

# Pittston Township

## Code Enforcement Office

421 Broad Street • Pittston, Pennsylvania 18640 • Phone: (570) 654-0161

# APPLICATION FOR BUILDING PERMIT

**IMPORTANT - Applicant to complete all items in section: I, II, III & IV**

|                        |                 |              |
|------------------------|-----------------|--------------|
| <b>I.<br/>LOCATION</b> | Number & Street | Municipality |
|------------------------|-----------------|--------------|

|                       |                                   |                                   |                                     |                                     |                                |
|-----------------------|-----------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|--------------------------------|
| <b>Type of Permit</b> | BUILDING <input type="checkbox"/> | PLUMBING <input type="checkbox"/> | ELECTRICAL <input type="checkbox"/> | DEMOLITION <input type="checkbox"/> | OTHER <input type="checkbox"/> |
|-----------------------|-----------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|--------------------------------|

**II. TYPE AND COST OF BUILDING - ALL APPLICANTS COMPLETE PARTS A-C**

|   |   |   |   |
|---|---|---|---|
| <p><b>A. TYPE OF IMPROVEMENT</b></p> <p>1. <input type="checkbox"/> New Building</p> <p>2. <input type="checkbox"/> Addition (if residential, enter no. of new housing units added, if any, in Part C, 10)</p> <p>3. <input type="checkbox"/> Repair, Replacement, Remodeling</p> <p>4. <input type="checkbox"/> Demolition (if multifamily residential, enter no. of units in building in Part C, 10)</p> <p>5. <input type="checkbox"/> Moving of Building</p> <p>6. <input type="checkbox"/> Foundation Only</p>   | <p><b>C. PROPOSED USE - FOR "WRECKING" MOST RECENT USE</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>RESIDENTIAL</b></p> <p>9. <input type="checkbox"/> Single Family Dwelling</p> <p>10. <input type="checkbox"/> Two or more family Dwelling<br/>number of units _____</p> <p>11. <input type="checkbox"/> Larger Scale Residential Development</p> <p>12. <input type="checkbox"/> Garage, Carport, Driveway</p> <p>13. <input type="checkbox"/> Porch, Patio</p> <p>14. <input type="checkbox"/> Swimming Pool</p> <p>15. <input type="checkbox"/> Mobile Home Court</p> <p>16. <input type="checkbox"/> Yard Screening</p> <p>17. <input type="checkbox"/> Home Occupation</p> <p>18. <input type="checkbox"/> Funeral Home</p> <p>19. <input type="checkbox"/> Nursing Home, Day Care Center</p> <p>20. <input type="checkbox"/> Other - Specify</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>NON RESIDENTIAL</b></p> <p>21. <input type="checkbox"/> Amusement, Recreational, Educational</p> <p>22. <input type="checkbox"/> Church, other Religious</p> <p>23. <input type="checkbox"/> Advertising Signs</p> <p>24. <input type="checkbox"/> Parking Garage</p> <p>25. <input type="checkbox"/> Auto Service &amp; Repair Station</p> <p>26. <input type="checkbox"/> Hospital, Institutional</p> <p>27. <input type="checkbox"/> Hotel, Motel</p> <p>28. <input type="checkbox"/> Public Utility</p> <p>29. <input type="checkbox"/> Professional Offices</p> <p>30. <input type="checkbox"/> Stores, mercantile</p> <p>31. <input type="checkbox"/> Tanks, Towers</p> <p>32. <input type="checkbox"/> Eating &amp; Drinking Establishment</p> <p>33. <input type="checkbox"/> Storage, Warehouse, Distribution Center</p> <p>34. <input type="checkbox"/> Nursery, Greenhouse</p> <p>35. <input type="checkbox"/> Other - Specify</p> </td> </tr> </table> | <p><b>RESIDENTIAL</b></p> <p>9. <input type="checkbox"/> Single Family Dwelling</p> <p>10. <input type="checkbox"/> Two or more family Dwelling<br/>number of units _____</p> <p>11. <input type="checkbox"/> Larger Scale Residential Development</p> <p>12. <input type="checkbox"/> Garage, Carport, Driveway</p> <p>13. <input type="checkbox"/> Porch, Patio</p> <p>14. <input type="checkbox"/> Swimming Pool</p> <p>15. <input type="checkbox"/> Mobile Home Court</p> <p>16. <input type="checkbox"/> Yard Screening</p> <p>17. <input type="checkbox"/> Home Occupation</p> <p>18. <input type="checkbox"/> Funeral Home</p> <p>19. <input type="checkbox"/> Nursing Home, Day Care Center</p> <p>20. <input type="checkbox"/> Other - Specify</p> | <p><b>NON RESIDENTIAL</b></p> <p>21. <input type="checkbox"/> Amusement, Recreational, Educational</p> <p>22. <input type="checkbox"/> Church, other Religious</p> <p>23. <input type="checkbox"/> Advertising Signs</p> <p>24. <input type="checkbox"/> Parking Garage</p> <p>25. <input type="checkbox"/> Auto Service &amp; Repair Station</p> <p>26. <input type="checkbox"/> Hospital, Institutional</p> <p>27. <input type="checkbox"/> Hotel, Motel</p> <p>28. <input type="checkbox"/> Public Utility</p> <p>29. <input type="checkbox"/> Professional Offices</p> <p>30. <input type="checkbox"/> Stores, mercantile</p> <p>31. <input type="checkbox"/> Tanks, Towers</p> <p>32. <input type="checkbox"/> Eating &amp; Drinking Establishment</p> <p>33. <input type="checkbox"/> Storage, Warehouse, Distribution Center</p> <p>34. <input type="checkbox"/> Nursery, Greenhouse</p> <p>35. <input type="checkbox"/> Other - Specify</p> |
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|  |   |  |
|--|---|--|
| <p><b>B. COST</b></p> <p>7. Cost of improvement</p> <p style="padding-left: 20px;">To be installed but not included in the above cost</p> <p style="padding-left: 40px;">a. Electrical</p> <p style="padding-left: 40px;">b. Plumbing</p> <p style="padding-left: 40px;">c. Heating, air conditioning</p> <p style="padding-left: 40px;">d. Other (elevator, etc.)</p> <p>8. TOTAL COST OF IMPROVEMENT</p> | <p>(Omit Cents)</p> <p>\$</p> <p>\$</p> | <p style="text-align: center;"><b>IMPORTANT</b></p> <p>All applicant must submit a brief description of the proposed work. For new buildings and additions, the applicant must also submit a plot diagram drawn to scale showing the proposed work, existing structures on site, distances from lot lines, established street grades, two (2) copies of specifications and of plans drawn to scale.</p> <p>The Code enforcement officer may require additional information.</p> <p>For new buildings and additions, this applicant must be signed by the local zoning officer before a submission for a building permit.</p> <p>For all new buildings, the applicant must secure a Sewer permit before a submission for a building permit.</p> <p>If you have any questions regarding this application or items to be submitted with it, please phone the Code Enforcement Office.</p> |
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**III. PROPOSED WORK - Describe Job and Materials to be used.**

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**IV. IDENTIFICATION - TO BE COMPLETED BY ALL APPLICANTS**

|                             | Name | Mailing Address - No. Street, City & State | Zip Code              | Phone No. |
|-----------------------------|------|--|-----------------------|-----------|
| 1.<br>Owner or Lessee       |      |  |                       |           |
|                             |      |  |                       |           |
| 2.<br>Contractor            |      |  | Builder's License No. |           |
|                             |      |  |                       |           |
| 3.<br>Architect or Engineer |      |  |                       |           |
|                             |      |  |                       |           |

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

|                        |         |                  |
|------------------------|---------|------------------|
| Signature of Applicant | Address | Application Date |
|------------------------|---------|------------------|

**DO NOT WRITE BELOW THIS LINE**

**V. PLAN REVIEW RECORD - For Office Use by Code Enforcement Officer**

| Plans Review Required | Check | Date Plans Submitted | Date Plans Started | By | Date Plans Approved | By | Notes |
|-----------------------|-------|----------------------|--------------------|----|---------------------|----|-------|
| BUILDING              |       |                      |                    |    |                     |    |       |
| PLUMBING              |       |                      |                    |    |                     |    |       |
| MECHANICAL            |       |                      |                    |    |                     |    |       |
| ELECTRICAL            |       |                      |                    |    |                     |    |       |
| OTHER                 |       |                      |                    |    |                     |    |       |

**VI. REMARKS:**

**VII. VALIDATION**

|   |  |
|---|--|
| Building Permit Number _____<br><br>Building Permit Issued _____ 20____<br><br>Building Permit Fee \$ _____<br><br>Approved By: _____<br><br>Code Enforcement Officer |  |
|---|--|

# WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION

To Be Completed By All Applicants

## A. THE APPLICANT IS

A contractor within the meaning of the Pennsylvania Worker's Compensation Law

Yes

No

If the answer is "yes", complete Sections B and C below as appropriate.

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## B. INSURANCE INFORMATION

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

Federal or State Employer Identification No. \_\_\_\_\_

Applicant is qualified self-insurer for worker's compensation

Certificate attached

Name of Workers' Compensation Insurer \_\_\_\_\_

Workers' Compensation Insurance Policy No. \_\_\_\_\_

Certificate attached

Policy Expiration Date: \_\_\_\_\_

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## C. EXEMPTION

Complete Section C if the applicant is a contractor claiming exemption from providing worker's compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.

Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

My commission expires: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Address \_\_\_\_\_

County of \_\_\_\_\_

Municipality of \_\_\_\_\_

(Seal)

### General Permit Information

- **No work shall be started prior to the issuance of the building permit. Fines per PA-UCC.**
- Completion & submission of this application does not guarantee or constitute permit issuance.
- Zoning approval is usually required prior to submitting an application for a building permit. Any questions regarding zoning should be directed to the zoning office.
- Proof of registration under the Pennsylvania Home Improvement Contractor Registration Act will be required.
- A copy of municipal approval for sewage is required with each application (when applicable).
- A copy of the signed contract/agreement with the property owner is required for all applications.
- **NEW CONSTRUCTION &/OR ADDITIONS, DECKS, STRUCTURAL ALTERATIONS:**
  - Three (3) copies of plans/drawings are required to be submitted with this application.
  - Submit one (1) copy of construction specifications.
  - Submit one (1) copy of the zoning approval.
  - Allow 10 days for plan review of submitted material.

### Inspections

- Inspector(s) will be assigned by the Building Code Official.
- All permits require at least one inspection scheduled 1-3 business days in advance.
- Do not cover any work that is to be inspected. You will be required to remove, expose.
- Access must be provided to the inspector which may include setting up ladders.
- Electrical service inspections require a job number from the electric utility company.
- New Construction, Additions, Decks, Structural Alterations, Porches, Sun Rooms.
  - Footings Inspection: After excavation and forming, PRIOR to concrete pouring.
  - Foundation Inspection: After completion and drainage, PRIOR to backfill.
  - Framing Inspection: After construction, prior to insulation or coverings.
  - Mechanical Inspection: Rough HVAC, fuel gas, ventilation.
  - Plumbing Inspection: Rough drain/waste/vent pipe, water supply piping.
  - Electrical Inspection: Rough service, wiring, panel installation, grounding and bonding.
  - Energy Inspection: Insulation, draft stopping, appliance ratings, windows & doors.
  - Final Inspection: Structure & systems complete. All systems functional
- A Certificate of Occupancy will not be issued until all work performed is PA-UCC compliant.
- This application is not all inclusive. If you have any questions, please call 570-654-0161.

The information that I have supplied is correct to the best of my knowledge. I have read and understand the general permit information above and agree to comply.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

