

# Ashley Borough Building Permit Application

1151 Route 315, Dolphin Plaza, Wilkes-Barre, PA 18702  
Phone: 570-270-3900 Fax: 570-270-3892

Permit Fee: \_\_\_\_\_

Zoning Fee: \_\_\_\_\_

Sewer Fee: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

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

Lot #: \_\_\_\_\_ Subdivision / Land Development: \_\_\_\_\_

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: \_\_\_\_\_

Building / Site Characteristics

Number of Residential Dwelling Units: \_\_\_\_\_ Existing, \_\_\_\_\_ Proposed  
Mechanical: Type of Heating / Ventilating / Air Conditioning (i.e. electric, gas, oil, etc. \_\_\_\_\_  
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: \_\_\_\_\_  
Elevator / Escalators / Lifts / Moving Walks:  Yes  No  
Sprinkler System:  Yes  No  
Pressure Vessels:  Yes  No  
Refrigeration System:  Yes  No

Building Dimensions

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 the 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 the site located in a Historic 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 and 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 requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. 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. \*\*\*\*Permit Fees Are NON-REFUNDABLE\*\*\*\*

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

For Code Administrator Use Only

Additional Permits / Approvals Required:

- Street Cut / Driveway
- Cut and Fill
- PennDOT Highway Occupancy
- DEP Floodway or Floodplain
- Sewer Connection
- On-Lot Septic
- Zoning
- Historical & Architectural Review Board
- Stormwater Management
- Other (list)

Approved:

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Approvals:

Building Permit Denied:      Date: \_\_\_\_\_      Date Returned: \_\_\_\_\_

Building Permit Approved:      Date: \_\_\_\_\_

Code Administrator: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Expires On: \_\_\_\_\_ Permit #: \_\_\_\_\_

Building Permit Fee: \$ \_\_\_\_\_

Project Documents (Drawings and Calculations)

Type of Documents:

- |                  |                              |                             |
|------------------|------------------------------|-----------------------------|
| Foundation Plans | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Construction     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Electrical       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Mechanical       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Plumbing         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Specifications   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ADA              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Workers          |                              |                             |
| Comp.            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

# Ashley Borough Residential Permit Fee Schedule

Cost of Work	Total Permit Fee
\$1.00 - \$500.00	\$24.50
\$500.01 - \$600.00	\$29.50
\$600.01 - \$700.00	\$34.50
\$700.01 - \$800.00	\$39.50
\$800.01 - \$900.00	\$44.50
\$900.01 - \$1,000.00	\$49.50
\$1,000.01 - \$2,000.00	\$64.50
\$2,000.01 - \$3,000.00	\$79.50
\$3,000.01 - \$4,000.00	\$94.50
\$4,000.01 - \$5,000.00	\$109.50
\$5,000.01 - \$6,000.00	\$124.50
\$6,000.01 - \$7,000.00	\$139.50
\$7,000.01 - \$8,000.00	\$154.50
\$8,000.01 - \$9,000.00	\$169.50
\$9,000.01 - \$10,000.00	\$184.50

\$10,000.01 and above will be \$200.00 plus \$7.50 for each additional \$1,000.00  
Plus 25% administration fee, plus \$4.50 state fee

Residential Electrical Service Fee is a flat rate of \$104.50

FAILED inspections 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.

**FEES WILL BE DOUBLED FOR THOSE FAILING TO SECURE PERMIT PRIOR TO START OF WORK**

**Make check or money order payable to: Ashley Borough  
49 Cemetery Street  
Ashley, PA 18706**

## Ashley Borough Commercial Permit Fee Schedule

Cost of Work	Permit Fee
\$1.00 - \$500.00	\$29.50
\$500.01 - \$600.00	\$35.75
\$600.01 - \$700.00	\$42.00
\$700.01 - \$800.00	\$48.25
\$800.01 - \$900.00	\$54.50
\$900.01 - \$1,000.00	\$60.75
\$1,000.01 - \$2,000.00	\$79.50
\$2,000.01 - \$3,000.00	\$98.25
\$3,000.01 - \$4,000.00	\$117.00
\$4,000.01 - \$5,000.00	\$135.75
\$5,000.01 - \$6,000.00	\$154.50
\$6,000.01 - \$7,000.00	\$173.25
\$7,000.01 - \$8,000.00	\$192.00
\$8,000.01 - \$9,000.00	\$210.75
\$9,000.01 - \$10,000.00	\$229.50

\$10,000.01 and above will be \$200.00 plus \$10.00 for each additional \$1,000.00  
Plus 25% administration fee, plus \$4.50 state fee

Commercial Electrical Service Fee is a flat rate of \$154.50

FAILED inspections 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.

**FEES WILL BE DOUBLED FOR THOSE FAILING TO SECURE PERMIT PRIOR TO START OF WORK**

**Make check or money order payable to: Ashley Borough  
49 Cemetery Street  
Ashley, PA 18706**



**To schedule inspections please call or email us at the following: Office 570-270-3900.**

Jason Humenanski      Building Inspector

[UCCconsultant@hotmail.com](mailto:UCCconsultant@hotmail.com)

Phone: 570-704-9478

Phone: 570-814-1048

Mark D. Bienias      Plumbing & HVAC Inspector

[MarkB@BHWinspections.com](mailto:MarkB@BHWinspections.com)

**\* Carbon Monoxide Detectors Are Required To Be Provided For Any Residence That Contains A Fuel-Fired Appliance Or Has An Attached Garage**

**The following inspections are required if applicable:**

Concrete Foundation Wall Pre-Pour

Backfill Inspection (Prior to placement)

Underground Plumbing

Underground Electrical

Electrical Service (A Utility Company Job Number is required to be obtained from the utility company)

Basement Slab Pre-Pour

Rough Framing

Rough Wiring

Rough Plumbing

Rough Mechanical

Insulation / Energy Conservation

Wallboard

Final Building

Final Electrical

Final Plumbing

Final Mechanical