



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

ALL HIGHLIGHTED AREAS ARE REQUIRED

Site Address:	
Tax Parcel ID: 25 - ____ - ____	Lot # (if applicable):
Is this a historical structure? ☐ Yes ☐ No ☐ Unknown	

☐ Residential ☐ Commercial ☐ Agriculture	Total Project Cost: \$
Applying for: ☐ Building Permit ☐ Zoning Permit ☐ Both Building & Zoning Permits	
Type of work or improvement (check all that apply)	
☐ New Building ☐ Addition ☐ Accessory Structure ☐ Alteration/Repair ☐ Solar/Generator ☐ Mechanical	
☐ Fire Suppression ☐ Electrical ☐ Plumbing ☐ Pool ☐ Accessory Use ☐ Driveway ☐ Demolition	
☐ Relocation ☐ Change in Use ☐ Sign ☐ Road Occupancy ☐ Other _____	
Description of Work (attach documents if needed):	



BUILDING & ZONING PERMIT APPLICATION

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

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

5. APPLICANT	Email: _____	☐ 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: _____	☐ Same as applicant
Name: _____		
Company (if applicable): _____	Phone: _____	
Address/City/State/Zip: _____		

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.

9. FOR ZONING PERMITS ONLY: DIMENSIONS & IMPERVIOUS AREA

Provide "footprint" areas in square footage	Existing area or footprint	Area being removed	New area being added
Feature/Improvement			
Primary building (house)	S.F.	S.F.	S.F.
Barn	S.F.	S.F.	S.F.
Shed	S.F.	S.F.	S.F.
Pool house	S.F.	S.F.	S.F.
Guesthouse/In-law Cottage (accessory dwelling, stand-alone)	S.F.	S.F.	S.F.
Driveway (from road to primary garage)	S.F.	S.F.	S.F.
Driveway (all other driveway and/or parking area)	S.F.	S.F.	S.F.
Patios	S.F.	S.F.	S.F.
Walkways	S.F.	S.F.	S.F.
Decks	S.F.	S.F.	S.F.
Porches	S.F.	S.F.	S.F.
Pool (surface of water)	S.F.	S.F.	S.F.
Pool coping	S.F.	S.F.	S.F.
Pool deck or patio	S.F.	S.F.	S.F.
Pond	S.F.	S.F.	S.F.
Other (please list):	S.F.	S.F.	S.F.
	S.F.	S.F.	S.F.
	S.F.	S.F.	S.F.