

ASHLEY BOROUGH BUILDING PERMIT APPLICATION

SITE ADDRESS _____

LOT # _____ SUBDIVISION / LAND DEVELOPMENT _____

TAX PARCEL # _____

PERMIT NUMBER ISSUED _____ DATE ISSUED _____

ALL INSPECTIONS FOR WORK ARE TO BE SCHEDULED WITH
BHW CONSULTANTS 1151 ROUTE 315, DOLPHIN PLAZA, WILKES-BARRE, PA 18702
570-270-3900

OCCUPANCY INSPECTION ARE SCHEDULED WITH ASHLEY BOROUGH CODE OFFICE
PERMIT FEES ARE NON- REFUNDABLE

ASHLEY BOROUGH PERMITS ARE VALID FOR 1 YEAR FROM ISSUE DATE, EXTENSION MAY BE APPROVED BY THE CODE OFFICER
ALL ROUGH IN WORK AND FINAL INSPECTIONS ARE REQUIRED, THE PROPERTY OWNER IS RESPONSIBLE TO SCHEDULE AND
SECURE APPROVED INSPECTIONS

PROPERTY OWNER NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE NUMBER 1 _____ PHONE 2 _____

EMAIL : _____

CONTRACTOR NAME _____ ASHLEY REGISTRATION NUMBER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

OWNERS NAME _____ PHONE _____

ARCHITECT _____ PHONE _____

ADDRESS _____ EMAIL _____

CHECK THE TYPE OF WORK AND TRADES FOR PERMIT :

NEW BUILDING _____ ADDITION _____ FOUNDATION ONLY _____ ALTERATION _____ DEMOLITION _____

RELOCATION _____ MOBILE OR MODULAR HOME MOVE/ SET _____ FRAMING / BUILDING _____ PLUMBING _____

HVAC MECHANICAL _____ ELECTRICAL _____ RETAINING WALL, SIDEWALK _____ PAVE CUT _____ FENCING _____

GARAGE- ACCESSORY BUILDING _____ EXCAVATION _____ IN GROUND POOL _____ ABOVE GROUND POOL _____

SPRAY PAINTING EXTERIORS _____ ROOFING _____ SIDING _____ OTHER _____

PROPOSED USE RESIDENTIAL / COMMERCIAL :

SINGLE FAMILY _____ TWO OR MORE FAMILY _____ # OF UNITS _____ COMMERCIAL AND RESIDENTIAL _____
CAR PORT _____ GARAGE _____ SHED _____ ACCESSORY BUILDING _____ OTHER _____

WILL OTHER APPROVALS BE NEEDED:

ZONING _____ PLAN REVIEWS _____ SEWER _____ OTHERS _____

OTHER APPROVALS SECURED :

ZONING _____ PLAN REVIEWS _____ SEWER _____ STREET CUTS _____ CUT AND FILL _____ ON LOT SEPTIC _____
PENNDOT HIGHWAY OCC _____ PENNDOT PERMIT _____ DEP FLOODWAY OR FLOOD PLAIN _____ HISTORICAL _____
STORM WATER _____ OTHERS _____

WORK IS BEING DONE BY OWNER _____ CONTRACTOR _____ REGISTRATION NUMBER _____

A SIGNED CONTRACT MUST BE ATTACHED IF A CONTRACTOR IS PERFORMING THE WORK

DESCRIPTION OF PROJECT AND ALL WORK :

ASHLEY BOROUGH ORDINANCE REQUIRES A DUMPSTER PERMIT BEFORE DUMPSTERS ARE PLACED AND APPROVAL OF LOCATION : IS A DUMPSTER BEING USED FOR THIS PROJECT YES _____ NO _____

PROPERTY OWNERS CAN APPLY FOR A PERMIT TO WORK ON A PROPERTY THEY LIVE IN, PROPERTY OWNERS CANNOT WORK ON A RENTAL PROPERTY UNLESS THEY ARE A REGISTERED ASHLEY BOROUGH CONTRACTOR- CONTRACTORS MUST BE ASHLEY BOROUGH REGISTERED CONTRACTOR AND HAVE THE REQUIRED LICENSE AND INSURANCE. PROPERTY OWNERS WILL NEED TO PROVIDE PROOF THEY LIVE IN THE PROPERTY. ATTACH THE TAX PAGE AND A UTILITY BILL SHOWING NAME AND ADDRESS, CONTRACTORS CAN ADD THE ASHLEY CONTRACTOR REGISTRATION NUMBER.

ALL OUTSTANDING FEES SUCH AS GARBAGE FEES, RENTAL REGISTRATION OR VACANT PROPERTY FEES AND ANY PAST FINES MUST BE PAID IN FULL BEFORE A PERMIT CAN BE ISSUED. OCCUPANCY INSPECTIONS AND FEES ARE REQUIRED.

PROPERTY OWNERS AND CONTRACTORS MUST COMPLY WITH ALL ASHLEY BOROUGH CODES AND ORDINANCES

BUILDING / SITE CHARACTERISTICS

NUMBER OF RESIDENTIAL DWELLING UNITS _____ EXISTING _____ PROPOSED _____

MECHANICAL : TYPE OF HEATING / VENTILATION / AIR CONDITIONING (I.E. ELECTRIC, GAS, OIL ,ECT..) _____

WATER SERVICE: PUBLIC ___ PRIVATE _____ SEWER SERVICE : PUBLIC ___ PRIVATE _____ SEPTIC PERMIT # _____

DOES OR WILL YOUR BUILDING CONTAIN ANY OF THE FOLLOWING :

FIREPLACE(S): NUMBER _____ FUEL TYPE _____ BTU'S _____ VENT TYPE _____

ELEVATORS / ESCALATORS / LIFTS / MOVING WALKS : YES _____ NO _____

SPRINKLER SYSTEM: YES _____ NO _____ PRESSURE VESSELS: YES _____ NO _____ REFRIGERATION SYSTEM: YES _____ NO _____

BUILDING DEMENSIONS :

EXISTING BUILDING AREA _____ SQ. FT. NUMBER OF STORIES _____

PROPOSED BUILDING AREA _____ SQ. FT. HEIGHT OF STRUCTURE ABOVE GRADE _____

TOTAL BUILDING AREA _____ SQ. FT. AREA OF LARGEST FLOOR _____

FLOOD PLAIN :

IS THE SITE LOCATED WITHIN AN IDENTIFIED FLOOD PRONE AREA ? YES _____ NO _____

WILL ANY PORTION OF THE FLOOD PRONE AREA BE DEVELOPED ? YES _____ NO _____ N/A _____

OWNER AGENT SHALL VERIFY THAT ANY PROPOSED CONSTRUCTION ACTIVITY COMPLIES WITH THE REQUIREMENTS OF THE NATIONAL FLOOD INSURANCE PROGRAM AND THE PENNSYLVANIA FLOOD PLAIN MANAGEMENT ACT (ACT 166-1978) SPECIFICALLY SECTION 60.3 (D)

HISTORIC DISTRICT :

IS THIS SITE LOCATION IN A HISTORICAL DISTRICT ? YES _____ NO _____

IF ANY CONSTRUCTION IS WITHIN A HISTORIC DISTRICT, A CERTIFICATE OF APPROPRIATENESS MAY BE REQUIRED BY THE MUNICIPALITY.

THE APPLICANT CERTIFIES THAT ALL INFORMATION ON THIS APPLICATION IS CORRECT, THE APPLICANT FURTHER CERTIFIES THE WORK WILL BE COMPLETED IN ACCORDANCE WITH THE APPROVED CONSTRUCTION DOCUMENTS, AND PA ACT 45 (UNIFORM CONSTRUCTION CODE ,) AND ANY ADDITIONAL APPROVED BUILDING CODE AND/OR ORDINANCE REQUIREMENTS ADOPTED BY THE MUNICIPALITY. THE PROPERTY OWNER AND APPLICANT ASSUMES THE RESPONSIBILITY OF LOCATING ALL PROPERTY LINES, SETBACK LINES, EASEMENTS, RIGHT-OF-WAY, FLOOD AREAS, ETC.. THE ISSUANCE OF A PERMIT AND APPROVAL OF CONSTRUCTION DOCUMENTS SHALL NOT BE CONSTRUED AS AUTHORITY TO VIOLATE, CANCEL OR SET ASIDE ANY PROVISIONS OF THE CODES OR ORDINANCES OF THE MUNICIPALITY OR ANY OTHER GOVERNING BODY. THE APPLICANT CERTIFIES HE/SHE UNDERSTANDS ALL THE APPLICABLE CODES, ORDINANCES AND REGULATIONS.

APPLICATION FOR A PERMIT SHALL BE MADE BY THE OWNER OR LESSEE OF THE BUILDING OR STRUCTURE, OR AGENT OF EITHER, OR BY THE REGISTERED DESIGN PROFESSIONAL EMPLOYED IN CONNECTION WITH THE PROPOSED WORK.

I CERTIFY THAT THE CODE ADMINISTRATOR OR THE CODE ADMINISTRATOR'S AUTHORIZED REPRESENTATIVE SHALL HAVE THE AUTHORITY TO ENTER AREAS COVERED BY SUCH PERMIT AT ANY REASONABLE HOUR TO ENFORCE THE PROVISIONS OF THE CODE(S) APPLICABLE TO SUCH PERMIT.

OWNER OR AUTHORIZED AGENT

PRINT OWNER OR AUTHORIZED AGENT

PROJECT DOCUMENTS INCLUDED WITH APPLICATION

___ FOUNDATION PLANS ___ CONSTRUCTION PLANS

___ ELECTRICAL PLANS ___ MECHANICAL PLAN ___ PLUMBING PLANS ___ SITE PLANS

___ SPECIFICATIONS ___ ADA LIST ANY OTHERS _____

___ COPY OF CONTRACT FOR WORK ___ WORKERS COMP AND LIABILITY INSURANCE.

LIST ANY APPROVALS REQUIRED THAT HAVE BEEN SECURED _____

APPROVALS THIS APPLICATION :

BUILDING PERMIT DENIED DATE _____ DATE RETURNED TO APPLICANT _____

BUILDING PERMIT APPROVED DATE _____ CODE ADMINISTRATOR _____

DATE ISSUED _____ EXPIRES ON DATE _____ PERMIT NUMBER _____

PERMIT FEE _____

MAKE CHECKS PAYABLE TO: ASHLEY BOROUGH 49 CEMETERY STREET ASHLEY PA 18706

ASHLEY BOROUGH PERMIT FEE SCHEDULE

COST OF WORK	RESIDENTIAL FEE	COMMERCIAL FEE
\$1.00 - \$1,000.00	\$54.50	\$60.75
\$1,000.01 - \$ 2,000.00	\$64.50	\$79.50
\$2,000.01 - \$3,000.00	\$79.50	\$98.25
\$3,000.01 - \$4,000.00	\$94.50	\$117.00
\$4,000.01 - \$5,000.00	\$109.50	\$135.75
\$5,000.01 - \$6,000.00	\$124.50	\$154.50
\$6,000.01 - \$7,000.00	\$139.50	\$173.25
\$7,000.01 - \$8,000.00	\$154.50	\$192.00
\$8,000.01 - \$9,000.00	\$169.50	\$210.75
\$9,000.01 - \$10,000.00	184.50	\$229.50

RESIDENTIAL ; \$10,000.01 AND ABOVE WILL BE \$200.00 PLUS \$7.50 FOR EACH ADDITIONAL \$1,000.00 PLUS \$4.50 STATE FEE

COMMERCIAL ; \$10,000.01 AND ABOVE WILL BE \$200.00 PLUS \$10.00 FOR EACH ADDITIONAL \$1,000.00 PLUS 25% ADMINISTRATION FEE, AND \$.50 STATE FEE

RESIDENTIAL ELECTRICAL SERVICE FEE IS FLAT RATE OF \$104.00 COMMERCIAL ELECTRICAL SERVICE FEE FLAT RATE OF \$154.50

FAILED INSPECTION ARE SUBJECT TO AN ADDITIONAL CHARGE OF \$65.00 PER INSPECTION

COST OF WORK WILL BE BASED UPON THE CONTRACT PROVIDED WITH APPLICATION OR THE HIGHER OF THE CODE OFFICIALS ESTIMATE, BASED ON EITHER THE MOST RECENT EDITION OF THE R. S. MEANS CO. INC. " CONSTRUCTION DATA BOOK " OR BY MARSHALL & SWIFT.

FEEES ARE DOUBLED FOR THOSE FAILING TO SECURE PERMITS PRIOR TO START OF WORK PLUS ANY FINES AND STOP WORK ORDER NOTICES

PERMIT FEE WORK SHEET FOR PROJECTS IN EXCESS OF \$10,000.00

COMMERCIAL COST OF CONSTRUCTION \$1,000,000.00

<u>FIRST \$10,000.00 OF A COMMERCIAL PROJECT</u>	<u>\$200.00</u>
<u>COMMERCIAL \$10.00 FOR EACH ADDITIONAL \$1,000 OR \$9,900.00</u>	
<u>SUBTOTAL PERMIT FEE</u>	<u>\$2,300.00</u>
<u>25% OF THE PERMIT FEE</u>	<u>\$575.00</u>
<u>STATE FEE</u>	<u>\$4.50</u>
<u>TOTAL COST FOR PERMIT</u>	<u>\$ 2,879.00</u>

RESIDENTIAL COST OF CONSTRUCTION \$1,000,000.00

<u>FIRST \$10,000.00 OF A RESIDENTIAL PROJECT</u>	<u>\$200.00</u>
<u>RESIDENTIAL \$7.50 PER EACH ADDITIONAL \$1,000.00 OR \$742.50</u>	
<u>SUBTOTAL PERMIT FEE</u>	<u>\$942.50</u>
<u>STATE FEE</u>	<u>\$4.50</u>
<u>TOTAL COST FOR PERMIT</u>	<u>\$ 1,147.00</u>

The following inspections are required :

CONCRETE FOUNDATION WALL PRE-POUR

BACK FILL INSPECTION PRIOR TO PLACEMENT

UNDERGROUND PLUMBING, AND OR ELECTRICAL

BASEMENT SLAB, DRIVEWAY, SIDE WALK OR PATIO PRE-POUR

ROUGH FRAMING – ROUGH WIRING – ROUGH PLUMBING – ROUGH MECHANICAL

INSULATION – ENERGY CONSERVATION

WALL BOARD – DRYWALL BEFORE FINISHED

FINAL INSPECTIONS OF BUILDING – ELECTRICAL – PLUMBING – AND MECHANICAL

OCCUPANCY INSPECTION

ASHLEY BOROUGH BUILDING PERMIT INSTRUCTIONS

THE PERMIT APPLICATIONS FOR BUILDING, ELECTRICAL, PLUMBING AND MECHANICAL (HVAC) MUST BE COMPLETED IN FULL AND PROPER DOCUMENTS ATTACHED TO OBTAIN A PERMIT. THE FOLLOWING IS A GUIDE TO HELP WITH THE PROCESS.

COMPLETE THE APPLICATION AND FILL IN ANY AND ALL AREAS THAT APPLY TO THE PROJECT. ATTACH ANY PAPER WORK OR PLANS AND APPROVALS THAT APPLY. RETURN APPLICATION AND SUPPORTING DOCUMENTS TO THE ASHLEY BOROUGH BUILDING FOR REVIEW, WHEN A PERMIT IS APPROVED YOU WILL BE CONTACTED TO COME PAY THE FEE AND PICK UP YOUR PERMIT. PLEASE BE SURE THERE IS A CONTACT NAME AND PHONE NUMBER TO CONTACT YOU.

OTHER PERMITS or APPROVALS THAT MAY BE REQUIRED PRIOR TO APPLICATION FOR A BUILDING PERMIT

ZONING

PLAN EXAMINATIONS - EACH TRADE

HISTORICAL ARCHITECTURAL REVIEW

STREET CUTS, STREET CUTS

PENN DOT HIGHWAY OCCUPANCY

DEP FLOODWAY OR FLOOD PLAIN

SEWER CONNECTIONS OR ON LOT SEPTIC

STORM WATER MANAGEMENT

Building Permits are required for all work performed within the Borough of Ashley, All new construction, structural changes, modifications, additions and replacements to an existing structure

Work includes framing, electrical, plumbing and HVAC, Sewer replacements or repairs, Roofing, Fences, Pools more than 24 inches in depth, Concrete patio, driveways, and sidewalks. Window and/or Door replacement, and siding, to any property structure including modular and mobile homes, or tiny houses.

Permits may be applied for by the Home Owner living in the premises, (Proof of primary residency is required by submitting a copy of the Luzerne County Tax page and a Utility bill with name and address), or by a Ashley registered contractor with valid Ashley Borough registration and valid insurance. When using a contractor you must provide a copy of the contract for work to be performed.

IF THE PROJECT REQUIRES A ZONING PERMIT YOU MUST COMPLETE THE ZONING PERMIT APPLICATION FIRST AND HAVE APPROVAL BEFORE APPLYING FOR ANY OF THE ABOVE PERMITS.

IF YOUR PROJECT REQUIRES PLAN EXAMINATION YOU MUST COMPLETE THE APPLICATION FOR THE PROPER PLAN REVIEW AND HAVE APPROVAL TO APPLY FOR THE ABOVE PERMITS.

Property owners applying for a permit will be denied if there are outstanding fines or fees owed to the borough for code issues.

All rental property owners wishing to do or have work performed, Must use an Ashley Borough registered contractor for the safety of the residents, The information for applying to be a Ashley Borough registered contractor can be located in the Contractor registration Ordinance.

Rental property owners applying for a permit will be denied if there are any outstanding fines or fees for any code violations.

New residence or building construction will require zoning and plan review approvals.

Permits are issued and valid for 1 year. All permits expire one year after date issued Or stated in the UCC codes if work is inactive for 180 days.

Permits are not transferable to a new owners.

Owners applying for a permit to work on a condemned property will need to follow the process laid out under the vacant and condemned property ordinance before applying for a building permit.

All permitted work will require inspections for rough in, and completed final work

Occupancy inspections are required before anyone can live in property.

Rental Property owners are required to register all rental properties as well,(Rental Property Ordinance).

Occupancy inspections must completed prior to a Resident or Tenant moving into a premises ,Or the sale of a property.

ASHLEY BOROUGH CODE ENFORCEMENT

49 CEMETERY STREET

ASHLEY PA 18706

570-824-1364