

**ACCESSORY STRUCTURES (120 SQ FT OR MORE)**  
**(ANY ACCESSORY STRUCTURE EQUIPPED WITH UTILITIES)**  
**ACCESSORY TO SINGLE OR TWO FAMILY DWELLINGS**

- Please read all the following information
- The following is a checklist. Please check all the sections before submitting your application.

\_\_\_ Insurance Certificate. If you are hiring a contractor, they must provide proof of liability insurance. Have the contractor or their insurance carrier provide a Certificate of Insurance naming Forty Fort Borough as a certificate holder. Proof of workers compensation insurance or a waiver form must also be provided.

\_\_\_ Zoning Permit

\_\_\_ Site Plan showing the outside dimensions of the proposed dwelling, including distances in feet to the front, side, and rear property lines.

\_\_\_ Complete construction drawings in unprotected PDF electronic file format showing, in detail, code compliance for all the work proposed, to include but not limited to the following information:

- \_\_\_ Footing detail including depth below frost line, thickness, width and rebar
- \_\_\_ Type of foundation
- \_\_\_ Roof rafter size, species and grade of wood
- \_\_\_ Rafter spacing (16" on center; 24" on center, etc.)
- \_\_\_ Thickness and type of roof sheathing
- \_\_\_ Ceiling joist size and spacing
- \_\_\_ Floor joist size and spacing
- \_\_\_ Wall sections, showing top and bottom plates, and headers
- \_\_\_ Location and size of all beams
- \_\_\_ Size of all doors
- \_\_\_ Plumbing (if applicable) \*
- \_\_\_ Mechanical (if applicable) \*
- \_\_\_ Electrical (if applicable) \*

\_\_\_ Completed Building Permit Application

Plans will be reviewed for code compliance. If the minimum submittal requirements are not met, we will request additional information. If minimum requirements are met, the plans will be marked "Approved". Once plans are approved and fees paid, a building permit will be issued. The contractor or applicant should then contact Building Inspection Underwriters to discuss inspection requirements.

\*For accessory structures less than 120 square feet, equipped with plumbing, mechanical, or electrical service, permit is required for the plumbing, mechanical, or electrical work only.