

## SUBMISSION REQUIREMENTS FOR A RESIDENTIAL BUILDING PERMIT

### Permit Application:

A complete Permit Application must be submitted. All items on the Application must be filled in. The Application must be signed by a responsible party.

### Plan Requirements:

All plans submitted for new home construction must be stamped by an Architect, Engineer or Surveyor (as applicable) licensed in the Commonwealth of Pennsylvania.

All Permit Applications for new home construction and additions to existing dwellings shall include a copy of an official survey plan of the subject property showing the proposed construction and dimensions from the property boundary lines to the extreme outer edge of all newly proposed construction.

Four (4) complete sets of plans shall be submitted with the Building Permit Application.

The plans submitted shall adequately depict compliance with the Uniform Construction Code for Footings and Foundation, Structural, Electrical, Mechanical, Plumbing, Accessibility, Energy Code and Fire Safety, as applicable.

### Permit Fee:

The Permit Fee will be determined based on the Fee Schedule approved by the Borough Council. Payment of the Permit Fee will be required when the Permit is picked up at the Borough Administrative Office. The Applicant will be notified of the Permit Fee when the Permit is approved.

### Inspections:

The Applicant will be notified of the required inspections at the time of Permit Issuance. The required inspections will be dependant upon the nature of the work. An inspection schedule will be included with the Building Permit. A 24 hour notice is required prior to all inspections.