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*A Canal Town
Incorporated 1856*

Gerald C. Yob, Mayor
Homer (Bud) Lorah, Council President
Debra Ross, Borough Manager

January 2010

BUILDING AND ZONING PERMIT PACKET

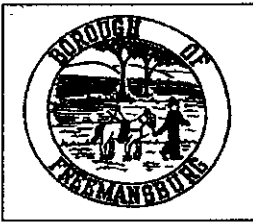
Contents:

- > Permit checklist
- > Building/Zoning permit application
- > Workman's Compensation exemption form
- > Sample plot plan
- > For decks 30 inches or more above grade at any point, supplemental deck package is also needed.
 - Contents:
 - > Supplemental information sheet
 - > Deck guide
 - > Guardrail & handrail example
- > For pools, hot tubs & spas capable of holding 24 inches or more of water, supplemental pool, hot tubs, & spas package is also needed.

Contents: COMING SOON

All work requiring a building permit under the PA. Uniform Construction Code must comply with the 2009 International Building Codes.

Code books are available for review at the borough offices, books may not be taken out.



**Borough of Freemansburg, Northampton County, PA
Building / Zoning Permit Application**

As required by Borough Ordinance for construction, creation or alteration of any commercial or residential structure or property for principal or accessory uses.

Application No.:	Building Permit	Zoning Permit	Date Received:
Application Fee: \$			
Application For Building and / or Zoning Permit			
Property Address:		Tax Parcel ID:	
Name of Applicant:			
Address of Applicant:		Contact Phone Number:	
Name of Owner (if different from applicant):			
Address of Owner:		Contact Phone Number:	
Contractor's Name (if applicable):			
Contractor's Address:		Contact Phone Number:	
Present Use of Building / Property:			
Proposed Use of Building / Property:			
Estimated Cost of Construction: \$			
Proposed Project Description (including dimensions / SF):			
Applicant's Signature:			
To Applicants: Do Not Write Below This Line			
To be completed by Building Codes Official:		To be completed by Zoning Official:	
Plans approved (date / by):		Plans approved (date / by):	
Permit Issued:		Permit Issued:	
Inspections:		Inspections:	
Approval of Completed Improvements:		Approval of Completed Improvements:	

Note: A certificate of completion will be required to close out the project
Permits are valid for one year. Work must be started within 6 months of issuance.

THIS FORM REQUIRES A NOTARY SEAL**

AFFIDAVIT OF EXEMPTION

The undersigned 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:

_____ Property owner performing own work**(Property owner is exempt from notary requirement).

If property owner does hire a contractor to perform any work pursuant to building permit, contractor must provide proof of workers compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with this requirement.

_____ Contractor has 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 municipality.

_____ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letters for all employees).

Signature of Applicant

County of _____
Municipality of _____

Subscribed, sworn to and
acknowledged before me by the
above _____
This _____ day of _____
20 _____.

SEAL

Notary Public

BOROUGH OF FREEMANSBURG
RESIDENTIAL PERMIT CHECKLIST

ZONING \$35.00 processing fee only, no inspections included.

- Description of existing and proposed use
- Two copies of plot plan showing existing structures as they are on the property with distances to property lines (front, side, rear yard measurements) and proposed construction showing measurements to property lines. Also show utility or other easements. (see sample plot plan)
- For projects not requiring a building permit under the Uniform Construction Code Workman's compensation affidavit if certificate of insurance is not provided
- Completed application

BUILDING \$100-\$325.00 depending on scope of project, plus electric, plumbing, HVAC if required. (New home \$900.00)

- Two copies of detailed construction plans
- If engineered trusses, beams or joist are being used, signed & sealed manufactures specifications will need to be provided
- Workman's compensation affidavit if certificate of insurance is not provided.
- Completed application

DECKS MORE THAN 30 INCHES FROM GRADE AT ANY POINT

\$125.00 incl. 2 inspections \$165.00 incl. 3 inspections

- Supplemental deck package, incl. deck guide and supplemental information request form

SWIMMING POOLS, HOT TUBS, SPAS (INDOOR OR OUTDOOR) \$200.00 incl.

1 inspection ,with electric \$325.00, incl. 2 additional inspections.

- Supplemental pools, hot tubs and spas package

ELECTRIC \$125.00 incl. 2 inspections, 3 insp. \$165.00

- Provide plan showing single line diagrams, locations of all switches, receptacles, fans, etc.

PLUMBING \$125.00 incl. 2 inspections, additional insp. \$40.00 each

- Provide plan showing riser diagrams, size & type of pipe, locations of fixtures.

H.V.A.C. \$100.00 incl. 1 inspection, additional insp. \$40.00 each.

- Provide literature on boilers & A/C units with price of contract

OCCUPANCY (required by ordinance) \$60.00

- Completed occupancy application
- Schedule inspection

Note: permit cost are based on actual cost plus minimal administrative cost. Projects requiring additional inspections will be charged additional.

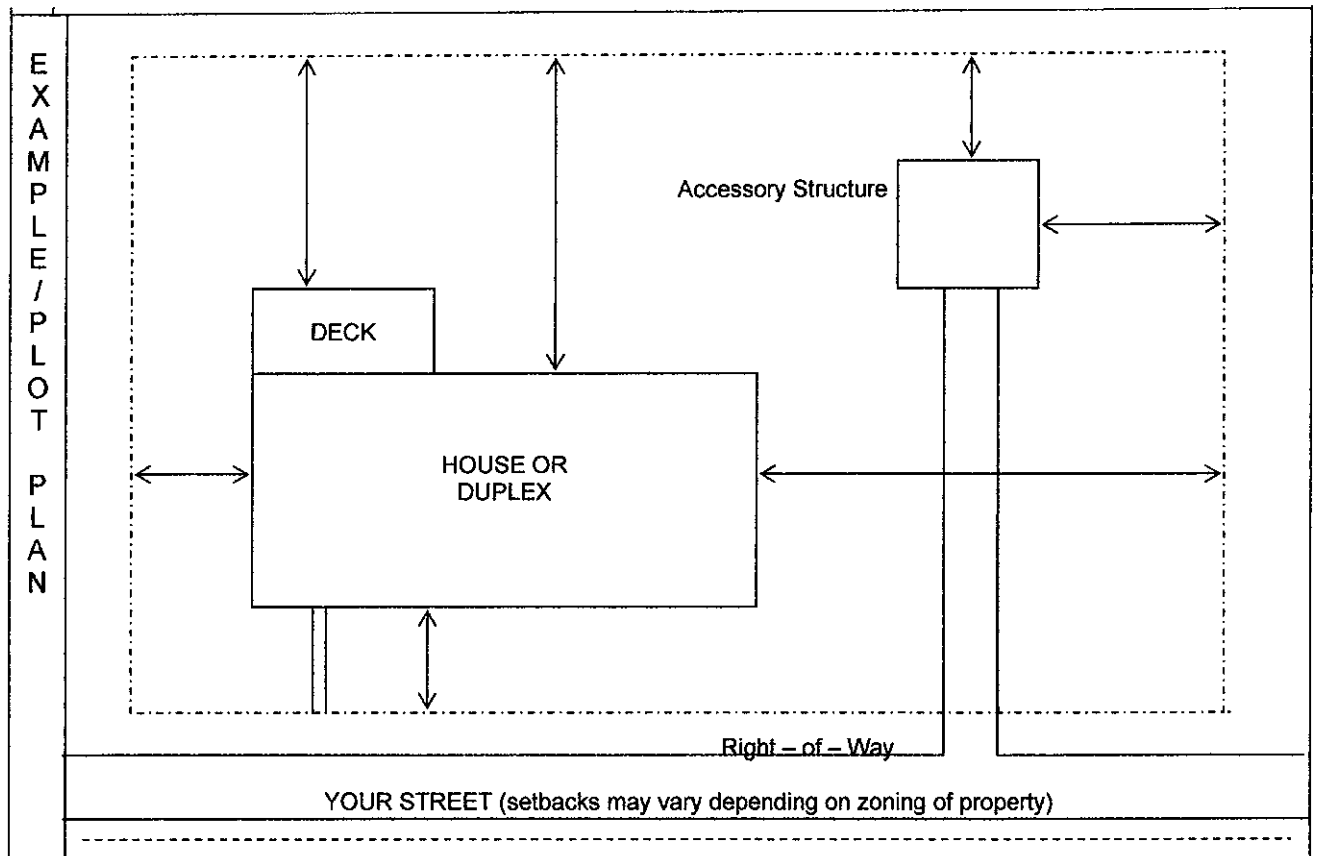
Note: All failed inspections requiring re-inspection will be \$30.00 each, missed or cancelled inspections may require additional charge.

SAMPLE PLOT PLAN FOR BUILDING/ZONING PERMIT

A plot plan is a drawing that shows the entire construction site and all structures on the site, existing and proposed. This plan must be legible and should be drawn to scale. Accuracy in showing dimensions is very important. Below is a sample plot plan,

Items that should be shown on drawing

- Owners name, street address, telephone number, tax parcel number.
- All streets, alleyways, drainage easements, overhead wires, other easements.
- Draw proposed and existing buildings, structures, accessory use structures (pools, decks, sheds, fences, porches, chimneys)
- Show distances of existing structure from property lines and other structures
- Clearly show proposed structure with dimensions and distances from property lines and other structures.
- Provide North arrow.
- Other features may be required upon request.



Hint: Graph paper can assist the novice in drawing plans to scale. (4 squares = 1 ft. 0 in.)