIFICATE OF INSURANCE TO APPLICATION**

SIGN HERE & GO TO NEXT STEP _____

8. DRAW PLOT PLAN HERE OR ATTACH DRAWING

PLEASE NOTE: If applicant has professionally designed plans or blueprints, or equipment manuals, or manufacturers' installation guides, two (2) physical copies of these items need to be submitted for Building Permits and one (1) physical copy needs to be submitted for Zoning Permits along with the digital copy **BEFORE** the application can be reviewed.

Plot plans should reflect all street locations, all setbacks from property lines to proposed work, and all easements, right of ways, basins and any other restricted feature on site.

If required, a copy of your Homeowners Association (HOA) approval letter **MUST** be attached for outside work.