

BUILDING PERMIT

**ELDRED TOWNSHIP**  
**P.O. BOX 600, KUNKLETOWN RD**  
**KUNKLETOWN, PA 18058**  
**610-381-4252/FAX 610-381-4257**

BUILDING PERMIT

I. APPLICANT COMPLETES

APPLICATION DATE \_\_\_\_\_ SEWAGE PERMIT # \_\_\_\_\_

PROPERTY TAX # \_\_\_\_\_ LOT SIZE \_\_\_\_\_

NAME & ADDRESS OF PROPERTY OWNER \_\_\_\_\_  
PHONE # \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_

PRESENT USE OF PROPERTY \_\_\_\_\_ ZONED \_\_\_\_\_

TYPE OF CONSTRUCTION \_\_\_\_\_ CONSTRUCT COST \_\_\_\_\_

SIZE OF TOTAL STRUCTURE \_\_\_\_\_ # OF BEDROOMS \_\_\_\_\_

CONTRACTOR NAME, ADDRESS \_\_\_\_\_  
PHONE # \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

II. TO BE COMPLETED BY TOWNSHIP PERSONNEL:

RECEIVED BY \_\_\_\_\_ PERMIT FEE \_\_\_\_\_ CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ DATE PAID \_\_\_\_\_

BUILDING PERMIT OFFICER USE

SETBACKS AT THIS LOCATIONS: FRONT \_\_\_\_\_ REAR \_\_\_\_\_ SIDE \_\_\_\_\_ COMB \_\_\_\_\_

APPLICATION APPROVAL DATE \_\_\_\_\_ APPROVED BY \_\_\_\_\_

INSPECTION DATE \_\_\_\_\_ INSPECTED BY \_\_\_\_\_

**AFTER EXCAVATION, PRIOR TO FOOTINGS, OR ANY OTHER CONSTRUCTION, THE TOWNSHIP SHALL BE NOTIFIED TO COMPLETE SITE INSPECTION FOR SETBACK DISTANCES.**

**BUILDING PERMITS ARE EFFECTIVE FOR 1 YEAR**

**OCCUPANCY AND MOVING PERMITS REQUIRED**

**CONSTRUCTION MUST COMMENCE WITHIN 6 MONTHS OR PERMIT WILL EXPIRE**

ACCOUNT 362.41

## PROCEDURE FOR OBTAINING A BUILDING PERMIT

1. Applicant must obtain an approved zoning permit before obtaining a building permit application from the township secretary.
2. At the time the Building Permit is applied for, the name of the applicant and location of proposed building should be added to the Building Permit Application log sheet
3. Township secretary notifies the Building Permit Officer of an application when it is returned with the appropriate fee and makes sure that the application is completed and that all required documents are attached (copy of deed, drawing of planned construction showing setbacks, copy of construction agreement, Workers' Compensation Insurance Coverage Information sheet and Certificate of Insurance, if applicable). A copy of the completed application (parts I and II) is given to the applicant and a copy is also given to the treasurer with the applicant's fee attached. (AT THIS TIME... MAKE A COPY ON THE COPIER).
4. Building Permit Officer does an on-site inspection and when inspected and approved, a copy of the approved permit is given to the applicant. An approved copy is kept in the township Building Permit file.
5. If a Unified Construction Code Permit is necessary, the applicant must obtain the application and get the approved permit before construction can begin. The construction inspections will occur at various intervals during the construction process.
6. After building is complete and prior to occupancy, the Occupancy Permit Officer will inspect the building and, if it is in compliance with the Building Permit, will complete and approve the Occupancy Permit. A copy of the approved Occupancy Permit will be given to the applicant and a copy will be attached to the Building Permit.
7. Look on zoning map for which zone the property is zoned in. Indicate same on the form.
8. Cost of Eldred Township Building Permit is \$60.00 plus \$.20 per square foot

Example: 3000 square foot home = \$600.00.

Permit Fee -- \$60.00 plus \$600.00 = Total \$660.00

Cost of Unified Construction Code is determined by Spotts Stevens & McCoy, building inspectors.

9. Any required municipal subsurface Septic Permit for new construction or for alterations resulting in increased sewage flows must be acquired before a Building Permit may be issued.
10. On the attached sheet of grid paper, complete a dimensioned plot plan of the lot, showing the location and dimensions of the proposed structure or additions/improvements to an existing structure.
11. Provide a copy of dimensional building plans.
12. Attach a copy of a construction agreement or contract showing contract and construction conditions and the total cost of the proposed structure or additions/improvements.
13. Driveways proposed to enter onto township streets must be constructed to meet the township Driveway Permit Ordinance and must be approved by the Township Roadmaster. A Driveway Permit must be acquired

14. Driveways proposed to enter state or federal highways require a Highway Occupancy Permit issued by the Pennsylvania Department of Transportation, and must be acquired before a Building Permit or township Driveway Permit may be issued.
15. All required permits must be acquired and all required fees must be paid before a Building Permit will be issued.
16. Complete and submit attached Workers' Compensation Insurance Coverage Information. If Workers' Compensation is not required, mark Not Applicable and sign.
17. Submit this application and attachments to the Eldred Township Secretary for processing.

**NOTE:** All Building Permit applications require the property location – the road name and the zone.

**NOTE:** Any aggrieved party 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.