

**Submittal requirements to obtain a building permit for:**

**RESIDENTIAL ACCESSORY BUILDINGS**

(includes buildings 1000 sq ft or more)

- Completed two page application (make sure it is signed at the bottom of the page)
  - Permission from the township in the form of a checklist (signed and sealed)
  - Foundation & framing plan
  - Site plan (must contain setback dimensions in four directions)
  - Statement of proposed use.
  - Energy compliance certificate (if insulating).
  - Driving directions
  - Proof of workman's compensation insurance, sole proprietorship or religious exemption.
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- After submitting all required documents your application will be reviewed.
- CCIS will contact you with approval or denial within 2 weeks.
- If approved, your permit will be issued and the inspections fees are due when you pick-up the permit.

**APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE**  
**2003 INTERNATIONAL BUILDING CODE SERIES IS ENFORCED**

Application Date \_\_\_\_\_ Application No. \_\_\_\_\_

**1. PROPERTY OWNER'S INFORMATION**

Tax Map \_\_\_\_\_ Owner \_\_\_\_\_ Municipality \_\_\_\_\_

Parcel No. \_\_\_\_\_ Site Address \_\_\_\_\_ Use # \_\_\_\_\_

Zone: Agricultural \_\_\_\_\_ Commercial \_\_\_\_\_ Conservation \_\_\_\_\_ Industrial \_\_\_\_\_ Residential \_\_\_\_\_

**2. BUILDING OWNER'S INFORMATION**

First Name: \_\_\_\_\_ Mi.: \_\_\_\_\_ Last Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**3. BUILDING PERMIT APPLICATION**

Description of Work: *(provide details on plot plan along with existing structures on lot)* \_\_\_\_\_

Total Lot Area \_\_\_\_\_ Acres/Sq. Ft. ESTIMATED COST OF CONSTRUCTION:\$ \_\_\_\_\_

ICC Use Group: \_\_\_\_\_ ICC Construction Type: \_\_\_\_\_

ESTIMATED START DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ESTIMATED COMPLETION DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Permits Required:

Sewage Certificate Type: Public \_\_\_\_\_ On Lot \_\_\_\_\_ Permit No. \_\_\_\_\_

Driveway Certificate Type: Twp. \_\_\_\_\_ PennDot \_\_\_\_\_ Permit No. \_\_\_\_\_

Type of Water System: Public \_\_\_\_\_ Well \_\_\_\_\_ Other \_\_\_\_\_

Storm Water Management ? \_\_\_\_\_

Soil Erosion Plan ? \_\_\_\_\_ Soil Conservation Review ? \_\_\_\_\_

**4. CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and 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.

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APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Address \_\_\_\_\_ Phone No \_\_\_\_\_

*( TURN PAGE OVER )*

**5. CONTRACTOR INFORMATION**

*Please list additional general contractor information on additional sheet(s) if applicable*

Name of Contractor \_\_\_\_\_ Phone No \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_ Phone No \_\_\_\_\_

Person in Charge of Work \_\_\_\_\_ Phone No \_\_\_\_\_

Contractor Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Proof of "Workman's Compensation" Insurance \_\_\_\_\_

**6. SUBCONTRACTOR INFORMATION**

*Please list subcontractors for major trades, use additional sheet(s) if applicable*

Contractor \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Phone No \_\_\_\_\_

Contractor \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Phone No \_\_\_\_\_

Contractor \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Phone No \_\_\_\_\_

Contractor \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Phone No \_\_\_\_\_

Contractor \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Phone No \_\_\_\_\_

**7. OFFICE INFORMATION**

APPLICATION FEE: \$ \_\_\_\_\_

ISSUANCE DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

INSPECTION FEES \$ \_\_\_\_\_

EXTENSION DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

TOTAL FEES \$ \_\_\_\_\_

APPLICATION IS: GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_

SIGNATURE OF PERMIT OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

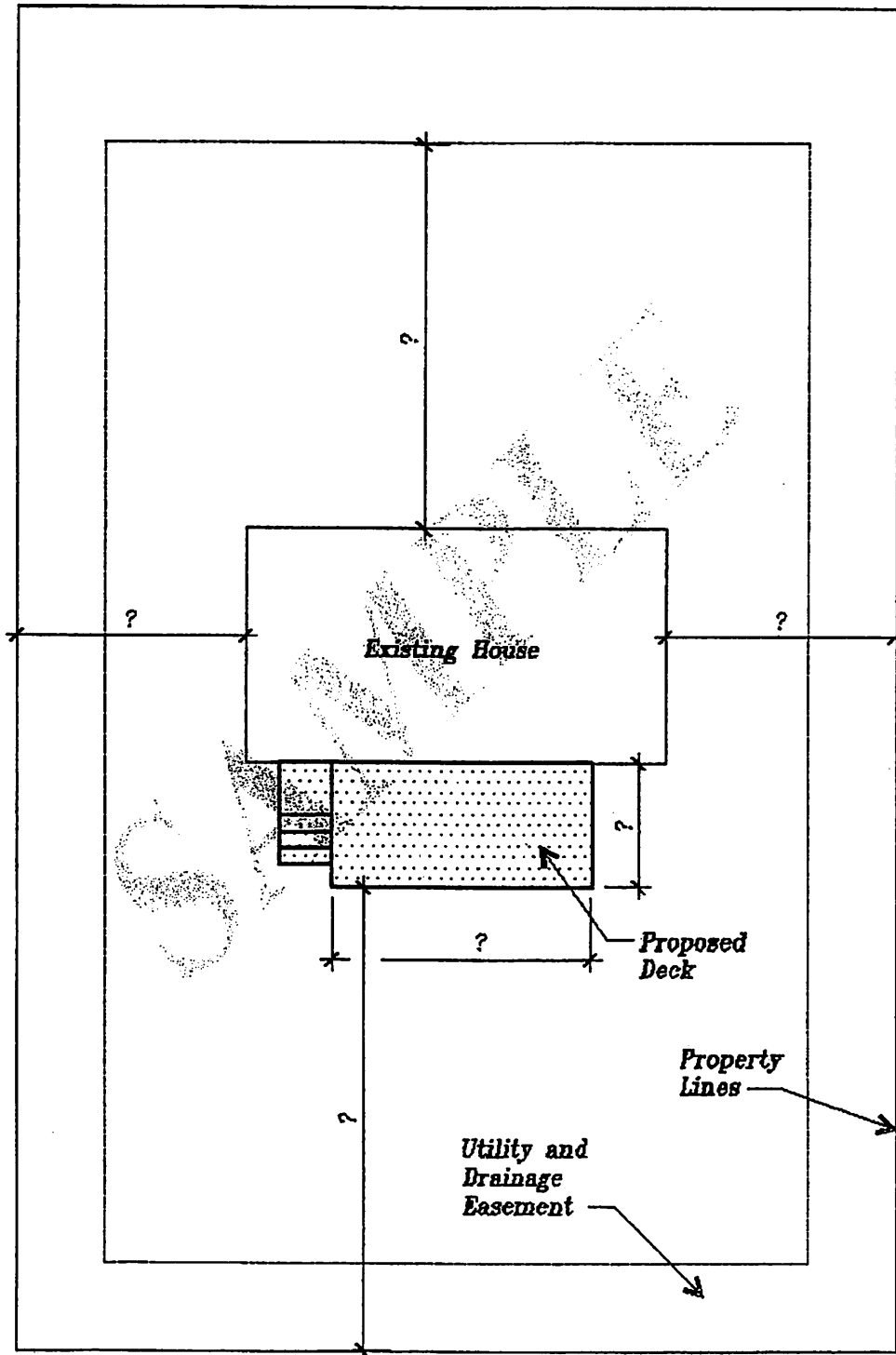
**APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING BUILDING INSPECTOR FOR REQUIRED INSPECTIONS.**

SAMPLE SITE PLAN

Roadway

Curb

Boulevard

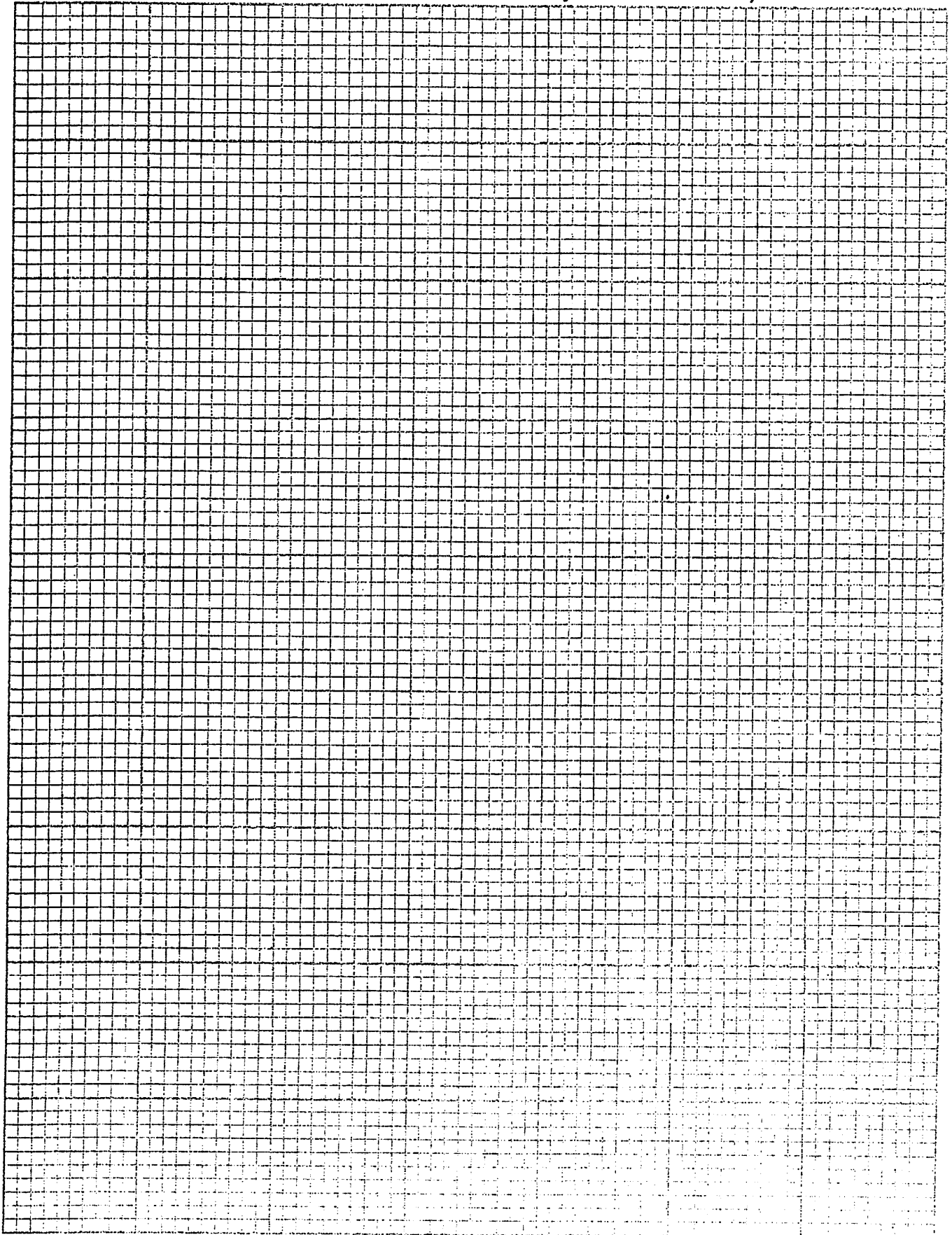


**Note:**

Show any additional structures that exist on the property (i.e. Pool, Shed etc.)

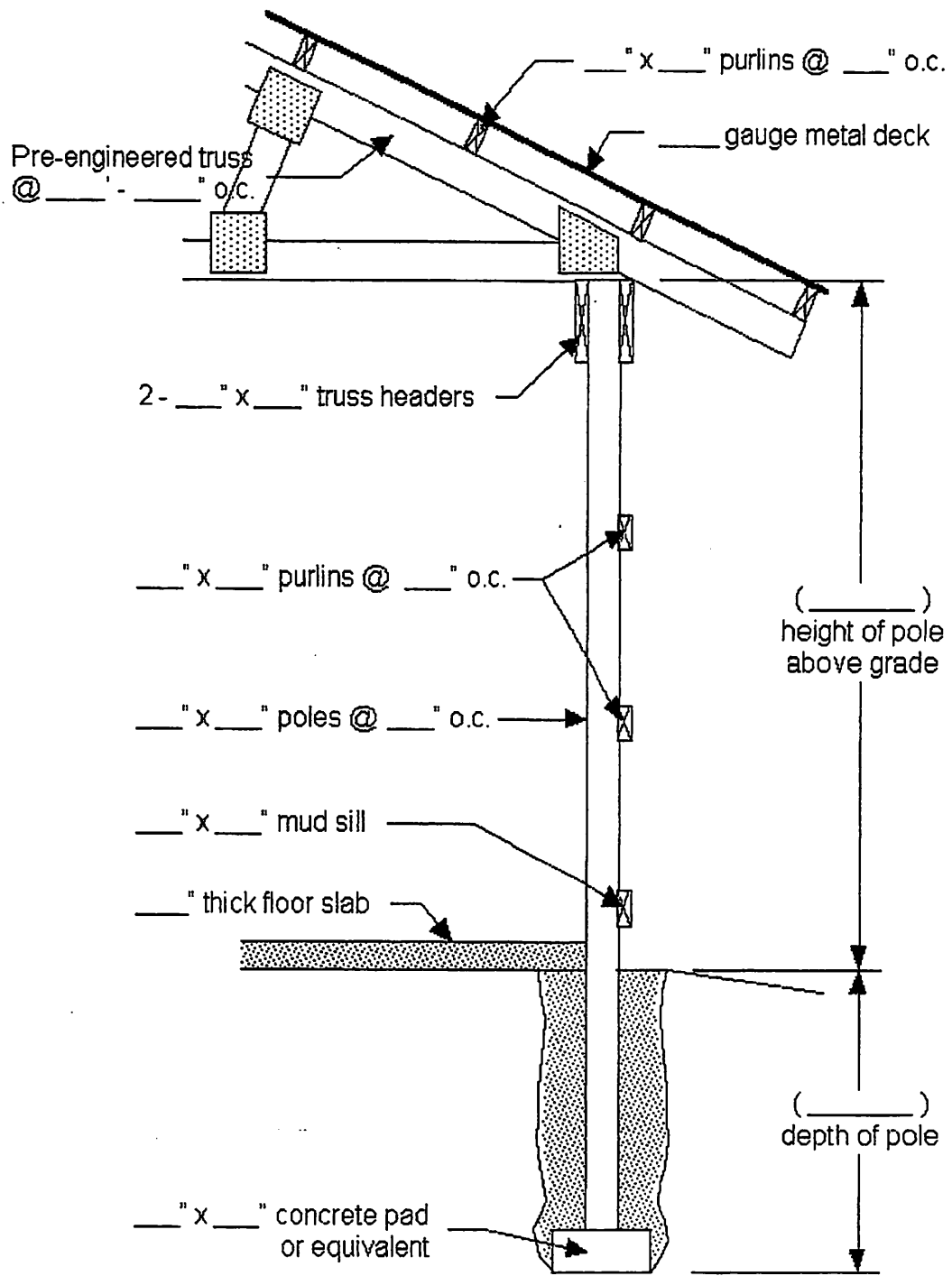
**10. SITE PLAN**

**(Show lot lines, easements and work layout and dimensions)**



**SCALE = 1 Inch = \_\_\_\_\_ FEET**

NOTE: If a shingled roof is to be used, fill in blanks for: Sheathing thickness \_\_\_\_\_  
 Shingle weight \_\_\_\_\_



Section through Pole Building

## DIRECTIONS

(to be filled in completely before permit will be issued)

Last name of owner: \_\_\_\_\_

Address of project:

Directions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please note*

*Inspectors cannot inspect what they cannot find, please make directions clear.  
Please use road or street names, distances between turn offs, whether traveling north, south,  
east or west. Landmarks are very helpful.*