

# Exeter Borough Building Permit Application

1101 Wyoming Ave., Exeter, PA 18643  
Phone: 570-654-3001 Fax: 570-654-8799

INCOMPLETE, UNSIGNED, IMPROPERLY FILLED OUT APPLICATIONS WILL BE DENIED

Type of Permit:  Residential  Commercial Date: \_\_\_\_\_

\* 1 or 2 family dwelling or townhouse and/or their associated, accessory structures only.

\*\* Any structure or occupancy other than a 1 or 2 family dwelling or townhouse.

\*\*\* Fill out ONLY applicable blocks. If unknown, leave blank.

Permit #: \_\_\_\_\_

Site Address: \_\_\_\_\_ Tax Parcel #: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Type of Work of Improvement (Check All That Apply)

- New Building  Foundation Only  Alteration  Demolition  Relocation  
 Addition  Change of Use  Plumbing  Mechanical  Electrical

Describe the proposed work: \_\_\_\_\_

\_\_\_\_\_

Cost of Construction: \$ \_\_\_\_\_ Utility Company Job # \_\_\_\_\_

Description of Building Use (Check One)

RESIDENTIAL

- One-Family Dwelling  
 Two-Family Dwelling  
 Multi-Family  
# of Units \_\_\_\_\_

NON-RESIDENTIAL

Specific Use: \_\_\_\_\_  
Use Group: \_\_\_\_\_  
Change in Use:  Yes  No  
If Yes indicate former use: \_\_\_\_\_  
Maximum Occupant Load: \_\_\_\_\_  
Maximum Live Load: \_\_\_\_\_

A copy of the signed contract/agreement with the property owner is required.

Job Cost

Total cost of Proposed Work / Contract Amount\*\*\*: \_\_\_\_\_

\*\*\* Labor will be estimated for material only jobs by the BCO. The most recent edition of the Building Valuation Data as published by the International Code Council will be used to verify actual construction costs for new construction.

General Permit Information

No work shall be started prior to the issuance of the building permit. Fines per PA-UCC.  
 Work in special flood hazard areas will require additional information.  
 Completion & submission of this application does not guarantee or constitute permit issuance.

All Permit Application Require The Following:

- Three (3) copies of plans/drawings are required to be submitted with this application.
- Submit three (3) copies of construction specifications.
- A copy of the signed contract/agreement with the property owner is required.
- Submit one (1) copy of zoning approval when applicable. Consult with zoning officer.
- A copy of municipal approval for sewage is required with each application (when applicable).

Residential: Allow 15 business days for plan review of submitted material.  
 Commercial: Allow 30 business days for plan review of submitted material.

Certification / Authorized Agent / Required Inspections / Re-inspection Fees

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 performed and all attached plans and specifications will be in compliance with Act 45 of 1999, known as the Pennsylvania Uniform Construction Code (PA-UCC). I understand that inspections are required under the PA-UCC and that I am responsible for ensuring that all required inspections are requested and performed before any work is covered. I agree to call if I am unsure when an inspection is required. I further agree, the Building Code Official and all assigned code inspectors shall have the authority to enter the property and building described in this permit at reasonable hours to inspect the premises and enforce the provisions of the PA-UCC and this permit. I also understand permit fees are non-refundable and failed inspections will result in additional fees for re-inspections performed. The information I have supplied is correct to the best of my knowledge. I have read and understand the general permit information and agree to comply with all aspects of the PA-UCC, storm-water, and floodplain ordinances.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant / Permit Holder: \_\_\_\_\_

***\*Do Not Write Below. Areas below to be filled out by the Building Code Official Only\****

*Internal Use Only*

Building	\$
Plumbing	\$
Mechanical	\$
Electrical	\$
Accessibility	\$
Plan Review	\$
Sub-Total:	\$0
Admin Fee (where applicable)	\$0
PA-UCC Fee	\$4.00
Total Fee:	\$4

Type of Payment:  Cash      Check #: \_\_\_\_\_      Amount Received: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Permit # Issued: \_\_\_\_\_