

**BUILDING PERMIT APPLICATION
PENN LAKE PARK BOROUGH
LUZERNE COUNTY, PA
Revised 7/26/2015
Page 1**

DATE: _____

BUILDING **PLUMBING** **ELECTRICAL** **HEATING** **OTHER**

LOCATION/ADDRESS OF PROPOSED WORK:

PIN (Property Identification Number): _____
PIN Is Listed Upon Your Property Tax Bill Issued By Luzerne County

OWNER'S NAME, MAILING ADDRESS AND PHONE NUMBER:

CONTRACTOR'S NAME, MAILING ADDRESS AND PHONE NUMBER:
ALL CONTRACTORS MUST SUBMIT A COPY OF THEIR CERTIFICATE OF INSURANCE

PRESENT USE OF PROPERTY:

SINGLE FAMILY RESIDENTIAL **MULTI FAMILY RESIDENTIAL**

COMMERCIAL **INDUSTRIAL** **INSTITUTIONAL** **OTHER**

DESCRIPTION OF PROPOSED WORK: _____

TOTAL COST OF ABOVE DESCRIBED WORK: \$ _____

**BUILDING PERMIT APPLICATION
PENN LAKE PARK BOROUGH
LUZERNE COUNTY, PA
Revised 7/26/2015
Page 2**

Inspections

As of August 2014, property owners are no longer required to use the 3rd party inspection agency selected by the Borough.

The homeowner and / or the homeowners contractor can hire an inspector of their own choosing. You can choose your own inspector or select from a list provided at: <http://www.pennlake.org/boro.html#BuildingInspections>

Review and inspection of the construction process is required to assure Code compliance.

The following are the minimum inspection approval requirements for new construction:

1. **Footing** – After excavation and any forming **PRIOR** to concrete pour.
2. **Foundation** – After construction, prior to backfill, complete with foundation drains, damp proofing and embedded anchor bolts and **BEFORE** any framing, including sill plate.
3. **Framing** – After construction, **PRIOR** to insulation and interior wall covering. Plumbing, electrical, etc. shall be “roughed in.”
4. **Insulation and Wallboard** – Prior to wallboard installation, R-Values in exterior walls, ceilings and floors if required must be verified. Wallboard fasteners inspected prior to finish.
5. **Final** – After structural completion, with all fixtures complete and functional.

FOR NEW CONSTRUCTION, STRUCTURAL ALTERATIONS AND/OR ADDITIONS, YOU MUST ATTACH FOUR COPIES OF PLANS & SPECIFICATIONS AND PROOF OF CONSTRUCTION COST, i.e., SIGNED CONTRACT FOR WORK OR RECEIPTS FOR MATERIAL WHEN WORK IS DONE BY THE OWNER.

PRIOR TO ISSUING A BUILDING PERMIT, ZONING APPROVAL BY THE MUNICIPALITY IS REQUIRED FOR NEW CONSTRUCTION, STRUCTURAL ALTERATIONS AND ADDITIONS, INCLUDING DECKS, PATIOS, SUNROOMS FENCES AND SWIMMING POOLS.

**FOR ANY OF THE ABOVE WORK YOU MUST:
ATTACH A COPY OF YOUR MUNICIPAL ZONING APPROVAL.**

ATTACH A COPY OF YOUR MUNICIPAL APPROVAL FOR SEWAGE FOR ALL NEW CONSTRUCTION PROJECTS.

CERTIFICATION I hereby certify that I am the property owner, equitable owner or authorized agent of the owner for the property and project listed in this application. I further certify that all work will be performed in accordance with the UCC Building Code, the attached plans and specifications, the Pennsylvania Building Energy Conservation Act (Act 222 of 1980) and all other applicable laws and regulations. Finally, I agree that the Building Code Official shall have the authority to enter the property and building described in this permit at reasonable hours to inspect the premises and enforce provisions of the Code and this Permit

DATE _____

APPLICANT SIGNATURE _____