

Building Applications Forms and Instructions

Land use form – complete, include diagram of property to include the new structure in relation to property lines and street right of ways (contact the Borough Office for right of way distance). Return to the Borough Executive Secretary – wait for papers to be returned to you.

This land use form (completed by the Borough Executive Secretary) must accompany the building permit application.

Sewer and Water Connection Information

Electric Connection Information

Other information for building and structures

Land use

BERLIN BOROUGH BUILDING PERMIT CHECKLIST

NOTE TO APPLICANT: 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 Berlin Borough or the local Commonwealth Code Inspection Service, Inc. office if you have any questions about the process for obtaining a building permit.

Municipality: Borough of Berlin, County of Somerset

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. Furthermore, I confirm that I have received copier of the applicable Berlin Borough Ordinances.

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 _____
____ Subdivision & Land Development, Municipal agreement # _____, Date of approval _____
____ Storm water management plan. Approved by: _____, Date of approval _____
____ Conservation District notification per Chapter 102. Date of approval _____
____ Driveway Permit, Penn DOT # _____ or Local # _____, Date of approval _____
____ Public water tap request submitted to Municipal Authority Date of approval _____
____ Public sewer tap request submitted to Municipal Authority Date of approval _____
____ Other; sluice pipe, road alteration, etc. _____ Check here for Special conditions. Date of approval _____
____ Municipal setback clearances, _____ Check here for Special conditions. Date of approval _____
____ Extra Pages attached to describe special conditions or circumstance. There are _____ extra pages.

Municipal Official's Signature & Title

Date

{SEAL}

COMMONWEALTH CODE INSPECTION SERVICES, INC.

APPLICATION FOR BUILDING PERMIT/USE CERTIFICATE

Permit Application Date: _____ Permit Application No.: _____

1. PROPERTY INFORMATION

Owner: _____ Tax Map: _____

Site Address: _____ Parcel No.: _____

Municipality: _____ County: _____ Land Use Permit No.: _____

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

☐ Commercial ☐ Demolition ☐ Sign ☐ 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 a description of work: (Also provide details on plot plan Show all improvements on lot & approximately 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. Const. Stat§ 4903.

APPLICANT SIGNATURE: _____ DATE: ____ / ____ / ____

PRINT NAME (legibly): _____ Email: _____

Address: _____ Phone No.: _____

5. CONTRACTOR INFORMATION

Name of Contractor: _____ Phone No.: _____

Contractor Street Address _____ City _____ State _____ Zip _____

Person in Charge of Work: _____ Phone No.: _____

Email: _____ Cell No.: _____

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 addition sheet(s) if needed. ☐ Additional sheet(s) attached

Contractor	Address	Phone No.	Pa HIC#
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Contractor	Address	Phone No.	Pa HIC#
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Contractor	Address	Phone No.	Pa HIC#
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Contractor	Address	Phone No.	Pa HIC#
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Contractor	Address	Phone No.	Pa HIC#
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8. OFFICE INFORMATION

For official use only

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.
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COMMONWEALTH CODE
INSPECTION SERVICE, INC.



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