

<p><i>Office Hours</i> <i>Mon., Tues. & Wed.</i> <i>9:00 am to 3:00 pm</i> <i>Thurs. & Fri. by appt.</i></p>

Preston Township
 Wayne County
 1515 Crosstown Highway
 Lakewood, PA 18439
 570-798-2114
 Email: PrestonTwpl@hancock.net

PLEASE READ ATTACHED INSTRUCTIONS CAREFULLY!!!!

It has been designed to help you with the Building Permit Application process of Preston Township.

All of the documentation requested is either required by the Commonwealth of PA or Preston Township.

The Township is under no obligation to accept applications which are knowingly incomplete. The application must be completed **correctly**. We will return it if there are missing documents, missing information or errors. This will delay approval and your project.

The Township respectfully requests if you are hand delivering applications, please arrive no later than 2:00 p.m. when the office is open on Monday, Tuesday or Wednesday as it takes time to check the application for the required information. If emailing, please no pics of the application as it's very difficult to print out and read.

Building permits are required for new construction and any additions: houses, modular homes, trailers, garages, carports, porches, decks, barns, sheds, greenhouses, swimming pools, wind mills, solar panels, generators, etc, any rooms, any type of structure etc. and any structural changes within a building. Call 570-798-2114 if unsure. **If you are removing a trailer, a permit is required from the Township Tax Collector.**

Demolition permits are required in Preston Township.

UCC permits are required for electrical service.

If you are adding a bedroom the Township S.E.O. needs to be contacted because of D.E.P. septic regulations. **Preston Township S.E.O. is James McDonald 570-470-9341.**

PLEASE NOTE: There is a difference between a **FLOOR PLAN/BLEUPRINT** and a **SITE PLAN. FLOOR PLANS/BLEUPRINTS** are on separate papers, which you must provide in duplicate. **(If your project is Commercial different rules apply.)** The **SITE PLAN** refers to your property lot. There is graph paper with the application and instructions on how to complete it.

Any other required application papers **must be signed by all owners of record and submitted with original signatures – emailed or in person - not faxed.**

Kindly print information on forms legibly.

Please remember we are not your Architect or Contractor. We do not know nor are we responsible for the technical information required on any sub-code forms.

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PRESTON TOWNSHIP
1515 CROSTOWN HIGHWAY
LAKEWOOD, PA 18439
 570-798-2114
Email: *PrestonTwp1@hancock.net*

UCC **and** TOWNSHIP BUILDING PERMIT APPLICATIONS

1. PA Department of Environmental Protection requires property owners disturbing more than one (1) acre of land to submit plans to the Wayne Conservation District to determine if a Soil & Erosion Permit is needed. Wayne Conservation District, Honesdale, PA contact #570-253-0930 for more information.
A Self-certification form, if applicable, is enclosed with your packet.
2. Complete worksheet. Your tax map # is essential. It is on your real estate tax notice and begins with the # 20-0-. Effective July 1, 2009 *Consumer Protection Act 132*, **all Contractor's** should have a *PA State Registration Number*, this number is to be listed on the worksheet where indicated.
Please note: REGISTRATION PERMITS **CANNOT** be signed by your contractor.
3. Submit with worksheet: plot plan showing location of driveway, septic, well, other structures on property, location of proposed construction, distance between each and note adjoining property owners.
4. Copy of septic permit: if applicable. **Please note if you are adding a bedroom, Township S.E.O. needs to be contacted because of D.E.P. septic regulations. S.E.O. is James McDonald 570-470-9341.**
5. Copy of driveway permit: either Penn DOT or Township if applicable
6. Other information if applicable according to worksheet
7. **All contractors** who work on your construction project **must** complete a Worker's Compensation Insurance-Coverage Information Form and submit a certificate of insurance with the form. These forms **must** be notarized. If property owner acts as general contractor he/she **must** also complete this form. This is a PA State Law. You will not be issued a Permit unless you comply.
8. All residential plans **must** be submitted in **duplicate**. If property owner draws construction plans it **must** be drawn to scale, either computer drawings or on graph paper.
9. UCC applications: sub-code forms need to be signed when the above documents are submitted. The sub-code forms are at the Township Office or included with application packet.
10. UCC applications by law may take up to 3 weeks for completion of plan review. Inspection fees are paid after plan review, but before Building Permit is issued.
11. UCC Building Permits and Preston Township Construction Permits **must** be posted at the construction site clearly visible in the building window. The Township will laminate permits whenever possible.
12. Construction **must begin** within **180 days** of permit issuance. **Permit expires one year from the date of issuance.** Either of the forgoing voids the permit and you must apply for an extension.

Set back rules apply: 35 feet from the edge of the road right of way
20 feet side and rear yard, FLOODPLAIN - 50 feet from watercourse

Any questions please contact our office at the number listed above

NOTE: Other rules apply for **Commercial Construction Projects**.
 Commercial plans **must be submitted in triplicate, signed and stamped by an architect or an engineer. Reviews take up to 45 business days.**

Be aware, if your plans are rejected for any reason this will delay your **entire** project.

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PRESTON TOWNSHIP
WAYNE COUNTY
LAKEWOOD, PA 18439
570-798-2114

Email: PrestonTwp1@hancock.net

Check List for Building/Demo Applications

This form is designed to help you assemble all necessary documents for your project.

- Completed and signed Permit application form (required for UCC, Township & Demolition Permits)
- Completed and Signed UCC Sub-code Forms (**UCC Permits ONLY**)
- Completed and signed Township Permit (**Township Permits ONLY**)
- Completed, signed and notarized **Cabin Affidavit** Form - restrictions apply N/A
- Copy of Sewer Permit & Application or Recertification Permit N/A
- Copy of Driveway Permit either Township or Penn DOT N/A
- Completed, signed and notarized Agricultural Exemption Certification (**Township Permits ONLY**)
- Wayne Conservation District Soil & Erosion Permit (NPDES) **or** the notice permit is not required **or notarized exemption form** signed by all owners of record
- Lot Design
- Notarized Workman's Compensation form
- Copy of Certificate of Insurance
- Residential** building plans - **two (2) complete sets**
- Commercial** building plans - **three (3) complete sets** stamped by an engineer or architect

PRESTON TOWNSHIP, WAYNE COUNTY, PA

MINIMUM SET BACK LINES: 20 feet side yard
20 feet rear yard
35 feet from edge of road right of way

This applies to both Penn Dot and Township Roads

NOTE: Edge of road and edge of road right of way are not the same!

It is the property owner's **and** contractor's responsibility to locate the edge road right of way.

Stormwater set back: 50 feet from rivers, lakes and streams

The Township Construction Permit fees as follows:

- 1.) Recreational Cabin Affidavit **\$1000.00**
- 2.) New construction or addition up to 200 square feet **\$ 50.00**
- 3.) New construction or addition over 200 square feet up to 1000 square feet **\$ 100.00**
- 3a.) New Construction or addition over 1000 square feet, additional **\$ 50.00**
per 1000 square feet or portion thereof
- 4.) **Fine** for building without a UCC Building Permit **or** a Township Construction Permit
per day \$ 100.00
- 4a.) **Fines** revised **March 4, 2010** for building without a UCC Building permit
Triple Cost of Permit

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PRESTON TOWNSHIP
1515 CROSSTOWN HIGHWAY
LAKEWOOD, PA 18439
570-798-2114

OFFICE USE ONLY
TWP _____
UCC _____
Total Fee: _____
Pd Ck# _____

BUILDING OR DEMO PERMIT APPLICATION

TAX MAP NUMBER: _____
PHONE: _____ **EMAIL:** _____

PROPERTY OWNER(S): _____
PHYSICAL ADDRESS: _____
MAILING ADDRESS: _____

CERTIFIED PLOT PLAN (OR ACCEPTABLE DRAWING) _____ YES _____ NO
CONTRACTOR'S NAME: _____ PHONE: _____
Contractor's PA State Registration # _____ Exp. Date: _____

CONTRACTOR'S ADDRESS: _____
CONTRACTOR'S WORKMEN'S COMPENSATION POLICY NO.: _____

SEPTIC SYSTEM PERMIT NO.: _____ **DATE ISSUED:** _____
COPY ATTACHED: _____ YES _____ NO

LOCAL OR STATE HIGHWAY OCCUPANCE PERMIT NO.: _____
COPY ATTACHED: _____ YES _____ NO

DISTURBANCE OF ONE ACRE OR MORE: _____ YES _____ NO
Wayne Conservation District Permit # _____

FLOODPLAIN: _____ YES _____ NO
WETLANDS DELINEATION OR DISCLAIMER: _____ YES _____ NO
BUILDING PERMIT PLAN/BLUEPRINTS SUBMITTED: _____ YES _____ NO

TOTAL SQUARE FEET: _____
ESTIMATED COST OF CONSTRUCTION: \$ _____ **# OF ACRES:** _____

PROPOSED WORK: _____ NEW CONSTRUCTION _____ ADDITION _____ REMODEL OR _____ DEMOLITION
CLASSIFICATION: _____ RESIDENTIAL _____ COMMERCIAL _____ OTHER (specify) _____
OF STORIES: _____ ONE _____ ONE & A HALF _____ TWO _____ MORE (specify #) _____
TYPE OF STRUCTURE: _____ HOUSE _____ MODULAR _____ CABIN _____ TRAILER
_____ PORCH/DECK/SUNROOM (enclosed) _____ GARAGE (attached/detached) _____ SHED
_____ SHED (pre-fab) _____ BARN (agr./non-agr.) _____ POLE BARN _____ GREENHOUSE
_____ TREE HOUSE _____ SWIMMING POOL _____ GENERATOR _____ STORAGE CONTAINER
_____ OTHER (specify) _____
NUMBER OF ROOMS: _____ KITCHEN _____ DINING _____ LIVING/FAMILY _____ BEDROOM
_____ BATHROOM _____ DEN/OFFICE _____ OTHER (specify) _____

DESCRIPTION OF WORK: _____

PROPOSED DATE OF INITIAL CONSTRUCTION: _____
ESTIMATED COMPLETION DATE: _____

THE UNDERSIGNED REPRESENT ALL OF THE FOREGOING INFORMATION IS TRUE AND CORRECT AND REQUEST A PERMIT ISSUED BASED ON SUCH INFORMATION. **(All owners of record must sign application)**
Notarization is NOT required.

IN WITNESS WHEREOF, WE SET OUR HANDS AND SEALS THIS
_____ DAY OF _____ 20_____

_____ (signature) _____ (signature)
_____ (signature) _____ (signature)

PRESTON TOWNSHIP PERMIT ONLY

_____ - _____

PROPERTY OWNER(S): _____

The Township assumes no liability by granting hereof. **No** changes of any kind allowed to application, permit, and plans, specifications or any documents after issuance of this permit. **ANY CHANGES WILL VOID PERMIT AND REAPPLICATION WILL BE MANDATORY.**

The undersigned acknowledges Township Permits do **NOT** require inspections and there is no guarantee the construction adheres to any Uniform Construction Codes.

(All owners of record must sign application) **Notarization is NOT required.**

IN WITNESS WHEREOF, WE SET OUR HANDS AND SEALS THIS

_____ DAY OF _____ 20 _____

_____ (signature) _____ (signature)

_____ (signature) _____ (signature)



OFFICE USE ONLY



_____ PERMIT **ISSUED**

_____ PERMIT **DENIED** – Reason(s): _____

SIGNATURE OF PERMITTING OFFICER: _____ DATE: _____

EXPIRATION DATE OF PERMIT: _____

AMOUNT ASSESSED FOR PERMIT: \$ _____ PAID _____ CK # _____

NOTE: This form MUST be notarized!

Form must be returned with original signatures

**Workers' Compensation Insurance-Coverage Information Form
(Attach to Building Permit Application)**

A. Name of Applicant: _____

Applicant or Contractor is a contractor within the meaning of the Pennsylvania Workers' Compensation Law?

_____ Yes _____ No

If the answer is, "yes" complete Sections B & D below as appropriate.

If the answer is, "no" complete Sections C & D below as appropriate.

B. Insurance Information

Contractor: _____

Name

Federal or State Employer Identification No.: _____

Applicant is a qualified self-insurer for workers' compensation: _____ Certificate attached _____

Name of Workers' Compensation Insurer: _____

_____ Certificate Attached Policy No.: _____ Expiration Date: _____

C. Exemption (complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance)

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania 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 building permit, contractor **must** provide proof of workers' compensation insurance to Preston Township. Homeowner assumes liability for contractor compliance with this requirement.

_____ Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to Preston Township.

_____ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letter for all employees).

D. Signatures

Applicant

Address

Municipality of

County of

Subscribed, sworn to and acknowledged before me by the above this

_____ day of _____, 20_____

Notary Public (SEAL)

PRESTON TOWNSHIP
1515 Crosstown Highway
Lakewood, PA 18439
570-798-2114

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES)
PERMIT DETERMINATION-SELF CERTIFICATION

PRINT NAME: _____

ADDRESS: _____

LOCATION: _____

TAX MAP #: _____

I (we) hereby certify that my (our) project described below does not disturb one (1) acre or more during the life of my (our) project.

It is therefore understood that my (our) project does not meet the requirements for a National Pollution Discharge Elimination System (NPDES) Permit for Stormwater Discharges Associated with Construction Activities.

If the scope and size of my (our) project changes and the amount of earth disturbance is equal to or greater than one (1) acre, I (we) will contact the Wayne Conservation District for a determination of NPDES Permit needs.

However, my (our) project still requires that a written Erosion and Sedimentation Control Plan be developed. This plan outlines how I am (we are) going to prevent sediment from leaving my (our) site during construction.

Items to consider in the plan are: Sequence of Construction, Temporary Measures (silt fence, mulch etc.) and Permanent Measures (seeding & mulch with soil supplements, gravel coverage, etc.). This plan does not have to be reviewed by the Wayne Conservation District unless the municipality or another permit requires a review and approval.

This Self-Certification cannot be considered a waiver of any other federal, state or local permits.

Property Owner (signature)

Property Owner (signature)

Property Owner (signature)

Property Owner (signature)

Project description with proposed amount of earth disturbance with your plan to prevent sediment erosion:

ROOF:

ROOF PITCH _____ ROOF TYPE: SHED - GABLE - HIP - OTHER _____ (CIRCLE ONE)

ROOFING MATERIAL _____

ROOFING UNDERLAYMENT _____

ROOF DECKING _____

TRUSS ___ YES ___ NO

TRUSS SPACING _____

RAFTER SIZE _____

RAFTER SPACING _____

RAFTER CLEAR SPAN _____

RAFTER SPECIES _____

RIDGE _____

CEILING JOIST SIZE _____ SPAN _____

CEILING JOIST SPACING _____

CEILING JOIST SPECIES _____

INSULATION _____

ROOF VENTILATION _____

FLOOR:

SUB-FLOOR _____

FLOOR JOIST SIZE _____

FLOOR JOIST SPACING _____

FLOOR JOIST CLEAR SPAN _____

FLOOR JOIST SPECIES _____

BEAM TYPE & SIZE _____

DISTANCE FROM GRADE _____

FOUNDATION:

FOUNDATION TYPE _____

ANCHOR TYPE _____

ANCHOR SPACING _____

SILL PLATE _____

BLOCK WALL SIZE _____

VERTICAL REINFORCEMENT _____

CONCRETE FLOOR THICKNESS _____

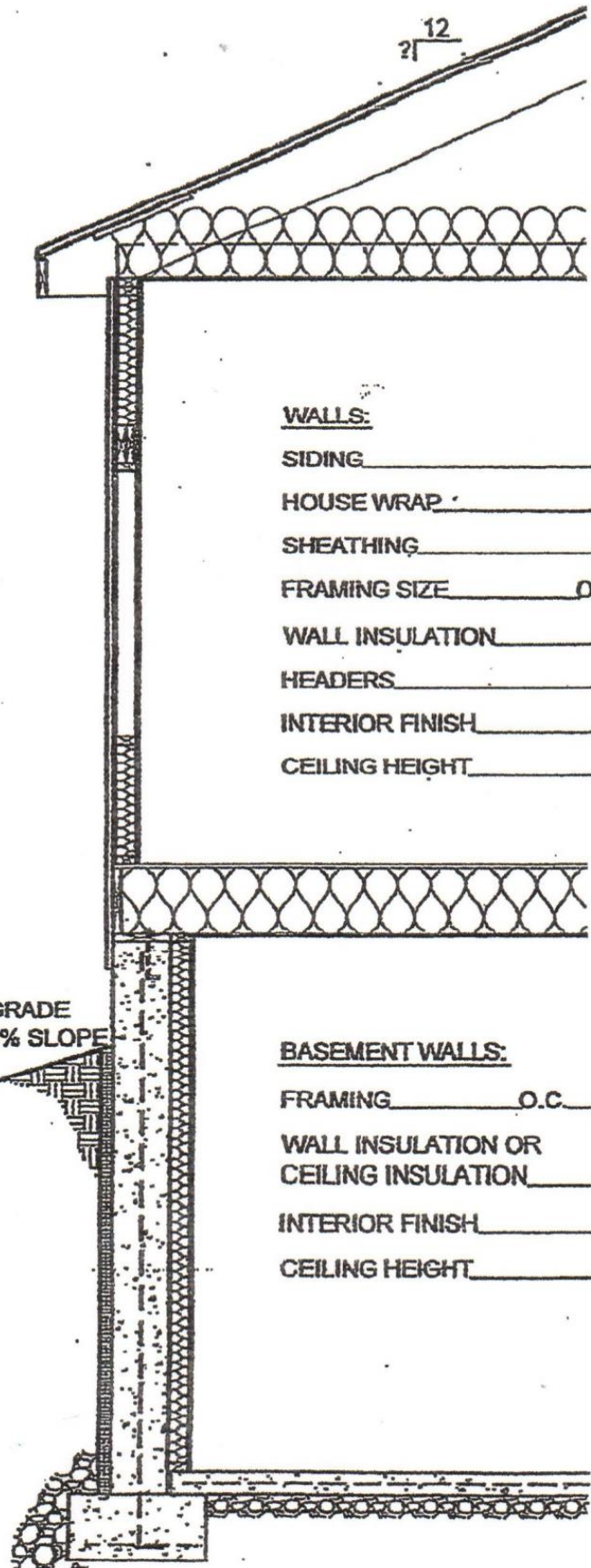
VAPOR BARRIER _____

COLUMN PAD SIZE _____

COLUMN SPACING _____

FOOTING WIDTH _____ HEIGHT _____

FOOTING DEPTH BELOW GRADE _____



WALLS:

SIDING _____

HOUSE WRAP _____

SHEATHING _____

FRAMING SIZE _____ O.C. _____

WALL INSULATION _____

HEADERS _____

INTERIOR FINISH _____

CEILING HEIGHT _____

BASEMENT WALLS:

FRAMING _____ O.C. _____

WALL INSULATION OR CEILING INSULATION _____

INTERIOR FINISH _____

CEILING HEIGHT _____