

ELDRED TOWNSHIP

490 Kunkletown Road, P.O. Box 600
Kunkletown, PA 18058
610-381-4252
www.eldredtwp.org

APPLICATION FOR BUILDING PERMIT

Please print legibly – failure to do so may result in a denial, delay or rejection of this application.

PROPERTY/SITE INFORMATION:

Property/Site Address: _____
(COMPLETE 911 STREET ADDRESS OR STREET & LOT#)

PIN: _____ Tax Account: _____
(14 DIGIT PROPERTY IDENTIFICATION NUMBER)

Zoning District: _____

LAND/PROPERTY OWNER: check here if applicant

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

BUILDING/STRUCTURE OWNER: check here if same as land/property owner check here if applicant

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

USE: Residential

Single-Family Two-Family Accessory (Garage/Shed/etc)

Commercial

Group A: Assembly Group B: Business Group E: Educational

Group F: Factory/Industrial Group H: High Hazard Group I: Institutional

Group M: Mercantile Group R: Residential Group S: Storage Group U: Utility/Misc

TYPE OF IMPROVEMENT:

New Structure Addition Alteration Repair/Replacement Pool

Demolition Fence/Wall Tenant Fit-Out Cell Upgrade Solar Panels

DESCRIPTON OF WORK TO BE PERFORMED:

Estimated cost of improvement: \$ _____

*Must be fair market value including materials and labor

For new structures & additions (if applicable)

Foundation Type: Crawlspace Foundation Slab on grade Piers Other

Number of stories above grade: _____ Height: _____ Length: _____ Width: _____

Floor area of new construction (sq ft): _____

*based on exterior dimensions, include full basement, porch, deck, attached garage

Residential only – Number of bedrooms: _____ Number of bathrooms: _____

Principal framing: Masonry Wood frame Structural Steel Reinforced Concrete

Other _____

Principal heating fuel: Gas Oil Electricity Coal Other _____

Sewage: Public or community Private

Water Supply: Public or community Private

CONTRACTOR INFORMATION: check here if applicant

Business Name: _____ Office Phone: _____

Business Mailing Address: _____

Contact Name: _____

Direct/Cell Number: _____ Email: _____

PA Home Improvement Contractor (HIC) number: _____ Exp date: _____

Certificate of Insurance naming the municipality as certificate holder must be provided annually or upon request.

ARCHITECT/ENGINEER INFORMATION: check here if applicant

Business Name: _____ Office Phone: _____

Business Mailing Address: _____

Contact Name: _____

Direct/Cell Number: _____ Email: _____

CERTIFICATION:

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction and agree to conform to all applicable local, state and federal laws governing the execution of this project. I certify that the Code Official or his representative shall have the authority to enter the areas in which this work is being performed at any reasonable hour to enforce the provisions of the codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief.

Applicant Name: _____

Applicant Signature: _____ Date: _____

*If applicant is not land owner/building owner/contractor/architect/engineer named above

Business Name: _____ Office Phone: _____

Applicant Mailing Address: _____

Direct/Cell Number: _____ Email: _____

REQUIRED DOCUMENTS:

New Construction – 2 sets of construction plans

Pre-manufactured construction – manufacturer specs for structure

Interior Alterations – Floor plan of existing condition and proposed changes with complete description of work

Swimming Pool – manufacturer’s installation specs for pool and pump

Roof repair/replacement – full narrative of work or copy of contract. Any structural repair must submit plan

Generator – manufacturer’s installation specs, electrical line drawing, image/drawing showing proposed location

Solar Panels – 2 sets of construction plans, structural analysis of roof sealed by architect/engineer licensed in PA

FEE CALCULATIONS: *for office use only

Construction		
Plumbing/Mechanical		
Energy Code		
Electrical		
Plan Review		
Other		
UCC Fee		4.50

Total Permit Fees:	
Less Deposit:	
Balanace due:	

Eldred Township
Monroe County PA.
490 Kunkletown Rd. Kunkletown, Pa. 18058
Phone: 610 381-4252 Fax: 610 381-4257

Building Permit Application Checklist

- Building Permit Application including the name of the applicant, address and contact information (Phone, e-mail etc.), signature of the applicant.
- Any required municipal subsurface septic permit for new construction or alterations resulting in increased sewage flows
- Zoning Permit (A zoning map is available on the website)
- Driveway Permit (New construction or change of location)

Driveways proposed to enter onto Township roads must be constructed to meet the Eldred Township Driveway Permit Ordinance and must be approved by the Township Public Works Supervisor.

Driveways proposed to enter state or federal highways must obtain a Highway Occupancy Permit issued by the Pennsylvania Department of Transportation, and must be acquired before a Building permit will be issued.

- Location of the property showing the dimensional plot plan of the lot, setbacks and existing or proposed structures and/or additions/improvements, including driveways.
- Copy of the deed
- Copy of dimensional building plans.
- A copy of a construction agreement showing contract and construction conditions and the total cost of the proposed addition/improvement of structure.

Complete and submit workers compensation insurance information. If not required check *not applicable* on the application.

Certificate of Liability Insurance

- If a Unified Construction Code Permit is required, the applicant must obtain the application and receive the permit prior to construction.
- All permits must be acquired, and all fees paid before a Building Permit will be issued.
- Prior to Occupancy, all inspections must be completed and a Certificate of Occupancy (if required) issued.

Any aggrieved person may appeal a Building Permit within 30 days of its issuance. If the permit is issued, any work undertaken pursuant to the permit is at your own risk during this 30 day appeal period.