

DECKS



Customer Assistance Guide



133 Browns Hill Road | Valencia, PA | 16059
info@middlesextownship.org
724-898-3571



Middlesex Township | 133 Browns Hill Road | Valencia, PA 16059
Office 724.898.3571 | Fax 724.898.4607
Info@MiddlesexTownship.org

When applying for a Building and/or Zoning Permit you need the following:

- Fill out the appropriate application answering all questions applicable to your job. Application must be legible and signed.
 - If a portion of the application is not applicable to your project put a N/A on the line.
- A Site Plan showing the location of the existing improvements/structures on your property and approx. distances to all property lines, well, septic system, driveway, etc. Also show the location of the proposed construction. (2 copies)
- Drawings showing details of the construction you want to do. (2 copies)
- Copy of Contractors Certificate of Insurance for Workers Compensation **OR** if doing the work yourself submit Workers Compensation Insurance Coverage Waiver *[refer to the attached document]*.

After Permit Application is submitted:

- After submitting all required documents your building permit application and drawings will be reviewed. Once the building permit application is approved by Zoning Officer plans are submitted to MDIA. MDIA has 15 business days to review submitted application. Zoning permit applications are reviewed within 10 business days by Zoning Officer.
- Middlesex Township will contact you with an approval or denial.
- If approved, your permit will be issued. The inspection & administrative fees are due when you pick up the permit. You will also obtain a copy of your original application and stamped set of plans.

After Permit is issued:

- The Building or Zoning Permit placard is to be visible on site at all times during the construction process.
- To schedule an inspection call the number provided with your permit documents. (Building ONLY)
 - If you request an inspection BEFORE 3 pm, every effort is made to schedule the inspection for the next business day.
 - Be advised additional fees may be applied, throughout the project, for failed or missed inspections.
- The copy of your application and approved plans are to remain on site when the building inspectors come for inspections. Be advised: we cannot inspect if these are not on site and you may incur additional costs due to extra trip(s) by the inspector. (Building ONLY)



APPLICATION FOR BUILDING AND/OR ZONING PERMIT

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

Permit Application No. _____

1. PROPERTY / SITE INFORMATION

Site Address: _____ Tax Map / Parcel No.: _____
Complete Address / Street / Lot # _____

City _____ State _____ Zip _____

State

718

Municipality: _____ Zoning: _____

Use: Residential Single-Family Dwelling Multi Family New Relocated Manufactured Home Modular

Commercial Other Floodplain present: Yes No

Improvement Type: New Addition Alteration Repair/Replacement Relocation Accessory

2. LAND / PROPERTY OWNER'S INFORMATION (Complete Section 5 for Contractor's Info)

First Name _____ Mi. _____ Last Name _____ Phone No. _____ Grade _____

Street Address _____ City _____ State _____ Zip _____ Email: _____

3. BUILDING / STRUCTURE OWNER'S INFORMATION [If Different From Above]

First Name _____ Mi. _____ Last Name _____ Phone No: _____ Cell No: _____

City _____ State _____ Zip _____ Email: _____

4. 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: \$ _____

5. CONTRACTOR INFORMATION

Business Name: _____ 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. # _____

►► THIS SECTION MUST BE FULLY COMPLETED OR THE APPLICATION MAY BE REJECTED AS INCOMPLETE ◀◀

6. 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 & correct to the best of my knowledge and belief. Ref. 18 Pa. Cons. Stat. §4903.

Applicant Signature _____ Print Name (legibly): _____ Date _____

Applicant Phone (Land Line and Cell) _____ Applicant Email _____

Business Name (if applicable) _____ Email _____

Business OR Applicant Complete Mailing Address _____

Business Phone Number (Land Line and Cell) _____

7. PROJECT DETAILS

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

Heat Source (if applicable): _____ Fuel Type: _____

Foundation Type: Crawlspac Foundation Slab at Grade Piers Other: _____

Details: _____

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 # _____

APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING MDIA OFFICE FOR ALL REQUIRED INSPECTIONS.

►► IF NOT APPLICABLE TO YOUR PROJECT PLEASE PUT N/A ON THE LINE/ SPACE ◀◀

DIRECTIONS TO THE SITE LOCATION

Please give directions to the work site from a known landmark and/or intersection. Use a directional drawing also in the space provided below if that would assist.

Applicant: _____ Phone: _____

Site Street Address: _____

Directions: _____

Use this space if needed to further clarify the site location:

Please Note: Inspectors cannot inspect what they cannot find. Be certain the directions are clear. Use Road or Street names, distances between turn offs, and the direction of that travel (North South East or West). Landmarks are very helpful.

✓ Checklist for the Site Plan to be provided with the Permit Application

1. Site plans are essential and must be clearly legible and reproducible regardless of the reason for requesting the permit.
2. Use an 8 1/2" X 11" sheet of paper at minimum.
3. After locating all the structures on your property show distances in feet to the lot lines and between the structures.

Provide dimensions of the property getting the proposed improvement

- o Drawing of approx. property layout (Can use hand drawing, photocopy of survey, etc.)
- o Acreage (Refer to deed or survey drawing)
- o Approx. boundary dimensions (Can be from the deed, field measurement, or a survey drawing)
- o Parcel Number (Not mandatory – obtained from deed or property tax notice)

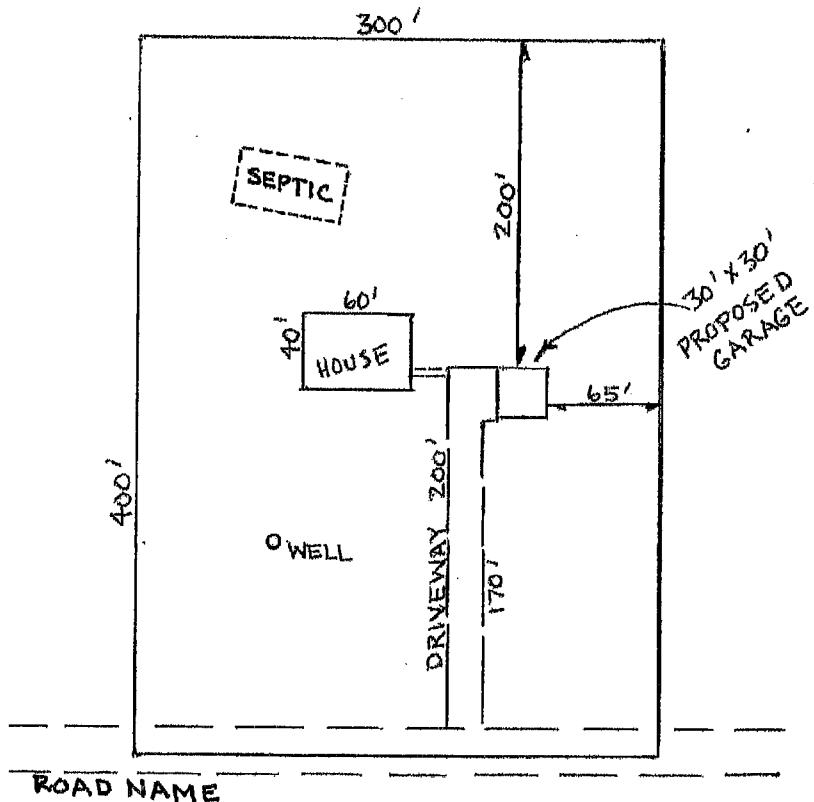
Existing Buildings / Structures with Corresponding Dimensions

o Houses	o Deck / Patios
o Sheds	o Other buildings or structures on the property
o Barns	o Location of on lot well and septic IF applicable
o Swimming Pools	

Proposed Improvement(s)

- o Proposed Structure Dimensions (House, Shed, Barn, Addition, Deck, etc.)
- o Location of Proposed Driveway and Sidewalk

SAMPLE SITE PLAN ►



THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

The undersigned affirm 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:

Property owner performing own work. If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with this requirement.

contractor has 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 municipality.

Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letter for all employees).

Signature of Applicant

County of _____

Municipality of _____

Subscribed, sworn to and
acknowledged before me by the above

this _____ Day
of _____
20 _____.

SEAL

Notary Public

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT	FAX
Broker or Agent name and address		NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	(A/C, No):
INSURED		INSURER(S) AFFORDING COVERAGE	
Moving Company Name and Address		INSURER A : ACE American Insurance Company	22667
		INSURER B : Indemnity Insurance Company of North America	43575
		INSURER C : ACE Fire Underwriters Ins. Co.	20702
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

SAMPLE

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.										
INSR LTR	TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X	COMMERCIAL GENERAL LIABILITY				01/01/2020	01/01/2021	EACH OCCURRENCE	\$ 2,000,000	
		CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 2,000,000	
								MED EXP (Any one person)	\$ 25,000	
			X	X				PERSONAL & ADV INJURY	\$ 2,000,000	
								GENERAL AGGREGATE	\$ 2,000,000	
								PRODUCTS - COMP/OP AGG	\$ 2,000,000	
									\$	
		GEN'L AGGREGATE LIMIT APPLIES PER:								
	X	POLICY	PRO- JECT	LOC						
		OTHER:								
A	AUTOMOBILE LIABILITY					01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
	X	ANY AUTO						BODILY INJURY (Per person)	\$	
		OWNED AUTOS ONLY			X			BODILY INJURY (Per accident)	\$	
		Hired AUTOS ONLY			X			PROPERTY DAMAGE (Per accident)	\$	
									\$	
B	X	UMBRELLA LIAB		OCCUR				EACH OCCURRENCE	\$ 3,000,000	
		EXCESS LIAB		CLAIMS-MADE				AGGREGATE	\$	
									\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					01/01/2020	01/01/2021	X PER STATUTE	OTH- ER	
A		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?		Y/N		01/01/2020	01/01/2021	E.L. EACH ACCIDENT	\$ 1,000,000	
C		(Mandatory in NH)		N	N/A	01/01/2020	01/01/2021	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	
		If yes, describe under DESCRIPTION OF OPERATIONS below				01/01/2020	01/01/2021	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000	
A	Commercial Crime					01/01/2020	01/01/2021	Each Occurrence	1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101. Additional Remarks Schedule, may be attached if more space is required.)

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
MakeSpace Inc., Iron Mountain Inc., and its parents, affiliates, subsidiaries, and its respective officers, officials, agents, employees, successors and assigns are included as additional insureds on the General Liability, Auto Liability and Umbrella Liability policies. A waiver of subrogation in favor of the additional insureds applies to all policies.

CERTIFICATE HOLDER

CANCELLATION

<p>Iron Mountain Inc. MakeSpace Inc. One Federal Street Boston, MA 02110</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>
	<p>AUTHORIZED REPRESENTATIVE of Marsh USA Inc.</p> <p>SAMPLE </p>

ACORD 25 (2016/03)

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Safe digging is no accident!

Know what's below.

Dial 8-1-1 before you dig.



TEMPORARY MARKING GUIDELINES	
WHITE	Proposed Excavation
PINK	Temporary Survey Markings
RED	Electric Power Lines, Cables, Conduit and Lighting Cables
YELLOW	Gas, Oil, Steam, Petroleum or Gaseous Materials, Hazardous Materials
ORANGE	Communication, Alarm or Signal Lines, Cables or Conduit and Traffic Lanes
BLUE	Potable Water
PURPLE	Reclaimed Water, Irrigation and Slurry Lines
GREEN	Sewers and Drain Lines

The following information is needed when you call PA One Call System.

YOUR TELEPHONE NUMBER

YOUR MAILING ADDRESS

COUNTY - The name of the county where the work will take place

MUNICIPALITY - City, Township or Borough where the work will take place

THE ADDRESS WHERE THE WORK WILL TAKE PLACE

THE NEAREST INTERSECTING STREET TO THE WORK SITE

THE NAME OF A SECOND INTERSECTION NEAR THE WORK SITE

THE PROPOSED EXCAVATION AREA (WORK SITE)

MARKS IN HIGHLIGHTED AREAS

OTHER INFORMATION THAT WOULD HELP THE LOCATOR FIND THE SITE - Clarifying information to specify the exact location of the dig

THE TYPE OF WORK BEING DONE

WHETHER THE WORK WILL TAKE PLACE IN: Street, Sidewalk, Public or Private Property

THE APPROXIMATE DEPTH YOU ARE DIGGING

THE EXACT DIMENSIONS OF THE OPENING - The approximate size of the opening: the length and width or diameter

THE METHOD OF EXCAVATION - How will the earth be moved

WHO IS THE WORK BEING DONE FOR

PERSON TO CONTACT IF THE UTILITIES HAVE QUESTIONS

THE CONTACT PERSON'S PHONE NUMBER - The phone number with area code for daytime contact

THE BEST TIME TO CALL

FAX NUMBER AND/OR EMAIL ADDRESS - The responses from the facility owners will be sent to you

SCHEDULED EXCAVATION DATE AND START TIME - not less than 3 business days or more than 10 business days

DURATION OF A JOB - How long will the job take

ANY ADDITIONAL REMARKS YOU MAY HAVE

You will be given a 10 digit serial number as confirmation of your call and our system will send you the responses from the utilities on the morning of your scheduled excavation date via fax or email

Know what's below.
Dial 8-1-1 before you dig.



www.pa811.org

What do we do?

We are the "Call before you dig" company for all of Pennsylvania. If you plan to disturb the earth with powered equipment, you are required by Pennsylvania law to notify the underground utility companies of your intent to do so. Notification occurs by calling 8-1-1 or 1-800-242-1776, 24 hours of the day, every day of the year. Notification can also be done on our website at www.paonecall.org.

We will then notify the utility companies nearby of your intent to dig. The utility companies are responsible to mark where their underground lines are located with colored flags, paint or chalk.

Please Note:

PA One Call does not mark utility lines. The utility companies are responsible to mark where their underground lines are located with colored flags, paint or chalk. If you need our services, please contact us directly or go to our website at www.paonecall.org for more information.

Why should you call?

Safe digging is no accident! If you are installing a fence or deck, or digging for a mailbox post, patio or other excavation project, it is important to Know What's Below. Dial 8-1-1 or 1-800-242-1776 before you dig. The utility companies do not want an accident, either. The best way to learn where underground utility lines are located is to call before you dig.

For more information, visit www.pa811.org



Homeowner Quick Tips

- One easy phone call to 8-1-1 three to ten business days before digging begins helps keep your neighborhood safe.
- Call on Monday or Tuesday if you plan to dig on Saturday or Sunday.
- The utility companies will mark where their underground lines are located with colored paint, flags or chalk.
- Do not remove the flags if you see them in your yard.
- Our service is no cost to homeowners.
- Did you hire someone to install your fence, deck or new patio? Ask to see the PA One Call serial number before allowing them to dig on your property.
- Respect the markings by not removing flags or disturbing the actual markings.
- Exercise care around the marked lines by hand digging.
- When the project is complete, the excavator must remove the markings from the ground or re-mark them.
- Report any damage by calling 8-1-1.

The Excavator's Responsibility

- Dial 8-1-1 or 1-800-242-1776.
- Do not allow anyone to excavate on your property without calling.
- Always look for the markings on the ground before your dig date.
- If you do not see markings, do not allow anyone to dig. Wait for the lines to be marked by the utility.
- Whoever places the call will receive an email or fax with a list of facility owners who have marked or have not marked. Pay attention to this message.
- Respect the markings by not removing flags or disturbing the actual markings.
- Exercise care around the marked lines by hand digging.
- When the project is complete, the excavator must remove the markings from the ground or re-mark them.
- Report any damage by calling 8-1-1.

**CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

DECKS

- Please read all of the following information.
- The following is a checklist. You must have a "checkmark" in all the sections listed below prior to submitting your application.

_____ "Affidavit of Exemption" (See attached form) If you are hiring a contractor to construct your deck, and they have workers' compensation, have the contractor or their insurance carrier provide us with a "Certificate of Insurance" showing proof of such. If the homeowner or a contractor without workers' compensation is constructing the deck, the attached form must be completed and notarized.

_____ A site plan showing the proposed deck, the width and length of the deck, the distances in feet, to the front, sides, rear property lines, and the height of floor surface above grade at highest point.

_____ Three (3) sets of construction drawings that show in detail code compliance for all of the work proposed, to include but not limited to the following information;

_____ Floor joist size, species and grade of wood.

_____ Floor joist spacing (16" or center, 24" on center etc:).

_____ Span of floor joist (clear distance between supports).

_____ Attachment to existing structure (bolts or lags, with sizes and spacing).
- Ledger shall not be supported on brick or stone veneer.
- Flashing detail.

_____ Depth of post footing below finished grade. (shall be below frost line).

_____ Guardrail height from floor of deck, (36" minimum)

_____ Guardrail on stairs (34" minimum measured vertically from nose of tread).

_____ Spacing of balusters. (maximum 4").

_____ Stairs – Riser height and tread depth. (Rise 8 1/4" maximum depth 9" minimum).

_____ Stairs – Handrail height (from nose of tread, minimum 34", maximum 38").

_____ Handrail grip size – if circular must have a cross section of 1 1/4" minimum to 2" maximum.

_____ Width of stairs (36" minimum)

_____ Lateral bracing detail.

_____ Please refer to (AWC DCA 2015 – deck guide – 1804.pdf) for wood deck design.

_____ Completed building permit application.

MDIA will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked "approved". A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.

INSPECTION PROCEDURES DECKS

- Building permit must be posted on the site of the work and clearly visible from the road until completion of the project.
- Your approved plans must be available at all times for inspections. These are the plans that were submitted with your application and were marked "Approved" by the Building Inspection Agency.
- The permit applicant or authorized agent is responsible for scheduling all inspections.
- To schedule an inspection call the inspector listed below.
- **DO NOT schedule an inspection if the work is not ready!!!!**
- When scheduling an inspection, you must supply your permit number and phone number to the inspector.

PLEASE GIVE THREE (3) WORKING DAYS ADVANCE NOTICE

FOOTING INSPECTION WILL BE GIVEN PRIORITY

MIDDLE DEPARTMENT INSPECTION AGENCY, INC.

1. **Footing Inspection** – Holes must be dug for support posts below frost line. The inspection must be approved prior to placing of concrete.
Inspector, Keith Reiser **Phone, 1-800-732-6342**
2. **Framing Inspection** – At the time of inspection all framing members must be visible. Such as floor joists, joist hangers, attachment to dwelling. (lag bolts etc.)
Inspector, Keith Reiser **Phone, 1-800-732-6342**
3. **Electrical if applicable.**
Inspector, Keith Reiser **Phone, 1-800-732-6342**
4. **Final inspection** – All railings, steps, handrails, guardrails, and decking shall be completed. Inspections #2, #3 and #4 may be conducted at the same time, if all portions of the framing and electrical installation are visible upon completion of the deck.
Inspector, Keith Reiser **Phone, 1-800-732-6342**

BEFORE DIGGING CALL 811 – SEE ATTACHED BROCHURE

*Township of Middlesex, PA
Tuesday, June 28, 2022*

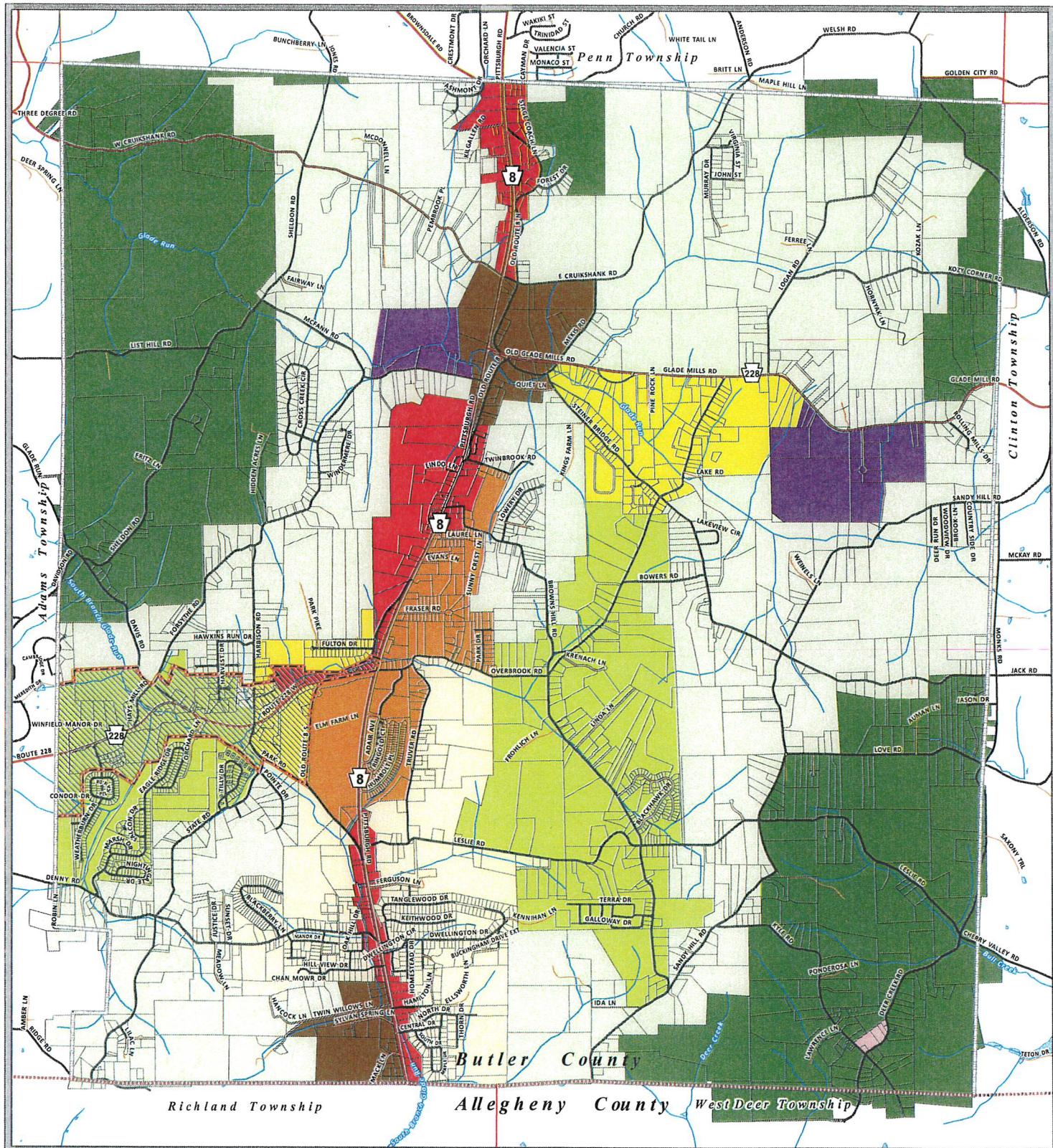
Chapter 175. Zoning

Article XII. Supplementary Regulations

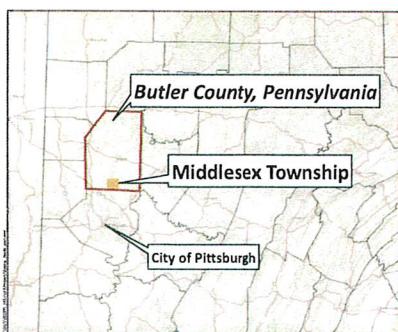
§ 175-143. Permitted projections into required yards.

The following shall be permitted to project into any required yard in any zoning district as follows:

- A. Typical architectural features, including, but not limited to, bay windows, window sills, cornices and eaves, shall be permitted to project into required yards no more than 18 inches.
- B. Decks and porches which do not have roofs, which are not enclosed and which do not have habitable areas underneath them shall be permitted to project into required front and side yards no more than six feet and into the required rear yard no more than 15 feet.
- C. Steps, open fire escapes and balconies shall be permitted to project into required yards no more than 36 inches.



Key Map

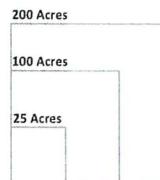


Legend

County Boundary
Municipal Boundary
State Road
Township Road
Private Lane
Parcel boundary
Existing Zoning
Rural Residential (AG-A)
Agricultural (AG-B)
Residential Agriculture (R-AG)
Low Intensity Residential (R-1)
Moderate Intensity Residential (R-2)
Town Center (TC)
Neighborhood-Scale Commercial (C-1)
Community-Scale Commercial (C-2)
Regional-Scale Commercial (C-3)
Restricted Industrial (I-1)
Rt 228 Corridor Commercial and Mixed Use Overlay District

Zoning Map

Middlesex Township
133 Browns Hill Road
Valencia, PA 16059



HRG
Engineering & Material Testing
An EnviroSpec Company

133 West Kettlinger Drive, Suite 100
Emmitsburg, MD 21804
(724) 778-4471
(800) 778-4471
www.hrginc.com



0 400 800 1,600 2,400 3,200
Feet

Amended on November 21, 2012
by ordinance No. 125.

Prepared by: Environmental Planning and Design, LLC
Modified by: Herbert, Rawland & Grubic, Inc.

BUTLER COUNTY BUILDING PERMIT APPLICATION

I.D. NO. _____ DISTRICT _____ MAP AND PARCEL NO. _____

IMPORTANT! COMPLETE ALL ITEMS. MARK BOXES WHERE APPLICABLE

IDENTIFICATION

OWNER'S NAME PER DEED OR TITLE	NAME	MAILING ADDRESS	PROPERTY ADDRESS	PHONE NO.
PREVIOUS OWNERS				
CONTRACTOR				

III. TYPE AND COST OF IMPROVEMENTS

A. TYPE OF IMPROVEMENT B. PROPOSED USE C. CONST. OR DEMO COST

1. NEW BUILDING
 2. ADDITION
 3. ALTERATIONS
 4. REPAIR - REPLACEMENT
 5. WRECKING
 6. RELOCATION
 7. FOUNDATION

1. SINGLE FAMILY
 2. DUPLEX
 3. MULTI FAMILY
 4. GARAGE
 5. CARPORT
 6. PORCH/INGROUND POOL
 7. MOBILE/MODULAR HOME
(SEE E)

8. CHURCH
 9. INDUSTRIAL
 10. COMMERCIAL
 11. INSTITUTIONAL
 12. PUBLIC UTILITY
 13. SCHOOL
 14. OTHER SPECIFY _____

1. COST OF CONST.
 A. ELECTRICAL _____
 B. PLUMBING _____
 C. HEATING/AC _____
 D. OTHER _____

TOTAL _____

D. OWNERSHIP 1. PRIVATE
 2. PUBLIC

E. MOBILE/MODULAR HOME SERIAL NO. _____

III. SELECTED CHARACTERISTICS OF BUILDING

A. PRINCIPAL TYPE OF FRAMING

1. BRICK - STONE - BLOCK
 2. WOOD FRAME
 3. STRUCTURAL STEEL
 4. REINFORCED CONCRETE
 5. OTHER - SPECIFY _____

B. TYPE OF SEWAGE DISPOSAL

1. PUBLIC
 2. PRIVATE PERMIT NO. _____

C. DIMENSIONS

1. NO OF STORIES _____ 3. BSMT SQ. FT. _____
 2. TOTAL ACREAGE _____ 4. TOTAL SQ. FT. _____

D. TYPE OF WATER SUPPLY

1. PUBLIC
 2. PRIVATE

E. NUMBER OF PARKING SPACES

1. OFF STREET _____
 2. ENCLOSED _____ OUTDOORS _____

IV. RESIDENTIAL BUILDINGS ONLY

A. NO. OF BEDROOMS _____
 B. NO. OF BATHS _____
 1. FULL _____
 2. HALF _____

VII. TYPE OF MECHANICAL

YES NO
 A. A/C _____
 B. ELEV _____

IX. DIRECTIONS TO SITE FROM NEAREST INTERSECTION

V. LOCATION

A. BUILDING SET BACK _____
 1. FROM STREET _____
 2. FROM SIDE LS _____ RS _____
 3. FROM REAR _____

VIII. TYPE OF HEATING FUEL

A. GAS D. COAL
 B. OIL E. OTHER
 C. ELEC _____



VI. CHECK OTHER STRUCTURES ON PROPERTY

A. NONE E. BARN
 B. HOUSE F. SHED
 C. MOBILE/MODULAR HOME G. INGROUND POOL
 D. GARAGE H. OTHER SPECIFY _____

X. HIGHWAY AND ENERGY ACTS

A. HAVE YOU OBTAINED A PERMIT AS REQUIRED BY SECTION 420 OF THE STATE HIGHWAY LAW (P.L. 1242 NO. 428)? YES NO

B. HAVE YOU COMPLIED WITH ACT 222 OF THE BUILDING ENERGY CONSERVATION ACT? YES NO

XI. THE OWNER OF THIS BUILDING AND/OR UNDERSIGNED AGREE TO CONFORM TO ALL APPLICABLE

LAWS OF _____ MUNICIPALITY.

SIGNATURE OF APPLICANT

ADDRESS

DATE OF APPLICATION

SIGNATURE OF MUNICIPAL OFFICER

FEES

APPROVED REFUSED

XII. FOR MUNICIPAL USE ONLY

COMMENTS, RESTRICTIONS, DATE PERMIT EXPIRES (ACCORDING TO LOCAL CODES)