



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	_____
Sign(s) - (\$250.00) 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

<b>COST OF PROJECT:</b> \$ _____	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**

*(FOR YOUR INFORMATION ONLY! NOT TO BE SUBMITTED WITH THE APPLICATION)*

<u>Initials</u>	<u>Documents Required</u>	<u>Description</u>
	<b>Building Permit Application</b> (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> )
	<b>Building Permit Application Fee</b>	- 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.
	<b>Two (2) copies of complete set of drawings/construction documents</b> <i>(Residential Projects)</i>	- Residential Addition/Alteration Requirements and Checklists are attached to this form.
	<b>Two (2) complete sets of drawings sealed by a design professional licensed in Pennsylvania</b> <i>(Commercial or Residential Projects)</i>	- 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> )
	<b>Copy of Contract</b>	- If a contractor is completing the project (residential and commercial), a copy of the contract is required for all projects requiring Building Permits.



**EAST STROUDSBURG BOROUGH**

24 ANALOMINK ST EAST STROUDSBURG, PA 18301

Ph: (570) 421-8300 Fax: (570) 424-5141

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	<b>Manufacturers' Installations Instructions / Spec Sheet</b>	- For all equipment installation/removal (i.e. above-ground pools, hot tub/spa/sauna, hot water heaters/boilers, generator, mini-split, etc.)
	<b>Certificate of Insurance (COI)</b>	- 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
	<b>Zoning Approval</b>	- 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).