



# City of Williamsport

1500 West 3rd Street · Williamsport, PA 17701  
(570) 327-7500

## Bureau of Codes

(570) 327-7517

### Building/Zoning Permit Application

Date: \_\_\_\_\_

#### Property Information

Address:

City:

State:

Zip:

#### Owner Information

Owner First Name:

Owner Last Name:

Address:

City:

State:

Zip:

Phone:

Email:

#### General Contractor Information

Business Name:

Address:

City:

State:

Zip:

Phone:

Please attach contractor state registration certificate.

#### Construction Information

Type of Structure:

- ☐ Single Family  
☐ 2 Family  
☐ Educational  
☐ Institutional

- ☐ Multi Family  
☐ Business  
☐ Assembly  
☐ Industrial

|                                                                                                                                                                                                                                                                                                                                                |                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Plumbing work?<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                     | Electrical work?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, name of plumber (licensed in city of Williamsport):                                                                                                                                                                                                                                                                                    | If yes, name of electrician ( <a href="#">electrical inspector list</a> ):   |
|                                                                                                                                                                                                                                                                                                                                                |                                                                              |
| Estimated Cost:                                                                                                                                                                                                                                                                                                                                |                                                                              |
| Description of work to be completed:                                                                                                                                                                                                                                                                                                           |                                                                              |
| This permit is VOID if building operations are not started within six (6) months of the date of issuance or abandoned for a period of six (6) months, and MUST be completed within two (2) years. 20% will be retained on permits if withdrawn. IF THE PROPERTY IS SUBJECT TO A VIOLATION NOTICE, THE TIME LIMITS ON THE NOTICE SHALL PREVAIL. |                                                                              |

| Official Use Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |            |              |      |                  |      |                  |      |                  |      |                  |       |                                                                   |  |                                                                                              |                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------|--------------|------|------------------|------|------------------|------|------------------|------|------------------|-------|-------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------|--------------------|
| Approved by:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Approved by:                  |            |              |      |                  |      |                  |      |                  |      |                  |       |                                                                   |  |                                                                                              |                    |
| <b>Zoning Administrator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Building Administrator</b> |            |              |      |                  |      |                  |      |                  |      |                  |       |                                                                   |  |                                                                                              |                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |            |              |      |                  |      |                  |      |                  |      |                  |       |                                                                   |  |                                                                                              |                    |
| Fees Due:<br><table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Construction Cost</th> <th style="text-align: left;">Permit Fee</th> </tr> </thead> <tbody> <tr><td>\$0 – 999.99</td><td>\$30</td></tr> <tr><td>\$1000 – 1499.99</td><td>\$36</td></tr> <tr><td>\$1500 – 2499.99</td><td>\$46</td></tr> <tr><td>\$2500 – 4999.99</td><td>\$71</td></tr> <tr><td>\$5000 – 9999.99</td><td>\$141</td></tr> <tr> <td colspan="2">Over \$10,000: \$141.00 plus \$15.00 for each additional \$1,000.</td> </tr> </tbody> </table> (and an additional Act 45 fee of \$4.50)<br><br><input type="checkbox"/> Paid | Construction Cost             | Permit Fee | \$0 – 999.99 | \$30 | \$1000 – 1499.99 | \$36 | \$1500 – 2499.99 | \$46 | \$2500 – 4999.99 | \$71 | \$5000 – 9999.99 | \$141 | Over \$10,000: \$141.00 plus \$15.00 for each additional \$1,000. |  | Method of Payment:<br><input type="checkbox"/> Check<br><input type="checkbox"/> Money Order | Fees processed by: |
| Construction Cost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Permit Fee                    |            |              |      |                  |      |                  |      |                  |      |                  |       |                                                                   |  |                                                                                              |                    |
| \$0 – 999.99                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$30                          |            |              |      |                  |      |                  |      |                  |      |                  |       |                                                                   |  |                                                                                              |                    |
| \$1000 – 1499.99                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$36                          |            |              |      |                  |      |                  |      |                  |      |                  |       |                                                                   |  |                                                                                              |                    |
| \$1500 – 2499.99                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$46                          |            |              |      |                  |      |                  |      |                  |      |                  |       |                                                                   |  |                                                                                              |                    |
| \$2500 – 4999.99                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$71                          |            |              |      |                  |      |                  |      |                  |      |                  |       |                                                                   |  |                                                                                              |                    |
| \$5000 – 9999.99                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | \$141                         |            |              |      |                  |      |                  |      |                  |      |                  |       |                                                                   |  |                                                                                              |                    |
| Over \$10,000: \$141.00 plus \$15.00 for each additional \$1,000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |            |              |      |                  |      |                  |      |                  |      |                  |       |                                                                   |  |                                                                                              |                    |
| Please note that the Building Permit process takes up to 15 business days.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |            |              |      |                  |      |                  |      |                  |      |                  |       |                                                                   |  |                                                                                              |                    |