

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

DATE TO BIA _____

DATE FROM BIA _____

<p>*OFFICE USE ONLY* PAYMENT INFO AMOUNT: \$ _____ CHECK #: _____ DATE: _____ REC'D BY: _____</p>	<p>BOROUGH OF STROUDSBURG ZONING/CODES ENFORCEMENT 700 SARAH STREET STROUDSBURG, PA 18360 Phone (570) 421-5444 Fax (570) 421-2690 <u>www.StroudsburgBoro.com</u></p>	<p><input type="checkbox"/> EXPEDITED REVIEW IS REQUESTED. THIS REQUIRES FULL PAYMENT AND AN ADDITIONAL 25% FEE.</p> <p><i>Expedited Review does NOT guarantee issuance of permit.</i></p> <p>\$ _____ Amount / Date</p>
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I. OWNER AND BUILDING / PROJECT INFORMATION

Property Owner's Name: _____	Email: _____
Property Owner's Mailing Address: _____	
Property Owner Phone Number: _____	Mobile Phone #: _____
Address of Project: _____	Unit / Suite / Apt #: _____
Monroe County Tax I.D.#: 1873 _____	
Business Name: (if applicable) _____	

TYPE OF PERMIT(S) REQUESTED: Zoning Building Plumbing Electrical Mechanical/HVAC

II. TYPE OF PROPOSED WORK (check all that apply)

<input type="checkbox"/> Erect a structure <input type="checkbox"/> Add to a structure <input type="checkbox"/> Alter a structure <input type="checkbox"/> Demolish a structure	<input type="checkbox"/> Repair / Replace roof <input type="checkbox"/> Alter / install electrical <input type="checkbox"/> Alter / install plumbing <input type="checkbox"/> Alter / install heat / AC	<input type="checkbox"/> Install fence <input type="checkbox"/> Install swimming pool <input type="checkbox"/> Install shed / garage... <input type="checkbox"/> Alter / install fire suppression	<input type="checkbox"/> Home Occupation <input type="checkbox"/> Change of Use <input type="checkbox"/> Plan Review <input type="checkbox"/> Other: _____
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III. ZONING INFORMATION (Plot Plan Required)

Zoning District: _____	Property is: __Residential __Commercial __Mixed	# of Dwelling Units: _____
Present Use of Property: _____		Proposed New Use: _____
Expected Change in Water Usage? _____ No _____ Yes (explain in notes section)		
Number of Off-Street Parking Spaces: Existing: _____ Proposed: _____ Number of Employees: _____		
Size of New Structure / Addition: Length _____ Width _____ Height _____ # of Stories: _____		
New Foundation Type? _____ Basement: none / full / finished Garage: # _____ car Attached / Detached		
Percentage of lot to be covered by buildings: _____% Total Square Footage of Land Area: _____		

*** DETAILED * description of proposed ZONING changes (use separate sheet of paper if necessary)**
A dimensional plot plan is required (pg 3 of application or submit separate site plan).

Please Note: Separate application forms are required for •Special Use •Variance •Appeal •Signs•Sewer

IV. BUILDING INFORMATION

(Construction Plans Required)

*** DETAILED *** description of proposed changes (include FULL NARRATIVE of construction details, foundation type if applicable, and materials/equipment being installed; use separate sheet of paper if necessary):

Please Note: Separate application forms are required for • Special Use • Variance • Appeal • Signs • Sewer

V. COST OF IMPROVEMENTS & REQUIRED FEES

Please See Fee Schedule For Most Current Fees

	Job Cost	Sq. Ft.	Details	Flat Fee	+ (Rate x Unit)	+ U.C.C. Fee	Permit Total
Residential NEW construction & Additions w/new foundation -complete outside dimensions			Requires 2 Sets of Plans			+\$4.50	
Commercial NEW construction & Additions w/new foundation -complete outside dimensions			Requires 3 Sets of Stamped Plans			+\$4.50	
Alterations & Additions with NO new foundations			Commercial Alterations Requires 3 Sets of Stamped Plans			+\$4.50	
Detached buildings over 1,000 sf (e.g. carport, garage, shed...)			Under 1,000 sf does not require Building Permit (Zoning Only)			+\$4.50	
Demolition of Structure (full or partial)			full / partial?			+\$4.50	
Electrical			# breakers / fixtures			+\$4.50	
Mechanical: Heating			new boiler?			+\$4.50	
Mechanical: Air Conditioning			# tons			+\$4.50	
Mechanical: HVAC			# tons			+\$4.50	
Plumbing			# of fixtures			+\$4.50	
Sprinkler System or Fire Suppression System						+\$4.50	
Repair / Replace Roof (Non-Structural)			Residential: \$125 Commercial: \$250			+\$4.50	
Other: _____							
Zoning Zoning Review / Change of Use / Parking / Fence / Pool / Land Use / Accessory Structures			Zoning Review: \$75 Change of Use: \$75 Fence: \$50 Land Use (parking,etc) \$50 Structure under 500 sf: \$50 Structure over 500 sf: \$125			N/A	

TOTAL PERMIT FEES:

****NON-REFUNDABLE DEPOSIT REQUIRED WITH APPLICATION ** RESIDENTIAL: \$100 COMMERCIAL: \$250**

VIII. IDENTIFICATION / CONTACT INFO (to be completed by all applicants)

	Name	Mailing Address	Telephone & Email
1. APPLICANT			
2.COMMERCIAL TENANT OR BUSINESS OWNER			
3.CONTRACTOR OR GENERAL CONTRACTOR			
4. PLUMBING CONTRACTOR			
5. ELECTRICAL CONTRACTOR			
6.MECHANICAL CONTRACTOR			

I agree to conform to all applicable laws and ordinances of this jurisdiction. I understand that an application is not considered complete until all documents are submitted and full payment is received. I further understand that all deposits are non-refundable.

Signature of Applicant:

Date:

Signature of Property Owner:

Date:

IX. VALIDATION

Requires Review by:

Borough Council

Planning Commission

Zoning Hearing Board

HARB

X. NOTES & DATA (for department use)

Building Permit Data: Occupancy _____ Occupancy LD (commercial only) _____ Dwelling Units _____

Construction Code _____ Construction Type _____ Proposed Use _____ Use Group Class _____

NOTES:

XI. APPROVAL

Code Officer's Signature:

Date: