



24 Analomink Street
 East Stroudsburg, PA 18301
 Phone: 570.421.8300 / Fax: 570.421.5575
 Web: www.eaststroudsburgboro.org

Building Permit Application Fee

Residential (\$154.00) Pmnt Method _____
 Commercial (\$417.50) Pmnt Method _____

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

BUILDING PERMIT APPLICATION, APPLICATION FEE, AND ASSOCIATED REQUIRED DOCUMENTS ARE DUE AT TIME OF SUBMITTAL

IMPORTANT - APPLICANT MUST COMPLETE ALL ITEMS IN APPLICATION

I. IDENTIFICATION & LOCATION OF BUILDING / PROJECT

PROPERTY ADDRESS: _____ TAX MAP#: _____
 APPLICANT NAME: _____ E-MAIL: _____
 APPLICANT ADDRESS: _____ PHONE: _____
 OWNER NAME: _____ E-MAIL: _____
 OWNER ADDRESS: _____ PHONE: _____

II. TYPE AND COST OF CONSTRUCTION

COST OF PROJECT: \$ _____ RESIDENTIAL (IRC) _____ COMMERCIAL (IBC) _____

TYPE OF IMPROVEMENT:

1. NEW BUILDING	5. EQUIPMENT INSTALL	DESCRIPTION OF WORK: _____ _____ _____ _____
2. ADDITION	6. REPAIR/REPLACEMENT	
3. ALTERATION	7. CHANGE OF USE	
4. DEMOLITION		

III CHARACTERISTICS

DIMENSIONS		SEWAGE DISPOSAL	WATER SUPPLY	PARKING SPACES
1. STORIES: _____	3. BEDROOMS: _____	1. PUBLIC _____	1. PUBLIC _____	1. ENCLOSED: _____
2. SQ FT: _____	4. BATHROOMS: _____	2. PRIVATE _____	2. PRIVATE _____	2. OUTDOORS: _____

IV. CONTRACTOR & DESIGN PROFESSIONAL INFORMATION

CONTRACTOR NAME: _____ **HIC:** _____
E-MAIL: _____ **PHONE:** _____
ADDRESS: _____

DESIGN PROFESSIONAL NAME: _____ **PHONE:** _____
ADDRESS: _____ **E-MAIL:** _____

I hereby certify 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/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.

SIGNATURE OF APPLICANT: _____ **DATE:** _____
APPLICANT NAME: _____ **PHONE:** _____ **E-MAIL:** _____

FOR OFFICE USE ONLY:

APP FEE: _____	BUILDING PERMIT #: _____
PLAN REVIEW: _____	DATE ISSUED: _____
PERMIT FEE: _____	APPROVED BY: _____
ADMIN FEE: _____	
UCC FEE: _____	
TOTAL: _____	

BUILDING PERMIT APPLICATION FEE IS NON-REFUNDABLE
 Building Permit Application Fee will be applied towards Building Permit Plan Review Fee
 Building Permit Application Fee allows for two (2) plan reviews.



REQUIRED DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FOR PLAN REVIEW AND BUILDING PERMIT

<u>Initials</u>	<u>Documents Required</u>	<u>Description</u>
	Building Permit Application (Residential and Commercial)	- must be filled out in entirety. Separate applications are required for different projects (<i>i.e. interior alterations and exterior deck addition to the same property are 2 different projects, even if the projects are completed at the same time by the same contractor/owner</i>)
	Building Permit Application Fee	- required with each Application for Plan Examination and Building Permit. - non-refundable, but applied towards Building Permit Plan Review Fee if Building Permit is approved. Application fee allows for two (2) plan reviews.
	Two (2) copies of complete set of drawings/construction documents (Residential Projects)	- Residential Addition/Alteration Requirements and Checklists are attached to this form.
	Two (2) complete sets of drawings sealed by a design professional licensed in Pennsylvania (Commercial or Residential Projects)	- All Commercial Projects for new constructions, additions, alterations (Tenant Fitout), repairs, signs, equipment installation/removal, and any other projects not categorized here (- Residential projects that do not comply with the requirements of the IRC* require plans to be sealed by an engineer or architect licensed in Pennsylvania (<i>i.e. a hot tub/spa/sauna installed on a deck</i>)
	Copy of Contract	- If a contractor is completing the project (residential and commercial), a copy of the contract is required for all projects requiring Building Permits.



	Manufacturers' Installations Instructions / Spec Sheet	- For all equipment installation/removal (i.e. above-ground pools, hot tub/spa/sauna, hot water heaters/boilers, generator, mini-split, etc.)
	Certificate of Insurance (COI)	- from contractor with East Stroudsburg Borough listed as the Certificate Holder. The COI must reflect active policies for general liability and workers compensation. If the contractor does not provide an active policy for workers' compensation, please submit a Workers' Compensation Exempt Form (see template on our website). - If a project is completed by the owner, COI is not required
	Zoning Approval	- If your project requires a Zoning Permit, please submit a Zoning Permit Application along with all of the required documents and fees.

Notes:

- This list was compiled for guidance purposes only. The Building Codes Department reserves the right to request additional information/documents if necessary.
- Plans must be drawn to scale, dimensioned and of sufficient clarity.
- The property owner is ultimately responsible for requesting and completing all required inspections (instructions on how to submit UCC Inspection Requests will be listed on your Building Permit).