

Borough of Freemansburg

600 Monroe Street, Freemansburg, PA. 18017

Phone: (610)866-2220 Fax: (610)868-2402



Permit Application Packet (Updated 1/15/2024)

OFFICE USE ONLY:

Date Received: _____ Zoning District: _____ Tax Parcel No.: _____

Zoning Permit No.: _____ UCC Permit No.: _____

Zoning (attach \$75 fee) PA UCC Construction (Building) (attach \$135 application fee)

Application is hereby made for a permit in conformity with requirements of the PA UCC, Pennsylvania Municipalities Planning Code, Current Local Zoning Ordinance and any amendments thereto for the following described work:

PROPERTY INFORMATION

Residential: One Family Two Family Manufactured Non-Residential

Proposed Work Site Address: _____

Tax Parcel ID: _____

Lot Width: _____

Lot Depth: _____

(Acres or Sq.ft.)
Lot Size: _____

CONTACT INFORMATION

Property Owner/
Applicant:

Mailing Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

E-mail: _____

Contractor:

Mailing Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Email: _____

PROJECT DESCRIPTION

Provide a narrative which explains the

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PLOT PLAN- PLEASE INCLUDE THE FOLLOWING:

1. Indicate the length of all property lines
2. Show all existing and proposed structures on property and the distance from the structure to the property lines
3. Indicate name of streets abutting property
4. Identify all bodies of water and show distance to proposed structure(s)
5. Show septic, well, driveway locations and distance from new structure to septic
6. Label distances from principal structure to proposed accessory structure(s)
7. Physically mark property lines & proposed location of structure onsite prior to submitting zoning application

**SUBMIT THREE (3) SETS OF CONSTRUCTION DRAWINGS
ATTACHED TO THIS APPLICATION.**

SUBMIT THE REQUIRED APPLICATION FEE.

SEE CHECKLIST BELOW.

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APPLICANT'S CERTIFICATION

As the owner or the authorized agent of the project for which this application is filed, I certify that:

1. The estimated construction cost and all other information provided as part of this application for a building permit is correct.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from Building Code Official.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non- design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with the Building Code Official.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to the Building Code Official.
6. When required, up to 20% of the total cost of any work performed on an area of primary function in an existing building will be expended to provide an accessible route to the area of primary function or other approved accessibility improvements.
7. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.

I hereby authorize the Municipality Staff to perform inspections related to this application as may be required between the hours of 8 AM and 8 PM. The applicant understands and agrees to comply with the Pennsylvania Municipal Planning Code and Zoning Ordinance, as amended. All information supporting this application shall become part of the records of the Municipality, cannot be returned and may be examined by the public at any time during the normal working hours of the Municipal Office

Application is hereby made for a permit to erect or alter a structure which shall be located as shown on the attached diagram/plot plan and/or to use the premises for the purposes herewith. The information which precedes, together with the plot plan/diagram, is made part of this application by the undersigned. It is understood and agreed by the applicant that any error, misstatement or misrepresentation of material, fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application or any change in the location, size or use of structure or land made subsequent to the issuance of this permit without approval of the Zoning Officer, shall constitute sufficient ground for the revocation of this permit.

Applicant Signature:

Date:

Owner Signature:

Date:

BOTH SIGNATURES ARE REQUIRED IF APPLICANT IS DIFFERENT THAN OWNER

***(3) SETS OF DETAILED CONSTRUCTION PLANS MUST BE SUBMITTED WITH ALL PA UCC APPLICATIONS.**

***ALL COMMERCIAL CONSTRUCTION PLANS MUST BE PREPARED, SIGNED & SEALED BY A LICENSED DESIGN PROFESSIONAL
FAILURE TO FILL OUT THE PERMIT APPLICATION COMPLETELY MAY RESULT IN DELAYS
OR REJECTION OF APPLICATION**

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Attached, you will find the application needed to complete your project. Kindly complete all sections and include three (3) sets of the required construction drawings and site plan.

Depending on your project, you may also be asked to submit some or all of the following items:

- Application Fee/Plan Review Fee
- Completed plot plan with all required information attached. (Please refer to sample provided)
- (3) Sets of detailed Construction Plans as applicable for all new construction, including additions and decks.
- Ground Coverage Percentage for new primary structures and/or additions to primary structures (impervious coverage divided by lot area), if applicable
- Contractor Certificate of Insurance naming Freemansburg Borough as certificate holder
- Workers Compensation Certificate of Insurance or Completed & Notarized WC Exemption Form (See attached Form).
- Copy of Water Supply Approval/Permit (if required)
- Copy of Driveway Permit (if required)
- Highway Occupancy Permit (if required)
- County Conservation District Approval (if required)
- Copy of Storm Water Approval/Permit (if required)
- Copy of Elevation Certificate (if required)
- All Property lines and proposed location of structure(s) must be marked on the site prior to submitting the application.
- Copy of signed contract detailing project and cost of Construction.

Questions? Call Suzanne Borzak- Keycodes Inspection Agency
610-866-2220 (x105) or e-mail zoning@boroughoffreemansburg.org

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WORKER'S COMPENSATION INSURANCE COVERAGE INFORMATION (attach to building permit application)

- A. The applicant is a contractor within the meaning of the *Pennsylvania* Worker's Compensation Law.
 Yes No

If the answer is "yes", complete Section B or C
 If the answer is "no" complete Section C below.

- B. Insurance Information:

Name of Applicant _____

Federal or State Employer Identification No. _____

Applicant is a qualified self-insurer for Workers' Compensation

Original Certificate attached.

Name of Workers' Compensation insurer _____

Workers' Compensation Insurance Policy No. _____

Original Certificate attached.

- C. Exemption. **MUST BE NOTARIALIZED...**

Complete Section C if the applicant is a contractor or homeowner claiming exemption from providing Workers' compensation issuance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' 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.

Homeowner who elects to perform all of the work without contracting or hiring others to assist.

Religious exemption under Worker' Compensation Law.

Signatures of applicant: _____

Commonwealth of Pennsylvania County
 of _____

On this, the ___ day of _____, 20___, before me _____ the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name subscribed to the within instrument and acknowledged that she/he executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

 Notary Public