

Building and Zoning Steps to Follow:

1. Bring a plot plan showing where your proposed project is going to be located on your property.  
(Even if it is just a shed- deck-patio-porch- fence-etc.), whether you are in a residential zone,-single or multi-family- commercial or manufacturing or agricultural, determines where your projects can be located on your property.
2. Determine if your project is going to be in a flood zone.
3. If your project is in the flood zone, you must have a flood-plain review done, by our engineer, you will fill out an application for the same and it will cost \$130.00. The review will tell you how high your project has to be elevated above the 100 year flood plain or how it has to be anchored or vented.
4. Know the cost of your project because the cost of the permit is based on the estimated cost of your permit.
5. The permit is the last thing you will obtain after everything else has been found to be in conformance.
6. If you find that you do not have enough room etc. To do what you wanted to do you can apply for a variance. The cost of the variance is \$500.00.
7. If you are having a contractor do your work we need a certificate of insurance from them, if you are doing the work yourself, there is a form you need to fill out and have notarized concerning workmen's comp insurance. We need this before the permit can be issued.
8. If you are doing a sub-division – land development; there is a \$5.00 charge for the ordinance, which has step by step directions.
9. The cost of the application for a sub-division – land development is \$100.00 to the Borough and \$75.00 or more to the Blair County Planning Commission- depending on the size of your project. \$350.00 is due to the Borough also to be put in escrow for the engineers' inspections and reviews, plus your \$130.00 flood plain review if required.

*Jerrica Grance*, Zoning Officer.

I \_\_\_\_\_ of \_\_\_\_\_

have fully read and understand the steps that have to be taken in order to obtain a zoning/building permit.

# APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE

Applicable Codes: 2009 IBC/IRC, 2012 IBC Chapter 11, 2009 ICC A11 7.1

Please print legibly - failure to do so may result in a denial, delay or rejection of this application.

Permit Application Date \_\_\_\_\_

Permit Application No. \_\_\_\_\_

## 1. PROPERTY INFORMATION

Owner: \_\_\_\_\_

Tax Map: \_\_\_\_\_

Site Address: \_\_\_\_\_

Parcel No.: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_ Use Permit No. \_\_\_\_\_

Use:  Single-Family Dwelling / Duplex  Multi Family  New Manufactured Home  Relocated Manufactured Home

Commercial  Other \_\_\_\_\_ Floodplain present:  Yes  No

Improvement Type:  New  Addition  Alteration  Repair/Replacement  Relocation  Other \_\_\_\_\_

## 2. BUILDING OWNER'S INFORMATION

First Name \_\_\_\_\_ Mi. \_\_\_\_\_ Last Name \_\_\_\_\_ Phone No: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## 3. BUILDING PERMIT APPLICATION

Provide below description of Work: *(Also provide details on plot plan: Show all improvements on lot & approx. distances to lot lines)*

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

Total Lot Area: \_\_\_\_\_ Acres/Sq. Ft. ESTIMATED COST OF CONSTRUCTION: \$ \_\_\_\_\_

ICC Use Group: \_\_\_\_\_ ICC Construction Type: \_\_\_\_\_

ESTIMATED START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 4. CERTIFICATION

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief. Ref. 18 Pa. Cons. Stat. § 4903.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINT NAME (legibly): \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

(TURN PAGE OVER)

**5. CONTRACTOR INFORMATION**

Please list additional general contractor information on additional sheet(s) if needed.

Additional sheet(s) attached

Name of Contractor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Contractor Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Person in Charge of Work: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Workman's Compensation Insurance:  Provided  On Record  Exempt PA Home Improvement Contr. Reg. # \_\_\_\_\_

**6. PROJECT DETAILS**

Trades:  Building  Electrical Work  Plumbing Work  Mechanical Work (HVAC)  Fire Suppression/Fire Alarm System

Heat Source (if applicable): \_\_\_\_\_ Fuel Type: \_\_\_\_\_

Foundation Type:  Crawlspace  Foundation  Slab at Grade  Piers  Other: \_\_\_\_\_

**7. SUBCONTRACTOR INFORMATION**

Please list subcontractors for major trades. Use additional sheet(s) if needed.

Additional sheet(s) attached

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone No \_\_\_\_\_ Pa HIC # \_\_\_\_\_

*For official use only*

**9. OFFICE INFORMATION**

APPLICATION FEE: \$ \_\_\_\_\_

ISSUANCE DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

INSPECTION FEES \$ \_\_\_\_\_

EXTENSION DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

TOTAL FEES \$ \_\_\_\_\_

APPLICATION IS:  GRANTED  DENIED  INCOMPLETE: \_\_\_\_\_

SIGNATURE OF PERMIT OFFICER: \_\_\_\_\_ DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING BUILDING INSPECTOR FOR REQUIRED INSPECTIONS.**

# LAND USE PERMIT CHECKLIST

**NOTE TO APPLICANT:** Applicable items on this checklist shall be completed prior to your submission of an application for a building permit. Failure to complete any applicable item on this checklist shall be sufficient grounds for denial of the building permit application. Please contact your local municipal office or the local Commonwealth Code Inspection Service, Inc. office if you have any questions about the process for obtaining a building permit.

Municipality \_\_\_\_\_ County \_\_\_\_\_

Land Use Permit # \_\_\_\_\_ Tax Map Location \_\_\_\_\_

Work Site Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone Day: \_\_\_\_\_ Cell: \_\_\_\_\_ Evening: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Construction \_\_\_\_\_

Estimated start date \_\_\_\_\_ Estimated date of completion \_\_\_\_\_

Estimated value of construction \_\_\_\_\_ New \_\_\_\_\_ Addition/repairs \_\_\_\_\_

Number of Additional Bedrooms \_\_\_\_\_

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record, and I agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable laws of this jurisdiction. I further certify that this information is true and correct to the best of my knowledge.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Checklist of preliminary requirements for obtaining a building permit, approvals to be obtained prior to applying for a building permit. All items must be addressed. Mark N/A for those that are not applicable. Attach extra sheets if necessary to identify special requirements or conditions.

- \_\_\_ Sewage facilities planning module, DEP Planning Code # \_\_\_\_\_, Date of approval \_\_\_\_\_
- \_\_\_ Sub-division & Land Development, Municipal resolution # \_\_\_\_\_, Date of approval \_\_\_\_\_
- \_\_\_ Sewage permit from Sewage Enforcement Officer, Permit # \_\_\_\_\_, Date of approval \_\_\_\_\_
- \_\_\_ Storm water management module, Approved by: \_\_\_\_\_, Date of approval \_\_\_\_\_
- \_\_\_ Conservation District notification per Chapter 102, \_\_\_\_\_, Date of approval \_\_\_\_\_
- \_\_\_ NPDES Permit # \_\_\_\_\_ for earth disturbances 1 acre or more, Date of approval \_\_\_\_\_
- \_\_\_ Driveway Permit, Penn DOT # \_\_\_\_\_ or Local # \_\_\_\_\_, Date of approval \_\_\_\_\_
- \_\_\_ Public water tap, Permit # \_\_\_\_\_, Date of approval \_\_\_\_\_
- \_\_\_ Public sewer tap, Permit # \_\_\_\_\_, Date of approval \_\_\_\_\_
- \_\_\_ Historical Architectural Review Board, \_\_\_\_\_ Check here for Special conditions, Date of approval \_\_\_\_\_
- \_\_\_ Zoning, Permit # \_\_\_\_\_, \_\_\_\_\_ Check here for Special conditions, Date of approval \_\_\_\_\_
- \_\_\_ Other; sluice pipe, road alteration, etc. \_\_\_\_\_ Check here for Special conditions, Date of approval \_\_\_\_\_
- \_\_\_ Floodplain mapping \_\_\_\_\_ Project may contain flood plain. Date of review \_\_\_\_\_
- \_\_\_ Municipal setback clearances, \_\_\_\_\_ Check here for Special conditions, Date of approval \_\_\_\_\_
- \_\_\_ Aviation Flight Path or Airport Impact Possible \_\_\_\_\_ Check here for FAA or Pa DOT approval Date approved \_\_\_\_\_
- \_\_\_ Extra Pages attached to describe special conditions or circumstance. There are \_\_\_\_\_ extra pages.

\_\_\_\_\_  
Municipal Official's Signature & Title

\_\_\_\_\_  
Date

{SEAL}

# DUNCANSVILLE BOROUGH

## FLOOD PLAIN REVIEW REQUESTS

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NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

REVIEW DATE \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_

AMOUNT DUE- \$130.00

AMOUNT PAID \_\_\_\_\_

SIGNED \_\_\_\_\_  
\_\_\_\_\_

Before you can have a Floodplain review done by an engineer you must submit a sketch of the project. The sketch needs to show property lines with dimensions, tax parcel number, building offset/setback dimensions, existing structures with dimensions, proposed structures with dimensions, and sufficient details of the proposed work so that the engineer or most people can understand what is to be done. If requests for a floodplain review lack the needed information it will be returned and marked incomplete.

The applicant has a choice as to whether or not they want to use the Borough Engineer to do the Flood-plain review.

If the applicant wants to hire their own engineer or surveyor to prepare and produce a "Certificate of Compliance" via letter or standardized form, they can do so, as long as the proper documents are submitted to the Borough Office when the review is complete.