

**PENN FOREST TOWNSHIP
BUILDING DEPARTMENT
2010 State Route 903, Jim Thorpe, Pa 18229
Phone (570) 325-2760 Fax (570) 325-8230**

REVISED ON 2-21-09

APPLICATION MUST INCLUDE:

- 1.) Completed and signed Building Permit Application, must be signed by both the Contractor and Property Owner.
- 2.) One copy of the approved Zoning Permit.
- 3.) One copy of the approved Sewage Permit must be in the property owners name, if it is not you will need to obtain a transfer from the sewage department.* (*new home construction only).
- 4.) Three sets of plans and/or blueprints.
- 5.) Three sets of building specifications.
- 6.) Contractor's certificate of insurance must accompany application. The certificate **must** show Penn Forest Township as certificate holder.

IT IS THE CONTRACTOR/BUILDER'S RESPONSIBILITY TO NOTIFY THE TOWNSHIP BUILDING SECRETARY, WITH A MINIMUM OF 24 HOURS NOTICE, WHEN A JOB IS READY FOR AN INSPECTION.

WHEN CALLING IN FOR THE INSPECTIONS PLEASE PROVIDE THE PERMIT NUMBER, LOT NUMBER, STREET NAME AND DEVELOPMENT.

SCHEDULE OF INSPECTIONS:

- 1.) **FOOTER:** Inspect ground and footing formwork before pouring footer concrete. Inspections for footers and pre-cast concrete as follows:
 - Footers:**
 - a.) The top of the concrete is to be marked or pinned.
 - Precast Concrete:**
 - a.) A steel pin must be driven in the ground at all inside and outside corners with the top of the pin to be the finished height of the stone that the wall sits on.
- 2.) **FOUNDATION:** Inspect foundation walls for proper damp proofing or waterproofing and a drainage piping if needed.
 - * Inspection for pre-cast walls will be the same as regular walls plus holes will be dug at random corners to insure the proper amount of stone base was used.
- 3.) **SLAB PLUMBING:** Inspect any under slab piping before pouring concrete. The pipes must be uncovered for the inspection.
- 4.) **ROOF:** Inspect for proper ice and water shield application on the roof.
- 5.) **FRAMING:** Inspect framing, rough plumbing, rough mechanical, rough electrical installations, and installation of foam and caulking in all necessary exterior penetrations. Air or water test on plumbing supply and drain, waste and vent systems.
- 6.) **INSULATION:** Inspect windows, doors and insulation for energy compliance.

- 7.) **DRYWALL:** Inspect wall board before spackling. Fire rated areas, garage area with living space above, common or warm wall.
- 8.) **FINAL:** Inspection including but not limited to the proper installation of appliances, light fixtures, plumbing fixtures, heating equipment, hot water temperatures, loose fill insulation in attic, flooring finish in bathrooms, railing, finish electrical outlets, decks (30 inches or higher above finished ground level require a railing with spindles.) And also the inspection must include proof of potable water.

*Final Septic Approval must be obtained prior to scheduling for the final Building Inspection.

** The Occupancy Permit can be obtained from the Township Inspector after successful completion of all inspections, for a fee of \$10.00 plus any re-inspection fees that have incurred, made payable to "Penn Forest Township".

THE MINIMUM OF (8) INSPECTIONS ARE REQUIRED ON EACH BUILDING. IF THE INSPECTIONS ARE NOT REQUESTED BY THE BUILDER/OWNER AND/OR NOT COMPLETED IN THE ORDER SPECIFIED, THE BUILDER/OWNER WILL BE REQUIRED TO EXPOSE THE UNINSPECTED AREA.

BUILDING PERMIT RATES:

RESIDENTIAL BUILDINGS:

50 Cents per square foot, this includes the inspection fees, plan review and administration fee.

Step #1- Total square footage multiplied by .50 = Total

Plus any decks/garages/porches at .20 square foot.

No Charge for Unfinished Basements.

MODULAR & MANUFACTURED HOMES:

50 Cents per square foot, this includes the inspection fee, plan review and administration Fee.

Step #1- Total square footage multiplied by .50= Subtotal multiplied by .65= Total

Plus any decks/garages/porches at .20 square foot.

No Charge for Unfinished Basements.

UNATTACHED ACCESSORY STRUCTURES OVER 1,000 S/F:

20 Cents per square foot, this includes the inspection fees, plan review and administration fee.

Step #1- Total square footage multiplied by .20= Total

NOTE: If the unattached accessory structure is under 1,000 S/F and does not have electric, plumbing or heating in the structure, you are only required to obtain a zoning permit.

POOLS & SPAS:

Above Ground & Spas: requires one inspection with a cost of \$60.00 plus \$25.00 Administration Fee= \$85.00 Total

In Ground Pool: requires three inspections with a cost of \$180.00 plus \$65.00 for the Plan Review & Administration Fees= \$245.00 Total.

*Any additional trips or inspections will be charged a call back fee of \$75.00.

ADDITIONS/ALTERATIONS/DECKS/DEMOS/FIREPLACES/GENERATORS/PORCHES/RENOVATIONS/ REPAIRS/WOODBURNING STOVES:

Inspection Fees will be charged per inspection. The amount of the permit will be calculated when the application is handed in. The list of fees is as follows:

Rough Framing, Plumbing, Electric or Heating	@ \$60.00 Each separate inspection
Foundation	@ \$60.00
Footer	@ \$60.00
Underslab plumbing	@ \$60.00
Insulation	@ \$60.00
Drywall	@ \$60.00
Electrical Service	@ \$60.00
Final Inspection	@ \$150.00
Modular rough electric/plumbing & heating	@ \$125.00

With Additions, Alterations and Renovations a Plan review will need to be done. The fee for this will be 20% of the total inspection fees for plan review, and 15% of the total inspection fees for the administration fee.

An administration fee will be charged for each of these permits. This is figured by taking 15% of the inspection fees. With a minimum charge of \$25.00.

COMMERCIAL PROJECTS:

All Commercial Projects will be reviewed by the 3rd Party Inspection Agency that has been appointed by the Township Board Of Supervisors. All fees will be paid when the permit is issued.

OCCUPANCY PERMIT:

\$10.00

REINSPECTION FEE:

\$75.00

**PLEASE MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO
"PENN FOREST TOWNSHIP"**

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Revised on 2-21-09

BUILDING PERMIT APPLICATION

Date: _____
 Lot #: _____
 Section: _____
 Development: _____
 Street Name: _____
 Lot Size: _____ Acre (s) Or Square Feet

Date Issued: _____
 Permit Fee: _____
 Building Permit #: _____
 Zoning Permit #: _____
 Sewage Permit #: _____

Type of Permit Requested (Circle One):

Addition Alteration Deck
 Demo Garage New House
 Repairs Shed
 Other: _____

Size of Building/New Construction:

____ Width ____ Length ____ Height
 Number of Stories: _____
 Total Square Feet of
 New Construction: _____

Cost (New House must complete every line):

Value of Property	\$	_____
New Structure	\$	_____
Garage	\$	_____
Driveway	\$	_____
Septic	\$	_____
Well	\$	_____
Other	\$	_____
TOTAL	\$	_____

Foundation (Circle One):

Block Poured Superior Walls

Principal Type of Heat (Circle One):

Coal Electric Gas Oil Other:

Principal Type of Frame (Circle One):

Masonry (wall bearing) Modular
 Manufactured Reinforced Concrete
 Structural Steel Wood Frame/Stick Built

Sewage Disposal (Circle One):

Inground Elevated Sand Mound
 Other

Water Supply (Circle One):

Well Other: _____
 Proof of Potable Water: _____
 # of Bedrooms in House: _____
 # of Bedrooms in Addition: _____
 # of Bedrooms after Completion: _____

Ownership (Circle One):

Private Public
 Start Construction Date: _____
 Completion Date: _____

Energy Compliance Path: (Circle One):

IRC IECC PA Alternative
 Rescheck/Performance Based Alternative

WORKER'S COMPENSATION INSURANCE COVERAGE INFORMATION

A. THE APPLICANT IS

A contractor within the meaning of the Pennsylvania Worker's Compensation Law

YES NO

B. INSURANCE INFORMATION

Name of Applicant: _____

Federal or State Employer's Identification Number: _____

Applicant is a qualified self-insurer for Workers' Compensation.

_____ YES (Attach Certificate) _____ NO

Name of Workers' Compensation Insurer: _____

Workers' Compensation Insurance Policy Number: _____

Policy Expiration Date: _____

***A Copy of the Insurance Certificate showing Penn Forest Township as the Certificate Holder must be Attached. ***

C. EXEMPTION

Complete Section C if the applicant is a contractor claiming exemption from providing Workers' Compensation insurance.

The undersigned swears or affirms that he/she is not required to provide Workers' Compensation insurance under the provisions of Pennsylvania's Worker's Compensation Law for one of the following reasons, as indicated:

_____ Contractor with no employees.
Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.

_____ Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this

_____ day of _____ 20 _____

(Signature of Notary Public)

My commission expires: _____

(Seal)

Section 302 (e) (1) of the Workmen's Compensation Act mandates that contractors provide proof of workmen's compensation insurance when applying for a building permit. This section may not apply when a property owner applies for a building permit. Therefore, if you are a property owner applying for a building permit it is your responsibility to either obtain proof of workmen's compensation insurance from your contractor, or determine that your contractor need not carry this insurance. You should discuss this with your contractor and your lawyer. If your contractor is supposed to have workmen's compensation insurance, but does not, you the property owner may be exposed to unnecessary liability.

Signature of Applicant: _____

Address: _____

County of _____ Municipality of _____

EARTH DISTURBANCE

**IF YOU ARE PROPOSING AN EARTH DISTURBANCE ACTIVITY THAT INVOLVES ONE (1) ACRE OF MORE, AN EROSION CONTROL PLAN WILL BE REQUIRED FOR THE PROJECT THAT WILL NEED TO BE REVIEWED AND DEEMED ADEQUATE BY THE CARBON COUNTY CONSERVATION DISTRICT ("CCCD").
YOU SHOULD CONTACT THE CCCD AT (610-377-4894) PRIOR TO COMMENCING THE EARTH DISTURBANCE ATIVITY**

**INITIAL _____ OVER ONE (1) ACRE OF EARTH DISTURBANCE.
INITIAL _____ UNDER ONE (1) ACRE OF EARTH DISTURBANCE.**

PERMIT WILL BECOME INVALID IF AUTHORIZED WORK DOES NOT COMMENCE OR IS SUSPENDED OR ABANDONED AFTER SIX (6) MONTHS FROM THE DATE THE BUILDING PERMIT IS ISSUED.

OWNERS INFORMATION:

BUILDER'S INFORMATION:

NAME (First and Last)

BUSINESS NAME

MAILING ADDRESS

MAILING ADDRESS

CITY,STATE ZIP CODE

CITY,STATE ZIP CODE

PHONE NUMBER

PHONE NUMBER FAX NUMBER

SIGNATURE

SIGNATURE