



Forty Fort Borough

BUILDING PERMIT APPLICATION

1271 Wyoming Ave
Forty Fort, PA 18704
570-287-8586
codeenf@fortyfort.org
www.fortyfort.org

I LOCATION: Number & Street
Type of Permit: Building, Plumbing, Electrical, Mechanical, Demolition, Other
II TYPE & COST OF BUILDING - All Applicants Complete Parts A-C
A. TYPE OF IMPROVEMENT: 1. New Building, 2. Addition, 3. Repair / Renovation, 4. Demolition, 5. Moving of Building, 6. Foundation Only, 7. Change of Use, 8. Other (explain)
C. PROPOSED USE - for "Demolition" Most recent use. RESIDENTIAL: 9. Single Family Dwelling, 10. Two or more family - enter number of units, 11. Large Scale Residential. NON-RESIDENTIAL: 12. Funeral Home, 13. Nursing Home, Day Care Center, 14. Amusement, Recreational, Educational, 15. Church, other Religious, 16. Advertising Signs, 17. Parking Garage, 18. Auto Service & Repair Station, 19. Hospital, Institutional, 20. Hotel, Motel, 21. Public Utility, 22. Professional Office, 23. Stores, Mercantile, 24. Tanks, Towers, 25. Eating & Drinking Establishment, 26. Storage, Warehouse, Distribution Center, 27. Nursery, Greenhouse, 28. Other - Specify
B. COST: 7. Cost of Improvement to be installed but not included in the above cost. A. Electrical, B. Plumbing, C. HVAC, D. Other (elevator, etc.) 8. TOTAL COST OF IMPROVEMENT
IMPORTANT: All applicants must submit a brief description of the proposed work. For new buildings and additions, the applicant must also submit a plot diagram, drawn to scale, showing the proposed work, existing structures on site, distances from lot lines, established street grades and specifications and plans, drawn to scale in a PDF file. The Code Enforcement Officer may require additional information. For new buildings and additions, Zoning, Stormwater Management and Sewer Permits may be required before this application can be considered. No permits will be issued without a Certificate of Insurance for all contractors. E-mail address required on all applications.
III. PROPOSED WORK - Describe job and materials to be used.

IV. IDENTIFICATION – TO BE COMPLETED BY ALL APPLICANTS (E-Mail addresses required)

	Name	Mailing Address No., Street, City & State	Zip Code	Phone No.
1. Owner or Lessee				
	E-Mail			
2. Contractor				
	E-Mail			
	License/HIC No.			
3. Architect or Engineer				
	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 authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of Applicant	Address	Application date
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DO NOT WRITE BELOW THIS LINE

V. PLAN AND PERMIT CHECKLIST - For office use by Code Enforcement Officer

Plan Approval (if required): _____	Other Permits / Licenses: _____
Zoning Permit (if required): _____	Contractor Insurance: _____
Sewer Permit (IF required): _____	Exemption Form: _____

VI. REMARKS:

PERMITS REMAIN IN EFFECT AS LONG AS WORK STARTS WITHIN 180 DAYS AND DOES NOT CEASE FOR MORE THAN 180 DAYS UNLESS EXTENSION IS GRANTED. IT IS THE APPLICANT’S RESPONSIBILITY TO SCHEDULE THE REQUIRED INSPECTIONS. FAILURE TO COMPLETE INSPECTIONS MAY DELAY OR PREVENT ISSUANCE OF CERTIFICATE OF OCCUPANCY.

VII. VALIDATION	RECAP OF COSTS
Building Permit Number _____	Permit Fee \$ _____
Building Permit Issued _____	Plan Review \$ _____
Building Permit Fee \$ _____	Electrical \$ _____
Approved by: _____	Inspection Fee \$ _____
Code Enforcement Officer	Administrative Fee \$ _____
	Penalty \$ _____
	State Permit Fee \$ _____
	Total Due \$ _____
	Ck. # _____ Cash _____ Credit _____ Date Rec’d. _____



BUILDING PERMIT INSTRUCTIONS

Building Permits must be obtained prior to beginning work except in case of emergency. Permits for emergency work must be obtained within three (3) business days. Failure to obtain a permit will result in a penalty fee added to the permit fee.

New construction, additions, decks, swimming pools, accessory structures, etc. require a Zoning Permit, which must be obtained before the building permit can be issued. Depending on the size, nature, and location of the work, Stormwater, Earth Disturbance, and/or Floodplain permits may be required. Consult the Code Official to determine what is required.

E-mail address of property owner and contractor must be shown on applications.

Building permits remain in effect for a maximum of 5 years. Work must start within 180 days of the issue date of the permit and must not cease for more than 180 days. If work does not start within 180 days or ceases for more than 180 days, an extension must be obtained from the Code Enforcement Office.

Residential permits may take up to 15 days to issue. Commercial permits may take up to 30 days to issue. No work may be performed until the permit is issued.

Depending on the nature of the work, drawings and specifications may be required. Refer to the permit checklist or call the Code Enforcement Office to determine if drawings are required. All drawings must be submitted in PDF format.

Contractors must supply a Certificate of Insurance naming Forty Fort Borough as certificate holder. Contractors who are exempt from carrying workers compensation insurance must submit a notarized exemption form.

Contractors should schedule inspections, but property owners are responsible for making sure the Contractor does so. Any work covered prior to inspection may be required to be uncovered. Failure to schedule a final inspection may delay the issuance of the Certificate of Occupancy and result in additional costs.

In accordance with the Borough's Noise Ordinance, work that involves the use of power tools, hammering and other activities that create noise may not be performed between 9:00 PM and 7:00 AM.

Inspections are performed by Building Inspection Underwriters. Call (570) 344-9681 to schedule inspections.

PROPERTY OWNERS MUST MAKE SURE CONTRACTORS HAVE THE REQUIRED INSPECTIONS PERFORMED.