

# **RESIDENTIAL BUILDING PERMIT APPLICATION**



**CITY OF POTTSVILLE  
CODE ENFORCEMENT & ZONING OFFICE  
401 N. CENTRE STREET  
PO BOX 50  
POTTSVILLE, PA 17901  
(570)-622-1234**



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PHONE: (570)-622-1234

**RESIDENTIAL BUILDING PERMIT APPLICATION**

<u>OFFICIAL USE ONLY</u>			
PERMIT FEE: \$ _____	Occupancy Permit:	\$ _____	
Inspection Fee: \$ _____	Non-Variance Zoning:	\$ _____	

**PLEASE PRINT ALL INFORMATION CLEARLY AND LEGIBLY.**

**Site Information:**

Project location: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Owner Address: \_\_\_\_\_  
Owner Phone(s): \_\_\_\_\_

**Applicant, Contractor or Owner's Agent:**

Applicant, Contractor or Agent Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
City of Pottsville Business License Number: \_\_\_\_\_

**Type of Construction:**

\_\_\_\_ New Home    \_\_\_\_ Deck    \_\_\_\_ Fence    \_\_\_\_ Plumbing  
\_\_\_\_ Addition    \_\_\_\_ Porch    \_\_\_\_ Solar Panels    \_\_\_\_ Electrical  
\_\_\_\_ Garage    \_\_\_\_ Roof    \_\_\_\_ Accessory Structure    \_\_\_\_ Mechanical  
Other: \_\_\_\_\_

**Cost of Construction:** \$ \_\_\_\_\_

**Description of Work:**

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**Provide the following (As required for permit):**

\_\_\_\_ Building Plans      \_\_\_\_ Surveying Documents      \_\_\_\_ Energy Compliance Data  
\_\_\_\_ Truss Drawings      \_\_\_\_ Manufacturers Installation Instructions

PPL Work Order #: \_\_\_\_\_

**CERTIFICATION:**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and 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 law of this jurisdiction. I further certify that this information is true and correct to the best of my knowledge.

**APPLICANT SIGNATURE:**

Signature: \_\_\_\_\_      **DATE:** \_\_\_\_\_

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

**Inspections:**

Review and inspection of the construction process is required to assure Code compliance. The following are the minimum residential inspection approval requirements.

1. **Footings**- After excavation and any forming, **prior** to concrete pour.
2. **Foundation** - After construction, **prior** to backfill, complete with foundation drains, damp proofing and embedded anchor bolts and **before** any framing, including sill plate.
3. **Framing & Rough In**- After structural construction, prior to insulation and interior wall covering. Plumbing, electrical, etc. shall be “roughed in”.
4. **Insulation**- After approval of framing and rough in prior to installation of wallboard.
5. **Wallboard Inspection** - After installation, **prior** to applying and finish material.
6. **Final** - After structural completion, with all fixtures complete and functional.