

PROCEDURE FOR OBTAINING A ZONING PERMIT

1. Fully complete the application for your permit making sure to date and sign it and return it along with the required application fee. The applicant for a permit may be the owner or owner's agent. (Please note that although the application fee is non-refundable, it will be applied toward the total cost of your permit(s), with the balance due at pick-up.)
2. After the application has been approved, the applicant will be contacted when the permit is ready to be picked up and informed of the balance due. At pick up you will be asked to sign all copies of the permit, pay the balance of the permit fee and you will be given a check list with the inspection requirements for your project.
3. Permits are valid for one (1) year from date of issuance.
4. If you have any questions concerning your application, please contact Kraft Code Services at 610.775.7185. If no one is available when you call, please state the municipality your call pertains to and leave a detailed message.
5. **PLEASE NOTE:** No construction may begin without paying for and receiving your approved permit. Performing work without a permit will result in the doubling of all permit fees.

The following information should be included with your permit application:

- Application fee. (Applications received without the required application fee will be considered incomplete and will not be processed.)**
- Completed Zoning permit application
- Plot plan** showing boundary of property and location of all improvements including:
 - ✓ All existing buildings/structures
 - ✓ Location of the new improvement showing the distance from all property lines and distance between any new structure/building and existing structures/buildings
 - ✓ Streets (public/private)
 - ✓ Well, septic system; tank; drainfield
 - ✓ Location of any easement or right-of-way
- Proof of contractor workers' compensation insurance or notarized exemption form

ZONING PERMIT APPLICATION

Municipality in which work will be performed: _____

PROPERTY INFORMATION

Owner: _____ Phone #: _____

Street Address: _____

City/State/ Zip: _____

Cell #: _____ Fax #: _____ Email: _____

CONTRACTOR INFORMATION

Contractor: _____ Phone #: _____

Street Address: _____

City/State/ Zip: _____

Contact Person: _____

Cell #: _____ Fax #: _____ Email: _____

IMPROVEMENT INFORMATION:

Cost of improvement: _____ Use of property: Residential Commercial Industrial

Type of use/structure:

Single family detached dwelling Single family semi-detached dwelling Addition

Detached garage Carport Shed

Home Occupation/No Impact Home-Based Business (attach letter detailing proposed business)

Other: _____

The proposed building or structure is to be used as a _____

Size: Length _____ Width _____ Height _____

Will electric service be installed? Yes No (If yes, electrical permit required)

Will water supply/drain pipe be installed? Yes No (If yes, plumbing permit required)

By applying for this permit, I acknowledge that all information provided in this application is complete and accurate, that the work performed will be in conformance with the Pennsylvania Uniform Construction Code and/or any applicable ordinances of the municipality in which the work is to be performed as well as in accordance with the approved plan after a plan review has been completed. I understand that this is not a permit to begin work, but only an application for a permit and that work is not to start without a permit and that the fees for the permit may be doubled if work starts without a permit. I understand that if I give false information regarding this permit application that any permits issued based on this information will be invalid and the municipality could initiate legal proceedings against me, which could result in my being fined or imprisoned, or in the improvement being removed at my expense or any other legal remedy appropriate under the circumstances.

Applicant Signature _____

Date _____