

Application Requirements for a Zoning/Building Permit

- 1) Proof of Ownership – County Assessment Page
- 2) Fill out Application and Sign/Date – incomplete or incorrect applications will be denied and returned to applicant
- 3) Provide two (2) copies of drawings of the project area showing:
 - a. Lot size and shape
 - b. All property line setbacks – distance from project area to property line
 - c. Height of project
 - d. Lot coverage of **ALL** buildings - % of coverage of green spaces
 - e. Square feet of project and of each existing building
 - f. If applicable, the following must be provided:
 - i. The location of the on-lot septic system (both tank and associated leach field) as well as their respective distances to the project area.
 - ii. The location of the driveway – either existing or proposed.
- 4) Proof of Contractor Insurance or Affidavit of Exemption for release from insurance obligation – see attached form for explanation
 - a. Contractor provides material list, construction plans, etc. Two copies of construction plans must be provided.
 - b. If applicable, a current Pennsylvania Home Improvement Contractor License must be provided.
- 5) Sewage tap-in or septic sandlot inspection/permit from Sewage Enforcement Officer – ***this requirement is for new homes /manufactured or modular homes/ commercial developments, or any scope of work that increases the total number of bedrooms in the dwelling unit.***
- 6) Flood Plain sign-off from Flood Plain Manager - Municipality