

Invoice for Permit Should  
be Sent to:

- Owner
- Applicant
- Contractor

Hamilton Township  
c/o Blossburg Borough  
241 Main Street, Blossburg, PA 16912  
Phone: 570-638-5500 Fax: (570) 638-5507

**Please Note: Before our office will issue ANY Permit, we will need approval from your municipality, Township or Borough.**

## COMMERCIAL APPLICATION UCC BUILDING PERMIT

<b>County:</b>		<b>Municipality:</b>	
<b>Applicant Name(s):</b>		<b>Owner Name(s)</b> <input type="checkbox"/> (Check if same as Applicant)	
<b>Site Address:</b>		<b>Owner's Mailing Address</b> <input type="checkbox"/> (Check if same as Site Address)	
<b>Phone:</b>	<b>Fax:</b>	<b>Cell:</b>	
<b>Email: Address:</b>		<b>Property Tax Map/Control Number (from tax bill):</b>	
<b>General/Main Contractor Name and Address: (if applicable)</b>		<b>Phone:</b>	
		<b>Cell:</b>	
		<b>Email:</b>	
<b>Architect's Name and Address: (if applicable)</b>		<b>Phone:</b>	
		<b>Cell:</b>	
		<b>Email:</b>	
<b>Type of Construction:</b>	<input type="checkbox"/> I – A or B (Non-Combustible)	<input type="checkbox"/> II – A or B (Non Combustible)	
	<input type="checkbox"/> III – A or B (Combustible or Non-Combustible)	<input type="checkbox"/> IV – Heavy Timber	
	<input type="checkbox"/> V – A or B (Wood Framed)		
<b>Type of Project:</b>			
<input type="checkbox"/> New Structure	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolition <input type="checkbox"/> Relocation
<input type="checkbox"/> Change of Occupancy (Use)	<input type="checkbox"/> Replacement	<input type="checkbox"/> Sign	<input type="checkbox"/> Equipment (Utility)
<input type="checkbox"/> Other: _____			
<b>Type of Existing Occupancy (Use):</b>		<b>Group Number: 1 2 3 4 5</b>	
<input type="checkbox"/> A- Assembly	<input type="checkbox"/> B - Business	<input type="checkbox"/> E - Educational	<input type="checkbox"/> F – Factory
<input type="checkbox"/> H- High Hazard	<input type="checkbox"/> I- Institutional	<input type="checkbox"/> M – Mercantile	<input type="checkbox"/> R – Residential
<input type="checkbox"/> S – Storage	<input type="checkbox"/> U – Utility		
<b>Total square feet of Conditioned Area</b>		<b>Total square feet of Unconditioned Area</b>	
<b>Sq. ft.</b>		<b>sq. ft.</b>	
<b>Estimated construction cost (All structures and attachments – DO NOT include land, sewer or well)</b>			<b>\$</b>

Describe the proposed project/work to be performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant is responsible to obtain the following permits when required:

N/A	Obtained or Applied For	All Sections must be marked
		Street or driveway cut or Occupancy (Municipal, County or PennDot # _____ On lot or municipal sewer connection # _____ Conservation District – More than 5,000 sq. ft. of land disturbance _____ Any work in a Floodway or Floodplain (DEP) # _____ *** County or Local Zoning # _____ Local Municipal Permit (Land use, Assessment or other) # _____ Subdivision or multiple dwellings on single lot – Planning Commission # _____ Other _____

<<Failure to submit the proper drawings may result in “Rejected” documents and delay in the permit process>>

Two sets of drawings will be required prior to issuance of permit. Minimum size of drawings is 18”x24”.” Professional drawings complete with a PA Licensed Architect or Engineer seal are only required when the project scope extends beyond the International Residential Code.

Depending on the nature of the project, the following table describes what must be included on the drawings:

Type of Drawing	Items to be included on Drawing
Site Plan	Structure location on property and distance to other buildings, lot lines, utilities, steep banks, roads, rights of way, etc.
Foundation	Type and size of all footings, walls, slabs, drainage, etc. NOTE: Footing depth from finished grade to bottom of footing shall be 54”.
Floor Plan (All Levels)	Must include all levels – Finished and Unfinished. Include bedrooms, kitchen, bathrooms, windows, doors, decks, etc.
Structural	Size, length and spacing of studs, joists, rafters, sheeting, beams and headers of all levels. NOTE: All framing lumber must be graded except for projects that do not require a UCC permit. Floor, wall and roof sheeting does not have to be graded.
Electrical	Include every circuit location with receptacles, lighting, smoke detectors and service and wire sizes and types. Indicate Ground Fault Circuit Interrupters and ARC-Fault for bedrooms.
Plumbing	Include location of all fixtures, drains, supplies and vent pipe size, type and length.
Mechanical	Include location and type of water heaters, heating and cooling systems and ventilation.
Energy	Include type of insulation and R-value for ceiling, all walls including basement and slab, if needed.
Accessibility	Include location and type of all accessibility features with detailed dimensions.
Fire Protection	Include location and type of all fire protection equipment and features

**FLOOD PLAIN**

Is the site located within an identified flood hazard area? (Check One)  YES  NO  
 Will any portion of the flood hazard area be developed? (Check One)  YES  NO  N/A  
 Owner/Agent shall verify that any proposed construction and/or development activity complies with the Requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (act 166-1978), specifically *Section 60.3*

**SURVEYORS CERTIFICATE ON ELEVATION** \_\_\_\_\_ Lowest Floor Level: \_\_\_\_\_

## APPLICANT’S CERTIFICATION

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” construction and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, right-of-ways, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by **ALL OWNERS** or lessees of the building or structure, or *agent* of either, or by the *registered design professional* employed in connection with the proposed work. (Continue signatures on a separate page if necessary) If Owner is a partnership, corporation, llc or other entity, a copy of the Minutes authorizing the filing of the Permit must be incorporated.

**I certify that the code administrator or the code administrator’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print name of Owner or Authorized Agent

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print name of Owner or Authorized Agent

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print name of Owner or Authorized Agent

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print name of Owner or Authorized Agent

**NOTE:**                                24-hour minimum advanced notice **REQUIRED** to assure timely inspection.  
Please call Mike Stoudt 570-638-5500 or Hamilton Township at 570-638-2314  
to schedule inspections, or about questions on new building codes.

**If you have any questions regarding this Application, please contact Mike Stoudt:**

### Michael R. Stoudt

<b>Uniform Construction Code Inspection Service</b>	<p><b>Blossburg Borough Building</b>                                <b>Phone: (570) 638-5500</b>  <b>241 Main Street</b>    <b>Cell: (570) 244-8749</b>  <b>Blossburg, PA 16912</b>    <b>Fax: (570) 638-5507</b></p> <p style="text-align: center;"><b>Email: <a href="mailto:mstoudt@ptd.net">mstoudt@ptd.net</a></b></p>
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# PLOT PLAN

1. This page shall be used for the drawing of a site plan for all major construction and in such other cases as the Building Inspector deems necessary,
2. The site plan shall show the location and size of the lot, locations and sizes of the buildings and structures upon the premises (both existing and proposed and their relationship to adjoining premises and public roads.
3. Locate and label clearly and distinctly all buildings and structures, show widths and depths of all yards, show names of all roads and indicate north with a north arrow.
4. If the principal building or structure is to be served by an on-site sewage disposal system a sketch of the system shall be shown.
5. Show location and layout of off-street parking and/or loading and report number of spaces.
6. Attach a location map.



Locate all structures with a solid line.  
 Locate proposed structures with a broken line.

DESCRIPTION \_\_\_\_\_  
 \_\_\_\_\_

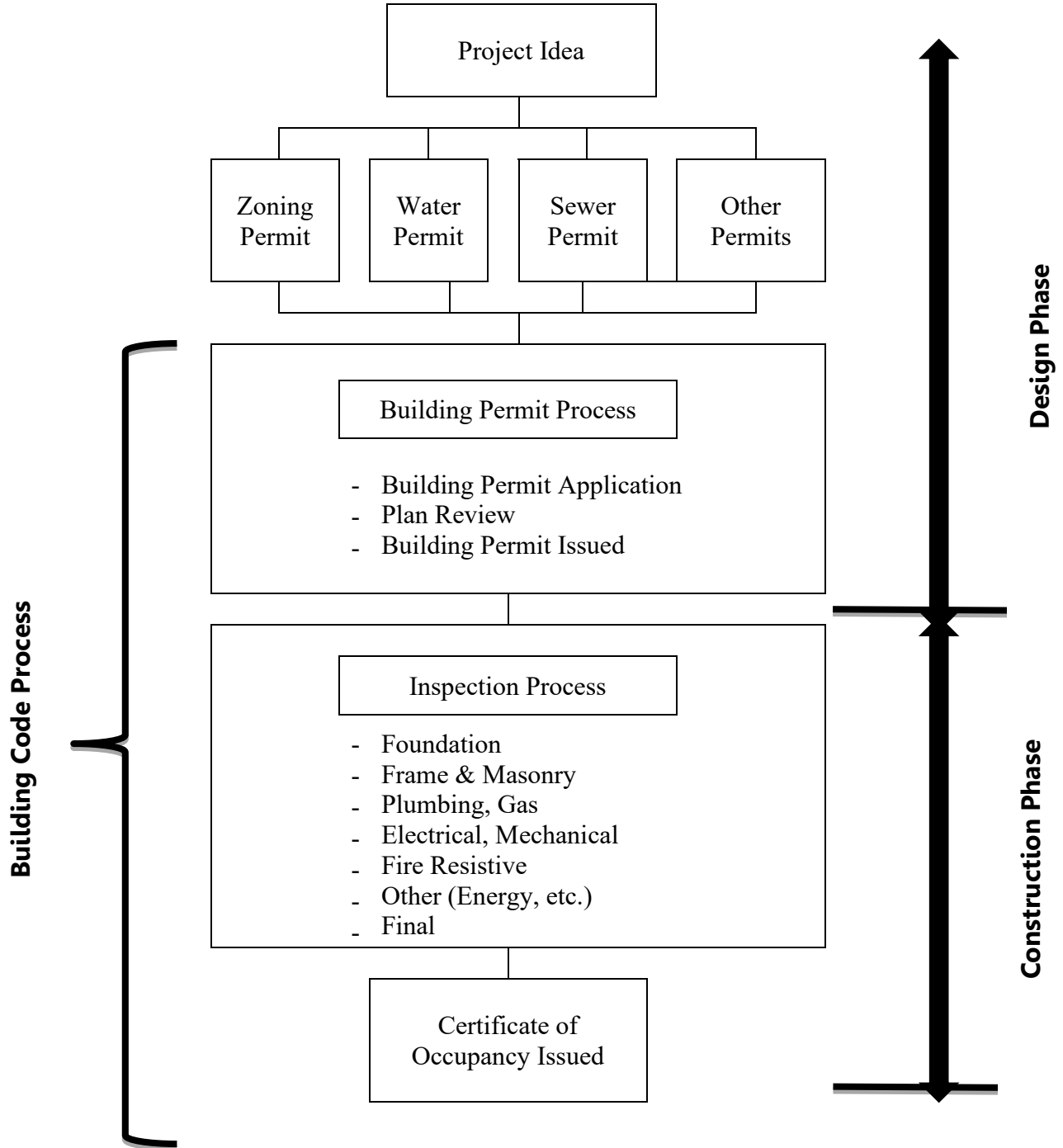
Zone District \_\_\_\_\_ Date \_\_\_\_\_

# HAMILTON TOWNSHIP

c/o Blossburg Borough  
241 Main Street, Blossburg, PA 16912  
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## HAMILTON TOWNSHIP

### THE BUILDING REGULATORY PROCESS



# HAMILTON TOWNSHIP

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## **NEW HOURS FOR BLOSSBURG BOROUGH BUILDING PERMITS:**

BUILDING PERMIT APPLICATIONS CAN BE PICKED UP AT THE BOROUGH OFFICE MONDAY THROUGH FRIDAY, 9:00 A.M. TO 5:00 P.M.

PERMITS ARE NOT ISSUED AT THE TIME YOU GET THE APPLICATION. COMPLETED APPLICATIONS WILL BE REVIEWED TUESDAY AND THURSDAY, BY APPOINTMENT ONLY, BETWEEN THE HOURS OF 3:30 PM TO 5:00 PM.

RESIDENTIAL PERMITS - THE BUILDING CODE OFFICIAL SHALL GRANT OR DENY A PERMIT APPLICATION, IN WHOLE OR PART, WITHIN **5 BUSINESS DAYS** OF FILING DATE OR THE APPLICATION IS DEEMED APPROVED.

COMMERCIAL PERMITS - THE BUILDING CODE OFFICIAL SHALL GRANT OR DENY A PERMIT APPLICATION, IN WHOLE OR PART, WITHIN **30 BUSINESS DAYS** OF THE FILING DATE.

PLAN YOUR PROJECTS ACCORDINGLY.

**Michael R. Stoudt**

<b>Uniform Construction Code Inspection Service</b>	<b>Blossburg Borough Building</b>	<b>Phone: (570) 638-5500</b>
	<b>241 Main Street</b>	<b>Cell: (570) 244-8749</b>
	<b>Blossburg, PA 16912</b>	<b>Fax: (570) 638-5507</b>
	<b>Email: <a href="mailto:mstoudt@ptd.net">mstoudt@ptd.net</a></b>	

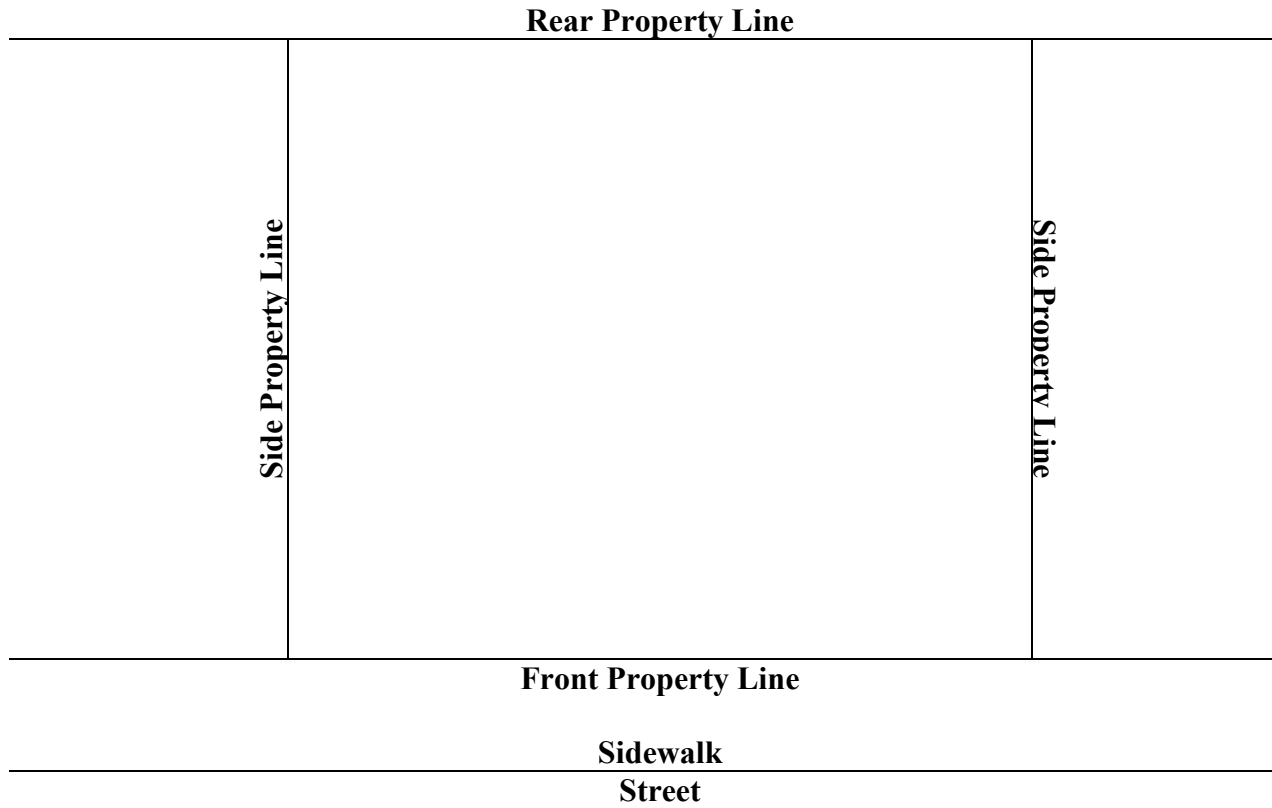
**BUILDING INSPECTION FEES**

1. **APPLICATION COST: \$25.00 TO BE PAID ON ALL APPLICATIONS UPON SUBMITTAL.**
2. **ALL FEES MUST BE PAID BEFORE PERMIT IS ISSUED.**
3. **RESIDENTIAL FEES**
  - A. **\$60.00 MINIMUM PLUS \$4.50 STATE INSPECTION FEE FOR CONSTRUCTION COSTS OF \$5,000.00 OR LESS.**
  - B. **ALTERATIONS TO EXISTING STRUCTURES SHALL BE BASED ON THE TOTAL CONSTRUCTION COST OF THE PROJECT. COSTS GREATER THAN \$5,000.00 WOULD BE \$60.00 (MINIMUM FEE) PLUS \$4.50 (STATE PERMIT FEE) PLUS \$7.00/\$1,000.00 OF THE PROJECT COST ABOVE \$5,000.00.**
  - C. **NEW CONSTRUCTION: CONSTRUCTION COST FACTOR (FROM FACTOR CHART) X GROSS SQUARE FOOTAGE PLUS \$4.50 (STATE PERMIT FEE).**
4. **COMMERCIAL FEES**
  - A. **\$100.00 MINIMUM PLUS \$4.50 STATE PERMIT FEE FOR CONSTRUCTION COSTS OF \$5,000.00 OR LESS.**
  - B. **ALTERATIONS TO EXISTING STRUCTURES SHALL BE BASED ON THE TOTAL CONSTRUCTION COST OF THE PROJECT. COSTS GREATER THAN \$5,000.00 WOULD BE \$100.00 (MINIMUM FEE) PLUS \$4.50 (STATE PERMIT FEE) PLUS \$7.00/\$1,000.00 OF THE PROJECT COST ABOVE 5,000.00.**
  - C. **NEW CONSTRUCTION: CONSTRUCTION COST FACTOR (FROM FACTOR CHART) X GROSS SQUARE FOOTAGE PLUS \$4.50 (STATE PERMIT FEE).**
5. **RE-INSPECTION: \$100.00 EACH TIME**
6. **PREMANUFACTURED HOMES: \$250.00**

A. <b>MANUFACTURER APPROVED INSTALLATION INSTRUCTIONS AND AN ON SITE CHECK LIST NEEDS TO BE SUBMITTED AS PART OF THE BUILDING PERMIT APPLICATION FOR ALL MODULAR HOUSING UNITS.</b>
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7. **SWIMMING POOLS: \$80.00                      STORABLE POOLS: \$30.00**
8. **DEMOLITION: \$20.00 – PERMIT APPLICATION  
\$80.00 – INSPECTION FEE**
9. **ELECTRICAL INSPECTIONS – SEE ELECTRIC FEES (Page 4)**
10. **OTHER SERVICES NOT COVERED: \$50.00/HR.**
11. **NON RESIDENTIAL, COMMERCIAL, OR OTHER STRUCTURES MAY BE CHARGED AN ADDITIONAL 10% OF PERMIT FEE FOR ACCESSIBILITY REVIEW AND INSPECTIONS.**
12. **BUILDING PERMITS NOT REQUIRING INSPECTIONS - \$5.00 PER \$1,000.00 OF CONSTRUCTION COST.**
13. **THERE WILL BE AN ADDITIONAL \$4.50 FOR ANY PERMIT ISSUED UNDER THE UNIFORM CONSTRUCTION CODE.**
14. **MAKE CHECKS PAYABLE TO THE “BLOSSBURG BOROUGH GENERAL FUND”.**

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DESCRIPTION \_\_\_\_\_

Zone District \_\_\_\_\_ Date \_\_\_\_\_



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## HOMEOWNER'S WORKERS' COMPENSATION AFFIDAVIT

I, \_\_\_\_\_ do solemnly swear that I will not employ/hire any other persons for the project for which I am seeking a building permit.

After receipt of the building permit if I employ any other persons I must notify the Borough Office and provide proof of workers' compensation coverage within three (3) working days.

I understand that failure to comply will result in a stop-work order and that such may not be lifted until proper coverage is obtained, as provided by Section 302 (e) (4) of the Act of June 2, 1915 (P.L. 736), known as the Workmen's Compensation Act, reenacted and amended June 21, 1939 and amended December 5, 1974 and amended July 2, 1993. (Act 44).

\_\_\_\_\_  
Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME THIS \_\_ DAY OF \_\_\_\_\_ 20\_.

\_\_\_\_\_  
Signature of Notary

Seal: \_\_\_\_\_ Notary

# PERMIT APPLICATION

(FOR CODE ADMINISTRATOR USE ONLY)

## APPROVALS

BUILDING PERMIT DENIED: Date \_\_\_\_\_ Date Returned \_\_\_\_\_

BUILDING PERMIT APPROVED: Date \_\_\_\_\_

CODE ADMINISTRATOR \_\_\_\_\_

Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_ PERMIT # \_\_\_\_\_

BUILDING PERMIT FEES \_\_\_\_\_ RECEIPT # \_\_\_\_\_

PLUMBING PERMIT (if appl.) \$ \_\_\_\_\_ RECEIPT # \_\_\_\_\_

MECHANICAL PERMIT (if appl.) \$ \_\_\_\_\_ RECEIPT # \_\_\_\_\_

ELECTRICAL PERMIT (if appl.) \$ \_\_\_\_\_ RECEIPT # \_\_\_\_\_

## PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)

<u>Type of document:</u> <u>Date:</u>	<u>Submitted</u> <u>Revision Date:</u>				<u>Signed &amp; Sealed</u>			
Foundation Plans	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Construction Drawings	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Electrical Drawings	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Mechanical Drawings	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Plumbing Drawings	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Specifications	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Flood Hazard Area Data	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Workers Comp. Certificate	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

**DATE STAMP:**

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## RESIDENTIAL BUILDING PERMIT INSPECTION SHEET

INSPECTIONS NOTED ON THIS CARD MAY BE SCHEDULED BY TELEPHONE WITH A 24-HOUR NOTIFICATION. WORK SHALL NOT PROCEED UNTIL THE FIELD INSPECTION HAS BEEN APPROVED.

### **SUPERIOR WALL SYSTEM –**

FOOTING: Prior to installing stone bed & setting walls.

FOUNDATION: After 1<sup>st</sup> floor and deck are set, prior to backfilling.

### **CONCRETE/MASONRY SYSTEM –**

FOOTINGS: Prior to pouring concrete.

FOUNDATION: Prior to backfilling.

ABOVEGROUND PLUMBING: Prior to covering, drainage & water line test required.

ELECTRICAL ROUGH-IN: Prior to covering, all wiring & boxes shall be installed. All grounds shall be made for this inspection.

MECHANICAL ROUGH-IN: Prior to covering. Gas piping test is required.

FRAMING: Prior to insulation or covering.

ELECTRICAL FINAL: All equipment, fixtures & devices shall be functional.

MECHANICAL FINAL: All equipment shall be set & functional.

PLUMBING FINAL: All equipment & fixtures shall be set & functional.

FINAL: Prior to any use or occupancy.

PERMIT HOLDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

This permit is valid for one year and construction shall commence within six (6) months of Permit issuance. Application for Certificate of Use and Occupancy must be filled out and Returned prior to the final inspection approval.

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## Submittal Guide for Commercial Projects

### **Building Plan Requirements for Commercial Projects**

The following items are required for new commercial projects. Drawings should be drawn to 1/4" or 1/8" scale and shall provide the necessary information to verify compliance with the building code. **All drawings shall bear the stamp and signature of the design professional responsible for the design.**

**Two (2) sets of construction drawings shall be submitted and shall include:**

**Title Page Drawing;** to include the contact information for all design professionals, description of square footage per floor, number of floors, type of construction to be utilized, area modifications utilized, use group classification(s), separation or non-separation of mixed use groups, design occupant load(s), finish materials classification, design codes utilized.

**Site Plan Drawings;** to include all utility layouts, handicap parking & access, designated fire lanes, distance between adjacent structures and property lines.

**Floor Plan Drawings;** to include the use of all areas, location & types of fire resistant construction, U.L. Listing of fire resistant construction, means of egress components, handicap access.

**Structural Drawings;** to include the structural design calculations, geo-technical engineering report, uniform live loads, dead loads, roof & snow loads, wind loads, footing construction detail, foundation construction details, framing construction details, concrete construction details, masonry construction details, steel construction details.

**Electrical Drawings;** to include all lighting facilities, electrically operated equipment, and electrical circuits required for all service equipment of the building or structure. Drawings should include panel schedules, grounding systems, and wiring methods.

**Mechanical Drawings;** to include size & type of appliances, construction of flues and chimney systems, ventilation air provided, fresh air make-up provided, location of all ducting and piping.

**Plumbing Drawings;** to include a plan view and a riser diagram of waste & water piping, pipe sizing, grade of piping, drainage fixture unit loads on stacks and drains, water distribution design criteria.

**Fire Protection Systems;** to include the submittal guide for each type of system. See specific submittal guide requirements.