

# APPLICATION FOR BUILDING PERMIT

PA, UCC and referenced INTERNATIONAL BUILDING CODE SERIES is enforced.

## MUNICIPALITY BOROUGH OF ROYALTON

APPLICATION DATE: \_\_\_\_\_ APPLICATION NUMBER: \_\_\_\_\_

### 1. Property Information

Site Address: \_\_\_\_\_

Zone: Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Residential \_\_\_\_\_

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### 2. Owner's Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

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3. **PERMIT TYPE:** ELECTRICAL \_\_\_\_\_ PLUMBING \_\_\_\_\_ BUILDING \_\_\_\_\_  
MECHANICAL \_\_\_\_\_ SWIMMING POOL \_\_\_\_\_ PORCH/DECK \_\_\_\_\_ ROOF \_\_\_\_\_

DESCRIPTION OF WORK:

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ESTIMATED COST OF CONSTRUCTION: \$ \_\_\_\_\_

**(APPLICATION FEE DUE WHEN SUBMITTED. THERE ARE NO REFUNDS)**

ESTIMATED START DATE: \_\_\_\_\_ ESTIMATED COMPLETION OF WORK \_\_\_\_\_

### 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.

APPLICATION SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**5. CONTRACTOR INFORMATION**

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

NAME OF CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERSON IN CHARGE OF WORK: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTRACTOR EMAIL: \_\_\_\_\_

PROOF OF WORKMAN'S COMPENSATION INSURANCE: \_\_\_\_\_

\_\_\_\_\_ I DO NOT HAVE WORKMAN'S COMPENSATION INSURANCE

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**6. OFFICE INFORMATION**

APPLICATION FEE: \$ \_\_\_\_\_ ISSUANCE DATE: \_\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

UCC FEE: \$ \_\_\_\_\_ 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.**

# Application Submission Checklist

## Bold Items Required for Application to be Accepted (Check All Items Present)

- Completed Application(s)**
  - All Required Signatures**
- Three (3) Sets of Construction Documents (may include any or all of the following)**
  - Dimensioned Architectural & Structural Plans
  - Dimensioned Life Safety Plan
  - Plumbing Design & Dimensioned Layout
  - Mechanical Design & Dimensioned Layout
  - Electrical Design & Dimensioned Layout
    - Commercial - Reviewed & Approved by 3<sup>rd</sup> Party Inspection Agency
  - Fire Protection Design & Dimensioned Layout
  - Accessibility Design & Dimensioned Layout
  - Dimensioned Site Plan
  - Show & Dimension All Known Property Lines, Easements, Wetlands & Flood Plains
  - Show All Lot Impervious Coverage & Complete Worksheet within Application
- Permit Application Fee:**     **Residential - \$75.00**     **Residential Demolition - \$125.00**
  - Accessory Structure - \$50.00 min**     **Commercial - \$250.00**     **Commercial Demolition - \$250.00**
- Workers' Compensation Certificate/ Workers' Compensation Affidavit**
- Storm Water Plan – Approved by Borough Engineer
- Highway Occupancy Permit (All Driveways, Sidewalks, Curbs & Any Work within Right-of-Way)
- Waste Water Approval
- On-Site Septic

\*\*\*FOR OFFICE USE\*\*\*

Zoning Officer Signature:	Date:
Flood Plain Administrator Signature:	Date:
Building Code Official Signature:	Date:

Application Payment Type: \_\_\_\_\_ Amount: \_\_\_\_\_ Tracking #: \_\_\_\_\_

Permit Payment Type: \_\_\_\_\_ Amount: \_\_\_\_\_ Tracking #: \_\_\_\_\_

101 Northumberland Street  
Middletown, Pennsylvania 17057-1612**WORKERS' COMPENSATION INSURANCE COVERAGE AFFIDAVIT**  
**ACT 44-1993**

<b>SECTION 1</b>	<b>APPLICANT (Check Appropriate Box)</b>
<input type="checkbox"/>	Applicant is the property owner and not a contractor within the meaning of the Pennsylvania Workers' Compensation Law (complete only Section 3)
<input type="checkbox"/>	Contractor within the meaning of the Pennsylvania Workers' Compensation Law (complete Section 2 and 3)

Please Note: Documentation shall be also provided for all subcontractors.

<b>SECTION 2</b>	<b>INSURANCE INFORMATION</b>
Contractor Name/Policyholder:	
Federal or State EIN No.:	
Address:	
City, State, Zip Code:	
Name of Insurer or Self-Insurer:	
Address:	
City, State, Zip Code:	
Policy No.:	
Policy Expiration Date (mm/dd/yy):	

<b>SECTION 3</b>	<b>EXEMPTION</b>
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:	
<input type="checkbox"/>	Property owner performing own work (form to be signed and dated only)
<input type="checkbox"/>	Contractor/Applicant is a sole proprietorship without employees (form shall be signed, dated, and notarized)
<input type="checkbox"/>	Contractor/Applicant's employees on the project are exempt on religious grounds under Section 304.2 of the Workers' Compensation Act (form shall be signed, dated, and notarized - attach copies of religious letters for all employees)

**SECTION 4** | **VALIDATION**

**SWORN** and subscribed before me, this

\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**Applicant's Address**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**Phone Number**

**Seal**

\_\_\_\_\_  
**Date**

## **NEW CONSTRUCTION PLANS AND SPECIFICATIONS/SITE PLAN**

\*Submit two (2) complete sets of drawings and plans that contain the information listed below.

\*Drawings and plans must be submitted on minimum 18" X 24", or maximum 30" X 42" paper. All sheets are to be the same size and sequentially labeled.

\*Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media.

\*Plans will not be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

**PLEASE NOTE:** A separate submittal of plans is required for each building or structure.

### **Floor plans with:**

- A. Location and size of walls, windows, doors and stairs.
- B. Beams and headers, with supports and attachments.
- C. Ceiling joist directions, size and spacing.
- D. Electrical receptacles, switches, lights and smoke detectors.

### **Foundation/first floor framing plan with:**

- A. Specific wall footing width and depth.
- B. Foundation wall size and construction type.
- C. Floor slab details.
- D. Pier and footing sizes with dimensions for their location and spacing.
- E. Girder sizes and locations, floor joist direction, size spacing and species.
- F. Crawlspace vent calculations, access door size and location.
- G. Anchor bolts location and spacing.

### **Roof framing showing:**

- A. Direction, size and spacing of rafters as well as special ridges or support for vaults, cathedral areas and valleys.
- B. Roof vent calculations and roof coverings.

### **Elevation views**

- A. Show grade elevations relative to building foundation.
- B. Show exterior decks, porches, and steps.

### Building Cross-section

- A. Representative cross section with framing members and insulation called out.

### Miscellaneous Information:

- A. Insulation values for floors, walls and ceilings.
- B. Attic access, elevations, and calculated areas for finished floor spaces and garage.
- C. Species and grade of framing members.

### **NOTE:**

All structural information must comply with Pennsylvania UCC – International Residential Code, 2003 Edition. Structural elements not found in the IRC must either be sealed by a professional engineer or architect, registered in the State of Pennsylvania, or comply with other professionally recognized evaluation services such as NES.

### **SITE PLAN**

The scale of the plot plan should be sufficient to show the development and adjacent areas and allow the municipality and approving agency to easily identify the required information.

- a. North arrow, date, lot number and plat, address and street name fronting proposed structure.
- b. Lot lines and size of lots in acres.
- c. Existing streets, roads, access roads, highways, etc. which are in or adjacent to the project site.
- d. Building setback requirements mandated by local or county subdivision ordinances.
- e. Location of proposed structure(s) and any existing structure(s) on the site clearly dimensioned in relation to lot lines, corners.
- f. The location and dimensions of any existing utility easements (sewer, water, etc).
- g. Show the location of all proposed underground utilities, including water, sewer, gas and electrical.
- h. Any surface water (ponds, detention facilities, lakes, streams) on the property or within 50 ft. of the proposed building.
- i. Contact Light-Helgel for additional site plan requirements if the project involves any of the following:
  1. Retaining walls over 4'
  2. Construction in a floodplain
  3. Wetlands

**FLOODPLAIN**

Is the site located within an identified flood hazard area? (Check one) YES \_\_\_ NO \_\_\_  
Will any portion of the flood hazard area be developed? (Check one) YES \_\_\_ NO \_\_\_ N/A \_\_\_

If checked yes, applicant must submit certification that lowest floor elevation is at or above the design 100-year flood elevation, as required in the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3. All living spaces and mechanical equipment shall be placed above the 100-year flood elevation.

Note: The National Flood Insurance Program recommends that residential and non-residential structures be elevated 1.5' above the 100-year elevation.

\*THIS IS A REQUIREMENT OF THE BOROUGH OF ROYALTON.



**BOROUGH OF ROYALTON  
101 NORTHUMBERLAND ST  
MIDDLETOWN, PA 17057**

**ELECTRIC SERVICE INFORMATION SHEET**    DATE FILED \_\_\_\_\_

**BEFORE A PERMIT IS ISSUED, THE FOLLOWING INFORMATION MUST BE FURNISHED BEFORE ANY NEW SERVICE, UPGRADE, OR ELECTRIC HEAT IS INSTALLED WITHIN THE BOROUGH OF ROYALTON. ALSO, THE BOROUGH MUST BE GIVEN THREE (3) DAYS ADVANCED NOTICE BEFORE ACTUAL INSTALLATION.**

**\*SERVICE DROP ATTACHMENT MUST BE PROVIDED BY THE PROPERTY OWNER OR HIS/HER ELECTRICIAN.**

**PROPERTY LOCATION:**

\_\_\_\_\_

**OWNER'S NAME, ADDRESS & TELEPHONE NUMBERS:**

\_\_\_\_\_

\_\_\_\_\_

**CONTRACTOR NAME & TELEPHONE NUMBER:**

\_\_\_\_\_

\_\_\_\_\_

**INSPECTION AGENCY:** \_\_\_\_\_

**IS THE SERVICE?**    NEW \_\_\_\_\_    UPGRADE \_\_\_\_\_    HEAT \_\_\_\_\_

**IS SERVICE?**    100 AMP \_\_\_\_\_    200 AMP \_\_\_\_\_    OTHER \_\_\_\_\_

**SPECIAL SERVICE THREE PHASE** \_\_\_\_\_ **VOLTAGE** \_\_\_\_\_

**ELECTRIC HEAT**

**WHAT TYPE?**    BASEBOARD \_\_\_\_\_    BOILER \_\_\_\_\_    HEAT PUMP \_\_\_\_\_    OTHER \_\_\_\_\_

**TOTAL KILOWATTS** \_\_\_\_\_

**IS STRUCTURE SINGLE FAMILY, MULTI FAMILY OR COMMERCIAL ESTABLISHMENT?**

\_\_\_\_\_

**REMARKS FROM THE ELECTRIC SHOP:** \_\_\_\_\_

\_\_\_\_\_

**ELECTRICAL UPGRADES**

**DESCRIPTION OF ANY NEW ELECTRIC WORK TO BE COMPLETED:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERSON GIVING LOCATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_