



**Pocono Township**  
 112 Township Dr.  
 Tannersville, PA 18372  
 570-629-1922  
 www.poconopa.gov

## APPLICATION FOR BUILDING PERMIT

Please print legibly – failure to do so may result in a denial, delay or rejection of this application.

**PROPERTY/SITE INFORMATION:**

Property/Site Address: \_\_\_\_\_  
 (COMPLETE 911 STREET ADDRESS OR STREET & LOT#)

PIN: \_\_\_\_\_ Tax Account: \_\_\_\_\_  
 (14 DIGIT PROPERTY IDENTIFICATION NUMBER)

Zoning District: \_\_\_\_\_

**LAND/PROPERTY OWNER:**  check here if applicant

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**BUILDING/STRUCTURE OWNER:**  check here if same as land/property owner  check here if applicant

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**USE:** **Residential**

- Single-Family  Two-Family  Accessory (Garage/Shed/etc)

**Commercial**

- Group A: Assembly  Group B: Business  Group E: Educational
- Group F: Factory/Industrial  Group H: High Hazard  Group I: Institutional
- Group M: Mercantile  Group R: Residential  Group S: Storage  Group U: Utility/Misc

**TYPE OF IMPROVEMENT:**

- New Structure  Addition  Alteration  Repair/Replacement  Pool
- Demolition  Fence/Wall  Tenant Fit-Out  Cell Upgrade  Solar Panels

**DESCRIPTION OF WORK TO BE PERFORMED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated cost of improvement: \$ \_\_\_\_\_

\*Must be fair market value including materials and labor

For new structures & additions (if applicable)

Foundation Type:  Crawlspace  Foundation  Slab on grade  Piers  Other

Number of stories above grade: \_\_\_\_\_ Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_

Floor area of new construction (sq ft): \_\_\_\_\_

\*based on exterior dimensions, include full basement, porch, deck, attached garage

Residential only – Number of bedrooms: \_\_\_\_\_ Number of bathrooms: \_\_\_\_\_

Principal framing:  Masonry  Wood frame  Structural Steel  Reinforced Concrete

Other \_\_\_\_\_

Principal heating fuel:  Gas  Oil  Electricity  Coal  Other \_\_\_\_\_

Sewage:  Public or community  Private

Water Supply:  Public or community  Private

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**CONTRACTOR INFORMATION:**  check here if applicant

Business Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Direct/Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

PA Home Improvement Contractor (HIC) number: \_\_\_\_\_ Exp date: \_\_\_\_\_

Certificate of Insurance naming the municipality as certificate holder must be provided annually or upon request.

**ARCHITECT/ENGINEER INFORMATION:**  check here if applicant

Business Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Direct/Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

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**CERTIFICATION:**

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction and agree to conform to all applicable local, state and federal laws governing the execution of this project. I certify that the Code Official or his representative shall have the authority to enter the areas in which this work is being performed at any reasonable hour to enforce the provisions of the codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If applicant is not land owner/building owner/contractor/architect/engineer named above

Business Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Direct/Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

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**REQUIRED DOCUMENTS:**

New Construction – 2 sets of construction plans

Pre-manufactured construction – manufacturer specs for structure

Interior Alterations – Floor plan of existing condition and proposed changes with complete description of work

Swimming Pool – manufacturer’s installation specs for pool and pump

Roof repair/replacement – full narrative of work or copy of contract. Any structural repair must submit plan

Generator – manufacturer’s installation specs, electrical line drawing, image/drawing showing proposed location

Solar Panels – 2 sets of construction plans, structural analysis of roof sealed by architect/engineer licensed in PA

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**FEE CALCULATIONS: \*for office use only**

Construction		
Plumbing/Mechanical		
Energy Code		
Electrical		
Plan Review		
Other		
UCC Fee		4.50

Total Permit Fees:	
Less Deposit:	
Balance due:	