

Building and Zoning Steps to Follow:

1. Bring a plot plan showing where your proposed project is going to be located on your property.
(Even if it is just a shed- deck-patio-porch- fence-etc.), whether you are in a residential zone,-single or multi-family- commercial or manufacturing or agricultural, determines where your projects can be located on your property.
2. Determine if your project is going to be in a flood zone.
3. If your project is in the flood zone, you must have a flood-plain review done, by our engineer, you will fill out an application for the same and it will cost \$130.00. The review will tell you how high your project has to be elevated above the 100 year flood plain or how it has to be anchored or vented.
4. Know the cost of your project because the cost of the permit is based on the estimated cost of your permit.
5. The permit is the last thing you will obtain after everything else has been found to be in conformance.
6. If you find that you do not have enough room etc. To do what you wanted to do you can apply for a variance. The cost of the variance is \$500.00.
7. If you are having a contractor do your work we need a certificate of insurance from them, if you are doing the work yourself, there is a form you need to fill out and have notarized concerning workmen's comp insurance. We need this before the permit can be issued.
8. If you are doing a sub-division – land development; there is a \$5.00charge for the ordinance, which has step by step directions.
9. The cost of the application for a sub-division – land development is \$100.00 to the Borough and \$75.00 or more to the Blair County Planning Commission- depending on the size of your project. \$350.00 is due to the Borough also to be put in escrow for the engineers' inspections and reviews, plus your \$130.00 flood plain review if required.

Jerrica Grance, Zoning Officer.

I _____ of _____
have fully read and understand the steps that have to be taken in order to obtain a zoning/building permit.

APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE

Applicable Codes: 2009 IBC/IRC, 2012 IBC Chapter 11, 2009 ICC A11 7.1

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

Permit Application Date _____

Permit Application No. _____

1. PROPERTY INFORMATION

Owner: _____

Tax Map: _____

Site Address: _____

Parcel No.: _____

Municipality: _____

County: _____

Use Permit No. _____

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

☐ Commercial ☐ 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 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: \$ _____

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. Cons. Stat. § 4903.

APPLICANT SIGNATURE: _____ DATE: ____/____/____

PRINT NAME (legibly): _____

Address: _____ Phone No.: _____

(TURN PAGE OVER)

5. CONTRACTOR INFORMATION

Please list additional general contractor information on additional sheet(s) if needed.

☐ Additional sheet(s) attached

Name of Contractor: _____ 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. # _____

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 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 # _____

Contractor _____ Address _____ Phone No _____ Pa HIC # _____

For official use only

9. OFFICE INFORMATION

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.

LAND USE PERMIT CHECKLIST

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

Municipality _____ County _____

Land Use Permit # _____ 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.

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 _____
- _____ Sub-division & Land Development, Municipal resolution # _____, Date of approval _____
- _____ Sewage permit from Sewage Enforcement Officer, Permit # _____, Date of approval _____
- _____ Storm water management module, Approved by: _____, Date of approval _____
- _____ Conservation District notification per Chapter 102, _____, Date of approval _____
- _____ NPDES Permit # _____ for earth disturbances 1 acre or more, Date of approval _____
- _____ Driveway Permit, Penn DOT # _____ or Local # _____, Date of approval _____
- _____ Public water tap, Permit # _____, Date of approval _____
- _____ Public sewer tap, Permit # _____, Date of approval _____
- _____ Historical Architectural Review Board, _____ Check here for Special conditions, Date of approval _____
- _____ Zoning, Permit # _____, _____ Check here for Special conditions, Date of approval _____
- _____ Other; sluice pipe, road alteration, etc. _____ Check here for Special conditions, Date of approval _____
- _____ Floodplain mapping _____ Project may contain flood plain, Date of review _____
- _____ Municipal setback clearances, _____ Check here for Special conditions, Date of approval _____
- _____ Aviation Flight Path or Airport Impact Possible _____ Check here for FAA or Pa DOT approval Date approved _____
- _____ Extra Pages attached to describe special conditions or circumstance. There are _____ extra pages.

Municipal Official's Signature & Title _____

Date _____

{SEAL}

After completion of this checklist you may apply for a building permit by taking this form to Commonwealth Code Inspection Service, Inc. Chambersburg 717 262-0081, Bedford 814 624-0224, McConnellsburg 717 485-3295, Mifflintown 717 436-5656 {Rev. 6.5 1/31/13}

DUNCANSVILLE BOROUGH

FLOOD PLAIN REVIEW REQUESTS

NAME _____

PHONE NUMBER _____

ADDRESS _____

REVIEW DATE _____

DATE REQUESTED _____

AMOUNT DUE- \$130.00

AMOUNT PAID _____

SIGNED _____

Before you can have a Floodplain review done by an engineer you must submit a sketch of the project. The sketch needs to show property lines with dimensions, tax parcel number, building offset/setback dimensions, existing structures with dimensions, proposed structures with dimensions, and sufficient details of the proposed work so that the engineer or most people can understand what is to be done. If requests for a floodplain review lack the needed information it will be returned and marked incomplete.

The applicant has a choice as to whether or not they want to use the Borough Engineer to do the Flood-plain review.

If the applicant wants to hire their own engineer or surveyor to prepare and produce a "Certificate of Compliance" via letter or standardized form, they can do so, as long as the proper documents are submitted to the Borough Office when the review is complete.