

Borough of Marcus Hook
1111 Market Street
Marcus Hook, PA 19061
610-485-1341
610-485-9767 (Fax)

BOROUGH OF MARCUS HOOK APPLICATION FOR BUILDING PERMIT

SECTION 1. PROPERTY INFORMATION

Address: _____

Tax Folio No: _____

☐ Residential ☐ Commercial ☐ Industrial ☐ Other _____

Business Name (if business operates on property): _____

SECTION 2. OWNER INFORMATION

Owner: _____

Address (if different from above): _____

Telephone: _____ (home) _____ (work) _____ (cell)

SECTION 3. DESCRIPTION OF PROPOSED IMPROVEMENT

☐ New Construction (new building, addition to existing building, garage....)

General description: _____

Proposed use: _____

Lot Size: _____ Area (sq. ft.) to be disturbed: _____

The following must be submitted with four (4) copies with the application:

- Site plan showing the size and location of existing and proposed structures and other impervious surfaces on the site, distances from lot lines, established and proposed finished grades.
- Construction plans sealed by a registered architect or engineer in sufficient detail to determine compliance with applicable Borough codes.
- Description of methods to be used for the management of storm water and control of sedimentation and erosion. Additional plans may be required depending on scope of the proposed improvement.

SECTION 4.**DESCRIPTION OF PROPOSED IMPROVEMENT**

- | | | |
|--|---|-------------------------------------|
| ☐ Structural Alteration | ☐ Facade Alteration | ☐ Fence |
| ☐ Interior Alteration/Renovation/Repair | ☐ Shed | ☐ Demolition |
| ☐ Swimming Pool (in-ground) | ☐ Patios & Driveways | |
| ☐ Roofing or Re-Roofing/Siding | ☐ Sign | |

General Description: _____

Former Use: _____

Proposed Use: _____

The following must be submitted in duplicate with the application:

- Construction plans in sufficient detail to determine compliance with applicable Borough codes.
- Utility Release forms (demolition only)

Roofing:

- | | | |
|--------------------------------------|----------------------------------|-----------------------------------|
| ☐ Roof Repair | ☐ Re-Roof | ☐ New Roof |
|--------------------------------------|----------------------------------|-----------------------------------|

Existing Roof Material: _____

New Roof Material: _____

Number of Roofing layers when permitted work is done: _____

SECTION 5.**ARCHITECT AND CONTRACTOR INFORMATION**

Architect Name: _____

Architect Address: _____

Telephone: _____ (work) _____ (cell)

Contractor/Builder Name: _____

Contractor/Builder Address: _____

Telephone: _____ (work) _____ (cell)

PA's Contractor Registration No: _____

SECTION 6.**PERMIT INFORMATION**

Date of Application: _____

Contractor's Insurance Company: _____

Contract Price: _____ or total cost

Applicant's Signature _____ Date: _____

(Application can be signed by architect, contractor or property owner)

I hereby certify that I am the owner of record of the named property, or 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 I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

I hereby agree to proceed with the project applied for in this application in accordance with the project description, information provided herein, and the attached plans.

(The Borough reserves the right to revoke this permit if it appears that the same has been obtained by fraud or misrepresentation, or if the Zoning Ordinance is violated.)

BUILDING INSPECTOR / ZONING OFFICER NOTES:

FOR OFFICE USE ONLY

Date Application Received: _____ Date Certificate of Insurance Received: _____

Building Permit#: _____ Fee: _____ Date Paid: _____ Receipt#: _____

Not Approved: _____ Date: _____

Reason for Refusal: _____

Zoning Officer's Signature _____ Date _____

Zoning Permit No: _____

Building Inspector's Signature _____ Date _____

Addendum to Building Permit

For completion by municipal official

Municipality _____

Date Issued _____

Permit No. _____

I. The applicant for the building permit, in compliance with Act 44 of 1993, hereby submits (check one):

☐ Certificate of Insurance (please attach)

☐ Certificate of Self-Insurance (please attach)

******PLEASE HAVE INSURANCE COMPANY ADD JOB SITE
ADDRESS ONTO CERTIFICATE OF INSURANCE******

II. If a Certificate of Insurance or Self-Insurance has been submitted, please complete the following:

Name of Insurer _____

or Self-Insurer _____

Address _____

City _____ State _____ Zip Code _____

Policy No. _____ Coverage Period Ends _____

Name of Contractor/Policyholder _____

Address _____

City _____ State _____ Zip Code _____

Contractor/Policyholder's federal /state employer identification number (EIN) _____

1. This policy provides coverage for the requirements of the Worker's Compensation Act, the Occupational Disease Act, and, where applicable, the federal Longshore and Harbor Workers' Compensation Act.
2. The insurer has been notified that the municipality issuing the building permit is to be named a policy certificate holder.
3. Any subcontractors used on this project will be required to carry their own workers' compensation coverage.
4. The contractor/policyholder will notify the municipality of any change in status, cancellation or expiration of workers' compensation coverage.
5. Violation of the Workers' Compensation Act or the terms of this permit will subject the contractor/policyholder to a stop-work order and other fines and penalties as provided by law.

III. If an exemption is being claimed, please complete the following and sign in the presence of a notary public:

Basis for exemption (check one) :

☐ Applicant is an individual who owns the property .

☐ Contractor/applicant is a sole proprietorship without employees.

- ☐ Contractor/Applicant is a corporation, and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Workers' Compensation Act.
Please explain:

- ☐ All of the contractor/applicant's employees on the project are exempt on religious grounds under Section 304.2 of the Workers' Compensation Act.
Please explain:

- ☐ Other. Please explain:

Name of Applicant _____
Address _____
City _____ State _____ Zip Code _____
Applicant's federal or state employer identification number (EIN) _____

1. Any subcontractors used on this project will be required to carry their own workers' compensation coverage.
2. The applicant is not permitted to employ any individual to perform work on this project pursuant to the permit in violation of the Act.
3. Violation of the Workers' Compensation act or the terms of this permit will subject the applicant to a stop-work order and other fines and penalties provided by law.

My signature on behalf of or as the contractor/ applicant
for this building permit constitutes my verification that the
statements
contained here are true, and that I am subject to the penalty of 18
Pa. C.S.A. §4904 relating to unsworn falsifications to authorities.

Signature

Name (Please Print)

Title

Name of Company

Note: Applicant's copy to be attached to permit and posted.
Municipality's copy to be filed with its permit copy.

FEE SCHEDULE

Chapter 76, Building Construction

Applicants for permits shall pay a fee based on the schedule below. Fees shall be based on total estimated project cost. The Code Enforcement Department may require the applicant to provide a contract or other similar documentation to verify the estimated project costs. Fees must be paid at the time of application. Applicants shall also pay any review fees mandated by the Commonwealth of Pennsylvania from time to time (\$4.00 per permit as of the date of adoption of this resolution).

Building Permits: covers all building construction (residential, commercial, industrial) new construction, alterations, repairs, re-roofing, additions, renovations, demolition, etc. §76-3

For new structures, additions and alterations including garages, balconies, sheds, decks and signs.

\$20 for each \$1,000 of estimated cost or fraction thereof.

For demolition.

\$75 for the first \$1,000 of cost or fraction thereof and \$20 per additional \$1,000 of cost or fraction thereof.

For roofing, re-roofing, siding and facade alterations.

\$20 for each \$1,000 of estimated cost or fraction thereof; minimum fee of \$40.

For patios and driveways not requiring a Stormwater Management Plan. \$25

For in-ground swimming pools.

\$20 for each \$1,000 of estimated cost or fraction thereof; minimum fee of \$40.

Building permit fees include the cost of two inspections. Additional fees will be charged under the following circumstances:

- A. Re-inspection Fees: \$40 dollars for the third (3rd) inspection and each additional inspection made until the violation or inspection passes or has been approved.
- B. Special Inspections: \$60 dollars for additional inspections required during non-working hours to include weekends.
- C. Accelerated Inspections: \$60 dollars for inspections required by a person who has proceeded without an approved permit, and requests an accelerated processing of a permit.