

RESIDENTIAL BUILDING PERMIT APPLICATION

1. PROPERTY INFORMATION

Municipality: _____ Parcel ID: _____

Site Address: _____

2. APPLICANT

Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

3. PROPERTY OWNER

Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

4. CONTRACTOR / BUILDER

Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

5. DESIGN PROFESSIONAL

Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

6. APPLICATION FOR (Check all that apply)

- | | | |
|---|--|--|
| <input type="checkbox"/> New Single-Family Home | <input type="checkbox"/> Industrialized Home (Modular) | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Two Family Dwelling | <input type="checkbox"/> Manufactured Home | <input type="checkbox"/> Remodel / Structural Alteration |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Porch Roof / Pergola | <input type="checkbox"/> Accessory Structure |
| <input type="checkbox"/> Rooftop Solar Voltaic | <input type="checkbox"/> Pool (Above Ground / In-Ground) | <input type="checkbox"/> Demolition |

Other / Description: _____

State law requires the builder to offer fire sprinklers for new homes. Were sprinklers offered? Yes No N/A

Is the project located in a flood zone? If yes, a copy of the flood hazard certificate must be submitted. Yes No

Estimated Cost of Construction: _____ Total SQFT Gross Floor Area (GFA): _____

Include the required additional information for your project as shown on the attached informational page.

I certify that I am the owner of the property or an authorized agent of the owner for which this application has been filed. I hereby certify that all statements contained above are, to the best of my knowledge, true and correct I further understand that I must comply with the provisions of all laws and ordinances as adopted by the Municipality and the Unified Construction Code of Pennsylvania.

Applicants Signature: _____

Date: _____

FOR RESIDENTIAL BUILDING PERMITS

THE FOLLOWING MUST ACCOMPANY EACH CORRESPONDING APPLICATION.

Drawings should consist of both plan view and elevation view. The drawings must be detailed enough for the plan reviewer to determine code compliance. A materials list is not a drawing.

Incomplete or missing information may result in additional fees and/or denial of the application.

CHOOSE ONE

Single family / Duplex / Townhome / Quad / Sheds and Garages / Additions / Remodel / Restoration

- | | |
|---|--|
| <input type="checkbox"/> Zoning Permit / Approval | <input type="checkbox"/> Energy specs. / ResCheck |
| <input type="checkbox"/> Sealed survey showing the location of the home | <input type="checkbox"/> Highway Occupancy Permit/HOP (State Roads) |
| <input type="checkbox"/> 2 sets of drawings to include - Architectural, Structural, Mechanical, Plumbing and Electrical details | <input type="checkbox"/> Proof of approved method of sewage disposal |
| | <input type="checkbox"/> Proof of valid Workers Compensation for contractor or "Notarized Waiver" |

Remodels / Restoration - Zoning approval, Highway occupancy and Proof of sewage may not be required.
Sheds / Garages - Survey waiver may be submitted / Energy specs, Proof of sewage and HOP are not be required.

Industrialized Home - Modular / Carried in on truck - Does not have its own wheels like a mobile home.

- | | |
|---|--|
| <input type="checkbox"/> Zoning Permit / Approval | <input type="checkbox"/> Current "Notice of Approval" manufacturer |
| <input type="checkbox"/> Sealed survey showing the location of the home | <input type="checkbox"/> DAPIA approved Manufacturers Design and Installation Manual |
| <input type="checkbox"/> Footing / Foundation drawings and details | <input type="checkbox"/> Highway Occupancy Permit/HOP (State Roads) |
| <input type="checkbox"/> Details for porches, decks or other built-on site features | <input type="checkbox"/> Proof of valid Workers Compensation for contractor or "Notarized Waiver" |
| <input type="checkbox"/> Proof of approved method of sewage disposal | |

A completed "Site Installation Inspection Form" is required for occupancy.

Manufactured Home - Trailer / Mobile Home (Additions to manufactured homes must be self-supporting) (SEE MANUFACTURED HOME APPLICATION)

- | | |
|---|--|
| <input type="checkbox"/> Zoning Permit / Approval | <input type="checkbox"/> Copy of PA "Installers Certificate" |
| <input type="checkbox"/> Sealed survey showing the location of the home | <input type="checkbox"/> DAPIA approved Manufacturers Design and Installation Manual with installation checklist |
| <input type="checkbox"/> Pier / Foundation drawings and details | <input type="checkbox"/> Highway Occupancy Permit/HOP (State Roads) |
| <input type="checkbox"/> Approved method of anchoring the home | <input type="checkbox"/> Proof of approved method of sewage disposal |
| <input type="checkbox"/> Details of exit landings, stairs or other built-on site features (2 ways out are required) | <input type="checkbox"/> Proof of valid Workers Compensation for contractor or "Notarized Waiver" |
| <input type="checkbox"/> Completed Habitability Checklist (Used Homes Only) | |

If the original manuals are not available for a relocated home, the "PA Installation Guideline for Manufactured Homes" or "PHRC Field Guideline for Manufactured Housing" is acceptable.

A COMPLETED COPY OF THE "INSTALLATION CHECKLIST" AND "CERTIFICATE OF COMPLIANCE" WILL BE REQUIRED FOR OCCUPANCY