

**ATGLEN BOROUGH**  
**BUILDING & ZONING PERMIT APPLICATION**  
 120 Main Street \* P.O. Box 250 \* Atglen, PA 19310  
 610-593-6854 (phone) \* 610-593-6508 (fax)

Revised 2.22.2021

I. BOROUGH STAFF USE			
Received Date, Borough Staff:			
Application Ready for Code Review, Date:			
Permit Fee:	\$	Payment Method	<input type="checkbox"/> Cash <input type="checkbox"/> Check
State Surcharge:	\$	Check #	
Other Fee:	\$	Date Fee Paid: / /	Collected By:
Total Permit Fees:	\$		

II. LOCATION OF PROJECT AND FLOODPLAIN QUESTION
Site Address:
Is the property in the floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No

III. PROPERTY OWNER	Email:
Name:	Day Time Phone #:
Address:	City, State, Zip:

IV. CONTRACTOR	<input type="checkbox"/> CHECK IF SAME AS OWNER. MOVE TO SECTION V
Firm Name:	
Contact Person:	Email Address:
Address:	Day Time Phone #:
City, State, Zip:	Fax #:

## V. PROJECT DESCRIPTION AND COST

Project Description:

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Estimated Total Project Cost: \$

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## VI. PERMIT TYPE(S) – CHECK ALL THAT APPLY

- |  |   |
|--|---|
| <input type="checkbox"/> New Residential Building<br><input type="checkbox"/> Residential Building Addition<br><input type="checkbox"/> Residential Building Alteration<br><input type="checkbox"/> Deck: New or Alteration<br><input type="checkbox"/> Patio, Paving, Driveway, or Sidewalk<br><input type="checkbox"/> Porch<br><input type="checkbox"/> Pool or Hot Tub Permit<br><input type="checkbox"/> Shed or Garage: ≤ 1000 Sq. Feet<br><input type="checkbox"/> Shed or Garage Greater than 1000 Sq Feet<br><input type="checkbox"/> Mailbox, New Location | <input type="checkbox"/> Demolition<br><input type="checkbox"/> Electrical: New or Upgrade<br><input type="checkbox"/> Plumbing: New or Upgrade<br><input type="checkbox"/> HVAC: New or Upgrade<br><input type="checkbox"/> Sign<br><input type="checkbox"/> New Commercial Building<br><input type="checkbox"/> Commercial Building Addition<br><input type="checkbox"/> Commercial Building Alteration<br><input type="checkbox"/> Chicken Coop<br><input type="checkbox"/> Other: _____ |
|--|---|

## VII. SITE INFORMATION AND BUILDING INFORMATION FOR A NEW STRUCTURE OR ADDITION. SKIP THIS SECTION IF THE PROJECT DOES NOT MEET THIS DEFINITION.

Water Service: <input type="checkbox"/> Public <input type="checkbox"/> Private	Sewer Service: <input type="checkbox"/> Public <input type="checkbox"/> Private
Fuel Source: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> LPG Gas <input type="checkbox"/> Oil <input type="checkbox"/> Other (List)	
Change in Use <input type="checkbox"/> Yes <input type="checkbox"/> No     If Yes attach a sheet describing the change and/or copy of zoning approval	
Existing Building Area in Square Feet:	New Building Area in Square Feet:
Total Building Area, Existing + New in Square Feet:	
Height of New Structure Above Grade:	Number of Stories, New Structure:

## VIII. WORKERS' COMPENSATION INSURANCE

### SECTION A: Applicant Status

- The applicant is a contractor within the meaning of the Pennsylvania Workers' Compensation Law. Complete only Section B and Verification below.
- The applicant is a property owner performing his/her own work, a contractor with no employees, or a contractor with employees who claim a religious exemption. Complete only Section C and Verification below.

### SECTION B: Insurance Information

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

Federal or State Employer Identification Number: \_\_\_\_\_

- Applicant is a qualified self-insurer for workers' compensation. Documentation must be attached.

Name of Worker's Compensation Insurer: \_\_\_\_\_

Workers' Compensation Insurance Policy Number: \_\_\_\_\_

Policy Expiration Date: \_\_\_\_\_

- Copy of insurance certificate is attached.

### SECTION C: Exemption

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

- Property owner doing own work. If property owner does hire contractor to perform any work pursuant to this permit, contractor / sub-contractor must provide proof of insurance.
- Contractor with no employees. The contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.
- Religious exemption under the Workers' Compensation Law.

### VERIFICATION

The undersigned applicant verifies that the facts set forth in Sections A, B and C above are true and correct to the best of my knowledge, information and belief. I further understand that the said statements herein are made subject to the penalties of 18 PA.C.S.A., Section 4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**IX. DRAW PLOT PLAN BELOW OR ATTACH A SEPARATE SHEET. REQUIRED FOR ALL ADDITIONS, NEW STRUCTURES, DECKS, DETACHED GARAGES, SHEDS, FENCES, CHICKEN COOPS AND MAILBOXES.**

The plot plan must show all streets and alleys that abut the lot. Example, a corner lot, show both streets. Show the shape of the lot. Show in the drawing all existing structures including the house, shed, garage, and pool. Show the new structure. Show the shortest distance from any new structure to the front yard, side yards, and rear yards property lines. Show all easements, right of ways, basins, and other restricted features assigned to the property.

Is this a corner lot?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

Provide the shortest distance from the new structure(s) to the property line.

- |  |       |      |
|--|-------|------|
| A. Front Yard  | _____ | feet |
| B. Side Yard 1   | _____ | feet |
| C. Side Yard 2 (For corner lots, enter second front yard here) | _____ | feet |
| D. Rear Yard   | _____ | feet |

## X. OWNER OR CONTRACTOR'S CERTIFICATION

Application Is hereby made to Atglen Borough (the "Borough") for the approval of the Specifications and Plans herewith submitted and herein described. The Owner or Contractor certifies that:

1. He/she agrees to comply with the requirements of the Building Code, Zoning Code, and Borough Ordinances.
2. The information provided with this application and supplemental documents are accurate and true.
3. Any changes to the approved permit documents must be forwarded to the Borough promptly upon said change.
4. If the contractor, licensed architect, or engineer in charge of this project changes, written notice of said change must be promptly provided to the Borough.
5. Approved plans, specifications, and permits will be available on site at all times during construction.
6. Work shall not commence prior to the issuance of a Borough Zoning Permit or Building Permit.
7. The building described in this application will not be occupied until a Certificate of Occupancy has been issued by the Borough.

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Owner or Contractor's Signature

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Date

## INSTRUCTIONS

Completing the paperwork is the beginning of the permit process. The Code Official may require additional engineering information, design information, or plot plan information to determine compliance with the applicable Borough Codes.

A Stormwater Management Permit may be required. The Borough staff will provide you with an exemption form and may adjust based on the project. If needed, the completed Stormwater Management form must be submitted with the permit application form.

Review Period - The permit application will be dated by the Borough staff when the paperwork is ready for the Code Officer to review. Recognize the Code Officer may request and require additional information. The Code Officer will respond to the application as follows:

- Residential Applications, Allow 14 Business Days. Day 1 begins when the Borough staff marks it ready for Code review.
- Commercial Applications, Allow 30 Business Days. Day 1 begins when the Borough staff marks it ready for Code review.

Adapt your schedule to allow for this review period. You must have a permit in your possession before you start your project.

If the application is missing any required documents or is incomplete, it will be returned, put on hold, or denied. When the application becomes complete the review period will start over.

### SECTION VII – Site Information and Building Information

- Fill in the information if constructing a new structure or addition. Otherwise, skip it.

### SECTION IX - Draw Plot Plan

- This is required for all permits with the exception of interior alterations.
- Answer the corner lot question.
- Draw the plot plan on the space provided in the form or attach a separate sheet
- Must Show:
  - ✓ Show the shape of the lot
  - ✓ Label all streets and alleys that abut the lot. Example, a corner lot, show both streets.
  - ✓ Show in the drawing all existing structures including the house, deck, porch, shed, garage, and pool.
  - ✓ Show the new structure/proposed project.
  - ✓ Measure from the new structure/project to the closest front, side, and rear property lines and show this data on the drawing.
  - ✓ Show all easements, right of ways, basins, and other restricted features assigned to the lot.
  - ✓ If the parcel has unique easements or other potential conflicts, we reserve the right to require an engineered survey even for simple projects.

#### PLANS SUBMITTED WITH THE PERMIT APPLICATION:

- House, New - 2 paper sets and 1 pdf set. Contact the Borough at 610.593.6854 to obtain our email address. The plans are required to be signed and sealed by a registered Pennsylvania registered Architect or Pennsylvania registered Engineer.
- Residential Garage – 1 paper set. Show complete dimensions, footings, height, and structural member sizes. Architect or engineer sealed plans may be required.
- Additions and Alterations for Residential - 1 paper set. Show complete dimensions, footings, and structural member sizes. Architect or engineer sealed plans may be required.
- Sheds or Accessory Buildings - 1 paper set. Detail the size, height, construction plan if constructed on-site, photos, and method of installation.
- Decks, Porches, Patios – 1 paper set. Show footings, connections, and dimensions on all components.
- Fence – 1 paper set. On the plot plan show fence location. Measure the distance from the fence to the side, rear, and if applicable front yard. Show height of fence. Describe type of fence or share a photo. Define material.
- Chicken Coop – 1 paper set. Show size, height, description of material, and compliance with the Ordinance.
- Mailbox – 1 paper set. On the plot plan show location and height of mailbox post.
- In-ground Swim Pool and Fence– 1 paper set and 1 pdf set. Contact the Borough at 610.593.6854 to obtain our email address.
- Above-ground Swim Pool and Fence – 1 paper set. Provide pool specifications. Show fence location, describe locked gate, and fence height.
- Non-Residential Building, New – 2 paper sets and 1 pdf set. Contact the Borough at 610.593.6854 to obtain our email address. Sealed plans by a Pennsylvania registered Design Professional. Structural drawings must be sealed by a Pennsylvania registered Design Engineer. Stamped Electrical Plans from an Electrical Inspection Agency.
- Additions for Non-Residential - 2 paper sets and 1 pdf set. Contact the Borough at 610.593.6854 to obtain our email address. Sealed plans by Pennsylvania registered Design Professional. Structural drawings must be sealed by a Pennsylvania registered Design Engineer. Stamped Electrical Plans from an Electrical Inspection Agency.

FEES - The fees will be computed by the Borough staff or Code Officer. You must pay for the permit prior to receiving the permit declaration page and documents.

#### SUBMIT THE APPLICATION AND SUPPORTING DOCUMENTS – There are 4 options as follows:

- Hand deliver during the Borough’s business hours. Address: 120 Main Street, Atglen, PA
- Leave the documents in the black exterior mailbox/drop box located off of the Valley Avenue driveway of Borough Hall.
- Transmit all documents electronically. Contact Borough Hall to obtain the email address.
- Mail to PO Box 250, Atglen, PA 19310