

ZONING PERMITS

APPLICATION AND INSTRUCTIONS

THE ATTACHED APPLICATION AND INSTRUCTIONS SHOULD BE ADEQUATE FOR THE MAJORITY OF PROJECTS, BUT THERE ARE PROJECTS THAT WILL REQUIRE ADDITIONAL INFORMATION. TO AVOID ANY UNNECESSARY DELAYS PLEASE PROVIDE US WITH YOUR NAME, ADDRESS, TELEPHONE NUMBER AND A BRIEF DESCRIPTION OF YOUR PROPOSED PROJECT. THE INFORMATION WILL BE REVIEWED AND YOU WILL BE NOTIFIED IF ANY ADDITIONAL INFORMATION WILL BE REQUIRED.

NOTE: THE FOLLOWING PROCEDURES ARE IMPORTANT AND MUST BE FOLLOWED.

NAME: _____

ADDRESS: _____

TELEPHONE: _____

DESCRIPTION OF PROJECT:

APPLICATION FOR ZONING PERMIT

AS REQUIRED BY ZONING ORDINANCE

NO. _____

Application is hereby made for a permit to erect or alter a structure, which shall be located as shown on the attached diagram and/or to use the premise for the purposes described herewith. The information which follows, together with location diagram, is made part of this application by the undersigned. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application, or any change in the location, size or use of structure or land made subsequent to this issuance of the permit, without approval of the Zoning Officer, shall constitute grounds for the revocation of this permit.

A. LOCATION, OWNERSHIP AND PRESENT USE OF PROPERTY:

1. Deed Owner's Name: _____
2. Phone Number: _____
3. Owner's Address: _____
4. Street Location: _____
5. Present Use of Structure,
Building or Land: _____
6. Present Tenants Name: _____
Does Tenant have Owner's consent for proposed work? _____
7. Zoning District of Site: _____ County PIN#: _____ Map _____ Block _____ Lot _____

B. PROPOSED USE OF STRUCTURE and/or LAND:

1. Proposed Use: _____

2. Description of Proposed work: _____

Check type of work: new structure: _____ addition: _____ change of use: _____
exterior alteration: _____ interior alteration: _____
impervious cover: _____ other (sign, pool, shed, etc.): _____

3. Estimated Construction Value: _____ (excluding land value)
Square Footage: _____

4. Plot Plan and/or Diagram attached: yes _____ no _____

5. Is the Permit Applicant a Contractor: _____ If yes, name: _____
A contractor within the meaning of the Pennsylvania Worker's Compensation Law? _____

C. REQUEST FOR OCCUPANCY PERMIT:

1. Desired Use: _____

2. Former Use (if any): _____

3. Approximate date work will be complete: _____

D. PERMIT APPLICANT: (write S/A if Applicant is the same as Deed Owner listed in Section 1)

1. Name of Applicant: _____ Phone Number: _____

2. Address of Applicant: _____

3. Lessee or Authorized Agent for Owner of Property: _____

4. Applicant's Signature: _____ Date: _____

(Do not write below)

E. APPROVAL AND DATE OF ACTION TAKEN:

1. Application Approved: Yes: _____ No: _____ Date: _____

2. Reason for Denial of Application or Conditions of Application:

By: _____
Zoning Officer



WIND GAP BOROUGH
545 EAST WEST STREET
WIND GAP, PA 18091
610.863.7288

Type: Zoning: _____ Other: _____ Permit: _____

Application fee: \$ _____ Permit fee: \$ _____

Renewal fee: \$ _____ Other fee: \$ _____

Certificate of Compliance: \$ _____

Fee paid upon filling application: \$ _____ Check #: _____

Security Deposit: \$ _____

Received by: _____ Date: _____

Amount Due: \$ _____

Property Address:

Tax Parcel ID:

Owner:

Please note that this permit is for ZONING purposes only. This permit does not constitute a BUILDING/CONSTRUCTION permit. Any BUILDING/CONSTRUCTION on this site may be subject to the requirements of the Pennsylvania Uniform Construction Code, as amended (UCC). The Borough of Wind Gap does not administer the UCC. As such, it is your responsibility to contact the Pennsylvania Department of Labor and Industry to determine whether your project requires a BUILDING/CONSTRUCTION permit and, if necessary, to find out the permitting and inspection process. You may contact the Pennsylvania Labor and Industry at: 717.787.5279.

FOR COMMERCIAL PROPERTIES CONTACT 717.787.3806 CHOOSE OPTION ONE (1).

BOROUGH OF WIND GAP

Zoning Department
Mechanic Street
Wind Gap, PA 18091
P.610.863.7288
F.610.863.1011

LOCATION OF BUILDING

OWNER'S
NAME: _____ TENANT: _____

ADDRESS: _____ PHONE: _____

LOCATION OF PROPERTY: _____

PLOT PLAN

DIMENSION TO BE FILLED IN BY APPLICANT

FRONT PROPERTY LINE

NOTE: All dimensions are to be shown neatly in ink. Kindly show in outline location of garage, outbuildings, etc. as well as location of proposed construction and driveway exits.

PROCEDURES FOR OBTAINING ZONING PERMITS

The procedure for obtaining a Zoning Permit is outlined in the Wind Gap Borough Zoning Ordinance, pages 8-1, 8-2 and 8-3. A copy is available for review at the Borough Office. This information sheet should serve only as a guide to assist a prospective applicant in applying for a permit.

APPLICATION: An application for a Zoning Permit is required when a person is desiring to undertake any new construction, structural or site alternation, or changes in use of a building or lot.

The application must include the deed owners name, the proposed construction or use, the estimated construction cost, and the location of the site for which the permit is being requested. The applicant must also submit a plot plan drawing which depicts the locations and dimensions of the lot area and the proposed use of buildings and/or land. The applicant will then submit the application and plot plan to the Zoning Officer. As each situation differs, the Zoning Officer may request additional information to ensure that what is proposed conforms with the Borough Ordinance.

DECISION: The Zoning Officer will render a determination based upon how the proposed use and/or construction is identified in the Borough Zoning Ordinance. At no time will there be any activity requiring a permit allowed until a permit is issued. The Zoning Officer shall issue or refuse a permit within 15 days after the date the application was filed and the Wind Gap Sewer Authority approval has been received.

ISSUANCE: If a Zoning Permit is issued, it must be posted conspicuously on the premises. No person shall perform any building or other operations of any kind unless a permit is being displayed as required by the Borough Ordinance. At the time of approval, a fee will be assessed in accordance with the prevailing fee schedule for Zoning Permits.

CONTRACTORS: A contractor's license must be obtained by all contractors performing work within the Borough of Wind Gap as required by Ordinance #398. Application fee is \$25.00 and must be approved by the Mayor (there is a 3 day waiting period).

OCCUPANCY: If a building permit is required, upon completion of construction / renovations, and prior to occupying the premises, a building code official (third party agency) shall issue a Certificate of Occupancy within five (5) business days after receipt of a final inspection report that indicates compliance with the Uniform Construction Code. A copy of the Certificate of Occupancy shall be submitted to the Zoning Officer. If no building permit is required, the Zoning Officer will issue the Certificate of Occupancy upon completion of construction / renovations, and inspection for compliance with the Zoning Ordinance.

**ZONING OFFICER
610.863.7288**

PLEASE NOTE THAT THIS PERMIT IS FOR ZONING PURPOSES ONLY.

THIS PERMIT DOES NOT CONSTITUTE A BUILDING/CONSTRUCTION PERMIT. ANY BUILDING /CONSTRUCTION ON THIS SITE MAY BE SUBJECT TO THE REQUIREMENTS OF THE PENNSYLVANIA UNIFORM CONSTRUCTION CODE, AS AMENDED, (UCC). THE BOROUGH OF WIND GAP DOES NOT ADMINISTER THE UCC. AS SUCH, IT IS YOUR RESPONSIBILITY TO CONTACT THE PENNSYLVANIA DEPARTMENT OF LABOR AND INDUSTRY TO DETERMINE WHETHER YOUR PROJECT REQUIRES A BUILDING/CONSTRUCTION PERMIT AND, IF NECESSARY, TO FIND OUT THE PERMITTING AND INSPECTION PROCESS.

YOU MAY CONTACT THE PENNSYLVANIA LABOR AND INDUSTRY AT 717-787-5279 OR WWW.DLI.STATE.PA.US.

FOR COMMERCIAL PROPERTIES CALL 717-787-3806 AND CHOOSE OPTION 1 (ONE).

ATTACHED IS A LIST OF CERTIFIED THIRD PARTY AGENCIES FOR RESIDENTIAL AND COMMERCIAL CODE SERVICES.

Certified Third Party Agency Listing

Agency Name: Base Engineering Inc
 Address: 1010 North Quebec Street
 Allentown PA 18109

Contact Person: Cindy Witman
 Telephone No.: 610-437-0978
 E-mail Address: cwitman@baseeng.com

Code administration and enforcement work it can legally perform (only those preceded by **X**):

RESIDENTIAL	
☒	Building Code Official
INSP	
☒	Building
☒	Electrical
☒	Energy Conservation
☒	Mechanical
☒	Plumbing

COMMERCIAL		
☒	Building Code Official	
INSP	Plan Exam	
☒	☒	Accessibility
☒	☒	Building
☒	☒	Electrical
☒	☒	Energy Conservation
☒	☒	Mechanical
☒	☒	Plumbing

☒ Agency is **able** to contract to perform additional code work for opt-in municipalities.

☒ Agency is **able** to perform residential code work in opt-out municipalities.

Agency is able to perform code work in each county with X preceding its name.

☐	Adams	☐	Clinton	☐	Lacawanna	☐	Pike
☐	Allegheny	☐	Columbia	☐	Lancaster	☐	Potter
☐	Armstrong	☐	Crawford	☐	Lawrence	☒	Schuylkill
☐	Beaver	☐	Cumberland	☐	Lebanon	☐	Snyder
☐	Bedford	☐	Dauphin	☒	Lehigh	☐	Somerset
☐	Berks	☐	Delaware	☐	Luzerne	☐	Sullivan
☐	Blair	☐	Elk	☐	Lycoming	☐	Susquehanna
☐	Bradford	☐	Erie	☐	McKean	☐	Tioga
☐	Bucks	☐	Fayette	☐	Mercer	☐	Union
☐	Butler	☐	Forest	☐	Mifflin	☐	Venango
☐	Cambria	☐	Franklin	☒	Monroe	☐	Warren
☐	Cameron	☐	Fulton	☐	Montgomery	☐	Washington
☒	Carbon	☐	Greene	☐	Montour	☐	Wayne
☐	Centre	☐	Huntingdon	☒	Northampton	☐	Westmoreland
☐	Chester	☐	Indiana	☐	Northumberland	☐	Wyoming
☐	Clarion	☐	Jefferson	☐	Perry	☐	York
☐	Clearfield	☐	Juniata	☐	Philadelphia		

Certified Third Party Agency Listing

Agency Name: Code Master Inspection Services, Inc.
 Address: 1209 Hausman Road, Suite B
 Allentown, PA 18104

Contact Person: David Backenstoos
 Telephone No.: 484-223-0763
 E-mail Address: backenstoos@codemaster.info

Code administration and enforcement work it can legally perform (only those preceded by **X**):

RESIDENTIAL	
☒	Building Code Official
INSP	
☒	Building
☒	Electrical
☒	Energy Conservation
☒	Mechanical
☒	Plumbing

COMMERCIAL		
☒	Building Code Official	
INSP	Plan Exam	
☒	☒	Accessibility
☒	☒	Building
☒	☒	Electrical
☒	☒	Energy Conservation
☒	☒	Mechanical
☒	☒	Plumbing

☒ Agency is **able** to contract to perform additional code work for opt-in municipalities.

☒ Agency is **able** to perform residential code work in opt-out municipalities.

Agency is able to perform code work in each county with X preceding its name.

☒	Adams	☒	Clinton	☒	Lacawanna	☒	Pike
☒	Allegheny	☒	Columbia	☒	Lancaster	☒	Potter
☒	Armstrong	☒	Crawford	☒	Lawrence	☒	Schuylkill
☒	Beaver	☒	Cumberland	☒	Lebanon	☒	Snyder
☒	Bedford	☒	Dauphin	☒	Lehigh	☒	Somerset
☒	Berks	☒	Delaware	☒	Luzerne	☒	Sullivan
☒	Blair	☒	Elk	☒	Lycoming	☒	Susquehanna
☒	Bradford	☒	Erie	☒	McKean	☒	Tioga
☒	Bucks	☒	Fayette	☒	Mercer	☒	Union
☒	Butler	☒	Forest	☒	Mifflin	☒	Venango
☒	Cambria	☒	Franklin	☒	Monroe	☒	Warren
☒	Cameron	☒	Fulton	☒	Montgomery	☒	Washington
☒	Carbon	☒	Greene	☒	Montour	☒	Wayne
☒	Centre	☒	Huntingdon	☒	Northampton	☒	Westmoreland
☒	Chester	☒	Indiana	☒	Northumberland	☒	Wyoming
☒	Clarion	☒	Jefferson	☒	Perry	☒	York
☒	Clearfield	☒	Juniata	☒	Philadelphia		

Certified Third Party Agency Listing

Name of Agency: **Keller Zoning and Inspection Services, Inc.**
 Address: **21 North Broad Street**
Nazareth, PA 18064

 Contact person: **Donald A. Keller**

 Telephone: **(610) 759-9700**
 E-mail address: **dkeller@kellerce.com**

Will perform: Residential and commercial code services

Code requirements it will enforce:

<u>X</u>	accessibility
<u>X</u>	building/structural
<u>X</u>	electrical
<u>X</u>	energy conservation
<u>X</u>	fire
<u>X</u>	mechanical
<u>X</u>	plumbing

Is able to contract for additional code work for municipalities: **Yes**

Is able to perform residential code work in opt-out municipalities: **Yes**

Intends to perform code work in each county that is checked below:

☐	Adams	☐	Clinton	☐	Lackawanna	☐	Pike
☐	Allegheny	☐	Columbia	☐	Lancaster	☐	Potter
☐	Armstrong	☐	Crawford	☐	Lawrence	☐	Schuylkill
☐	Beaver	☐	Cumberland	☐	Lebanon	☐	Snyder
☐	Bedford	☐	Dauphin	☒	Lehigh	☐	Somerset
☐	Berks	☐	Delaware	☐	Luzerne	☐	Sullivan
☐	Blair	☐	Elk	☐	Lycoming	☐	Susquehanna
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☐	Bucks	☐	Fayette	☐	Mercer	☐	Union
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☐	Centre	☐	Huntingdon	☒	Northampton	☐	Westmoreland
☐	Chester	☐	Indiana	☐	Northumberland	☐	Wyoming
☐	Clarion	☐	Jefferson	☐	Perry	☐	York
☐	Clearfield	☐	Juniata	☐	Philadelphia	☐	

Certified Third Party Agency Listing

Agency Name: Keycodes Inspection Agency
 Address: 1307 West Lehigh Steet
 Bethlehem, PA 18018

Contact Person: David Shields
 Telephone No.: 610-866-9663
 E-mail Address: dave@keycodes.net

Code administration and enforcement work it can legally perform (only those preceded by **X**):

RESIDENTIAL	
☒	Building Code Official
INSP	
☒	Building
☒	Electrical
☒	Energy Conservation
☒	Mechanical
☒	Plumbing

COMMERCIAL		
☒	Building Code Official	
INSP	Plan Exam	
☒	☒	Accessibility
☒	☒	Building
☒	☒	Electrical
☒	☒	Energy Conservation
☒	☒	Mechanical
☒	☒	Plumbing

☒ Agency is **able** to contract to perform additional code work for opt-in municipalities.

☒ Agency is **able** to perform residential code work in opt-out municipalities.

Agency is able to perform code work in each county with X preceding its name.

☐	Adams	☐	Clinton	☐	Lackawanna	☒	Pike
☐	Allegheny	☐	Columbia	☐	Lancaster	☒	Potter
☐	Armstrong	☐	Crawford	☐	Lawrence	☒	Schuylkill
☐	Beaver	☐	Cumberland	☐	Lebanon	☐	Snyder
☐	Bedford	☐	Dauphin	☒	Lehigh	☐	Somerset
☒	Berks	☐	Delaware	☒	Luzerne	☐	Sullivan
☐	Blair	☐	Elk	☐	Lycoming	☐	Susquehanna
☐	Bradford	☐	Erie	☐	McKean	☐	Tioga
☒	Bucks	☐	Fayette	☐	Mercer	☐	Union
☐	Butler	☐	Forest	☐	Mifflin	☐	Venango
☐	Cambria	☐	Franklin	☒	Monroe	☐	Warren
☐	Cameron	☐	Fulton	☒	Montgomery	☐	Washington
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☒	Chester	☐	Indiana	☐	Northumberland	☐	Wyoming
☐	Clarion	☐	Jefferson	☐	Perry	☐	York
☐	Clearfield	☐	Juniata	☐	Philadelphia		

Certified Third Party Agency Listing

Agency Name: Lehigh Valley Inspection Service
 Address: P.O. Box 423
 Orefield, PA 18069

Contact Person: Paul Jarrett
 Telephone No.: 610-395-3827
 E-mail Address: lvis@ptd.net

Code administration and enforcement work it can legally perform (only those preceded by **X**):

RESIDENTIAL	
☒	Building Code Official
INSP	
☒	Building
☒	Electrical
☒	Energy Conservation
☒	Mechanical
☒	Plumbing

COMMERCIAL		
☒	Building Code Official	
INSP	Plan Exam	
☒	☒	Accessibility
☒	☒	Building
☒	☒	Electrical
☒	☒	Energy Conservation
☒	☒	Mechanical
☒	☒	Plumbing

☒ Agency is **able** to contract to perform additional code work for opt-in municipalities.

☒ Agency is **able** to perform residential code work in opt-out municipalities.

Agency is able to perform code work in each county with X preceding its name.

☐	Adams	☐	Clinton	☐	Lacawanna	☐	Pike
☐	Allegheny	☐	Columbia	☐	Lancaster	☐	Potter
☐	Armstrong	☐	Crawford	☐	Lawrence	☐	Schuylkill
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☐	Butler	☐	Forest	☐	Mifflin	☐	Venango
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☐	Cameron	☐	Fulton	☐	Montgomery	☐	Washington
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☐	Clarion	☐	Jefferson	☐	Perry	☐	York
☐	Clearfield	☐	Juniata	☐	Philadelphia		

Certified Third Party Agency Listing

Agency Name: **Pennoni Associates, Inc.**
 Address: **1215 Manor Drive, Suite 100**
Mechanicsburg, PA 17055

Contact Person: **Robert E. Hollabaugh**
 Telephone Number: **717.975.6481**
 E-mail Address: **rhollabaugh@pennoni.com**

Code administration and enforcement work it can legally perform (only those preceded by X):

RESIDENTIAL		COMMERCIAL		
X	Building Code Official	X	Building Code Official	
INSP.		INSP.	PLAN EXAM.	
X	Building	X	X	Accessibility
X	Electrical	X	X	Building
X	Energy Conservation	X	X	Electrical
X	Mechanical	X	X	Energy Conservation
X	Plumbing	X	X	Mechanical
		X	X	Plumbing

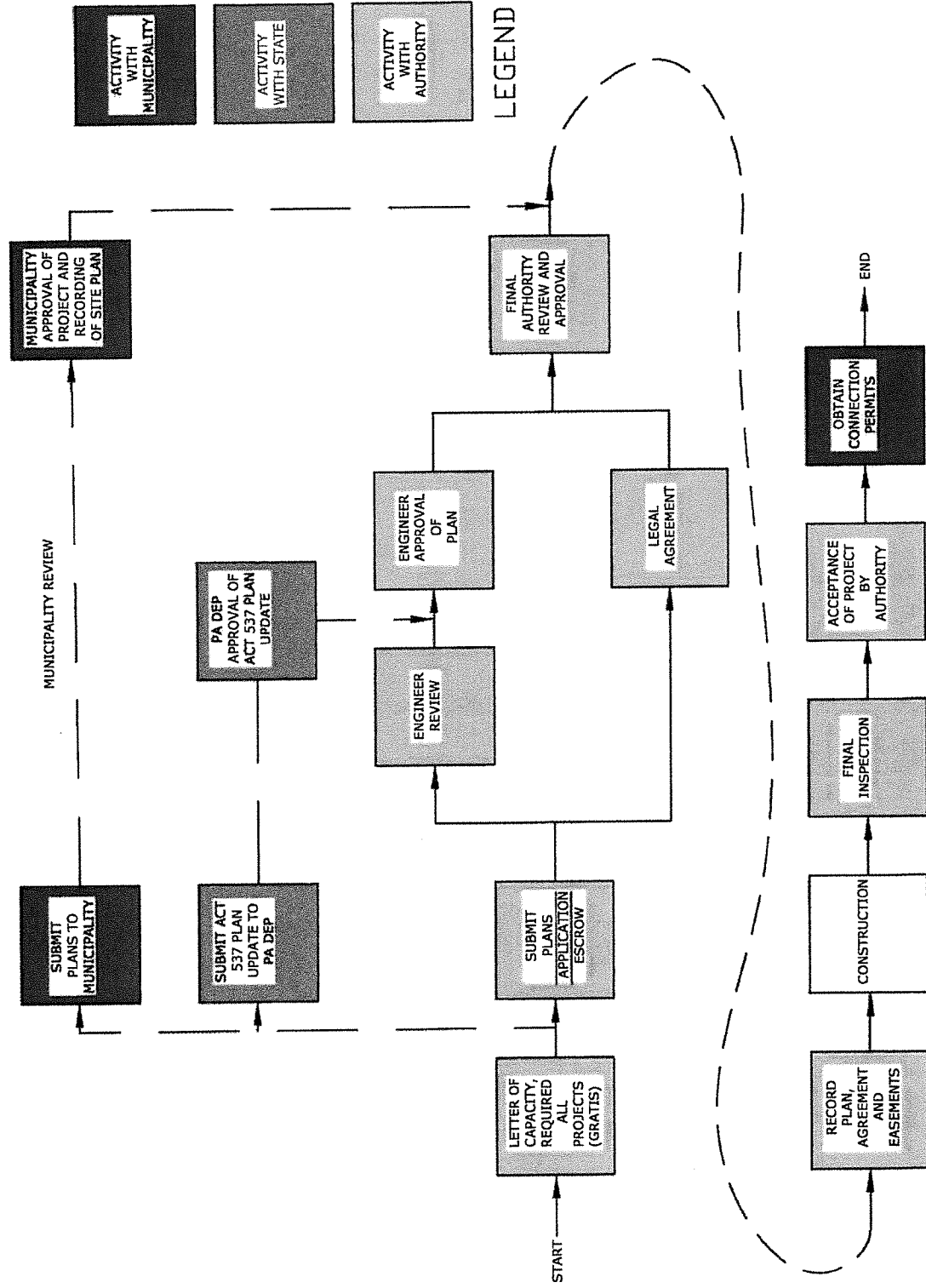
Agency is **able** to contract to perform additional code work for opt-in municipalities.

Agency is **able** to perform residential code work in opt-out municipalities.

Agency is able to perform code work in each county with X preceding its name:

X	Adams		Clinton		Lackawanna		Pike
	Allegheny		Columbia	X	Lancaster		Potter
	Armstrong		Crawford		Lawrence		Schuylkill
	Beaver	X	Cumberland	X	Lebanon		Snyder
	Bedford	X	Dauphin	X	Lehigh		Somerset
X	Berks	X	Delaware	X	Luzerne		Sullivan
	Blair		Elk		Lycoming		Susquehanna
	Bradford		Erie		McKean		Tioga
X	Bucks		Fayette		Mercer		Union
	Butler		Forest		Mifflin		Venango
	Cambria	X	Franklin	X	Monroe		Warren
	Cameron	X	Fulton	X	Montgomery		Washington
X	Carbon		Greene		Montour		Wayne
X	Centre	X	Huntingdon	X	Northampton		Westmoreland
X	Chester		Indiana		Northumberland		Wyoming
	Clarion		Jefferson	X	Perry	X	York
	Clearfield	X	Juniata	X	Philadelphia		

WIND GAP MUNICIPAL AUTHORITY



DEVELOPMENT PROJECT REVIEW FLOW CHART

ADOPTED SEPTEMBER 28, 2011

**ACTIVITY
WITH
AUTHORITY**



ADOPTED XX/XX/XX

ACTIVITY WITH MUNICIPALITY

ACTIVITY WITH STATE

ACTIVITY WITH AUTHORITY

LEGEND



WIND GAP MUNICIPAL AUTHORITY

SINGLE RESIDENCE CONNECTION REVIEW FLOW CHART

