

CATAWISSA BOROUGH
CODE ENFORCEMENT/ZONING OFFICE
307 Main Street Catawissa, PA 17820
Phone 570.356.2561 Fax 570.356.2794

ZONING PERMIT APPLICATION PROCESS

FORMS, GENERAL BUILDING REGULATIONS AND PROCEDURES

The Pennsylvania Uniform Construction Code, Act 45, and the Borough's Code of Ordinances regulate construction and the use of property in the Borough of Catawissa.

Zoning Permits

A zoning permit is required prior to the construction, reconstruction, enlargement, alteration, repair or relocation of any building or structure or to remove or demolish or change the occupancy of a building so as to require greater strength on stairways or exitways, or change to a permitted use. Permits are also required prior to the placement of accessory type structures such as but not limited to fencing, sheds, pools, air conditioner units, large satellite dishes, generators, and earthwork or grading projects. Additional permits required include: Occupancy, Solicitation, Pave Cut, Block Sidewalk, Dumpster, Change of Use and Fire Prevention Code. All such permits shall expire at the expiration of six months from date of issue unless work thereunder has commenced.

Permits are not required to: paint the interior or exterior, put on a new or repair an old roof, lay new sidewalks or repair old sidewalks, install rain spouting and replace old or install new furnaces. A permit shall be required whenever a sidewalk is blocked.

A building permit shall not be required for repairs to existing buildings or structures, provided that no structural changes or modifications are involved; and providing further that the costs of such alterations and repairs shall not exceed the sum of \$300. **Property owners must contact PA 1 call at 811 or 800-242-1776 prior to any digging or excavation. Advanced Notification may also be made at www.pa1call.org.**

No permit may be issued unless the proposed construction or use is in full conformity with all the provisions of the Borough's Code of Ordinances. Property owners who are uncertain whether or not a permit is required should contact the Borough Code Enforcement & Zoning Office 570.356.2561 for additional information.

Zoning Permits are valid for (6) months. In addition to the application form, the applicant must provide a sketch (Plot Plan) showing the dimensions of the proposed improvement(s) and its position(s) relative to all property lines.

Once a completed application has been submitted, it is reviewed first by the Code Enforcement/Zoning Officer to determine compliance with the Code of Ordinances. All applications are reviewed by the Code Enforcement/Zoning Officer. This is done to ensure that no project, which should receive Code of Ordinances review, is missed. The review will determine whether a zoning permit is needed, whether the permit can be approved as submitted, or whether the application will require a hearing and request for a variance from the Zoning Hearing Board.

Construction Permits

After obtaining the required Zoning Permit, the applicant must go to our third-party building code inspection service authorized by the Borough to obtain a Construction Permit(s) which will be in the form of a Building, Plumbing, Electrical or Mechanical Permit. Construction permit application packets are available for pick up at the Code Enforcement/Zoning Office. Like all municipalities in the Commonwealth of Pennsylvania, the Borough must comply with the provisions of the Uniform Construction Code. The Borough of Catawissa has retained the firm of Building Inspection Underwriters of Pennsylvania, Inc. as the building code service provider to administer our UCC Construction Permits and inspections. Applicants must present the Zoning Permit to the building code service provider before the provider will issue a Construction Permit. The provider may require additional plans or documentation, consistent with the requirements in the Uniform Construction Code, before issuing a Construction Permit(s).

Building Inspection Underwriters of Pennsylvania, Inc.
1010 Albright Ave.
Scranton, PA 18508
Matthew Witmer – CCO BUS 570-344-9691
Email mwitmer@biuinc FAX 570-969-9700
www.biupa.com

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ZONING PERMIT APPLICATION

Construction Site Location _____

Zoning District _____ Date Application Received _____

Tax Parcel # _____ Is this site in a flood plain Yes No

Owner _____	Tenant _____
Address _____	Address _____
Phone _____	Phone _____
Email _____	Email _____

TYPE OF WORK

- | | |
|--|--|
| <input type="checkbox"/> New Building _____ | <input type="checkbox"/> Fencing – Height at Side Yard _____ |
| <input type="checkbox"/> Addition of _____ | <input type="checkbox"/> Back Yard _____ Front Yard _____ |
| <input type="checkbox"/> Alterations _____ | <input type="checkbox"/> Sheds – Sq. Ft. _____ |
| <input type="checkbox"/> Repair/Replacement _____ | <input type="checkbox"/> Sign _____ |
| <input type="checkbox"/> Siding _____ | <input type="checkbox"/> Electrical _____ |
| <input type="checkbox"/> Roofing - Sq. Ft. _____ | <input type="checkbox"/> Plumbing _____ |
| <input type="checkbox"/> Decks – Sq. Ft. _____ | <input type="checkbox"/> Mechanical _____ |
| <input type="checkbox"/> Above Gnd. Pool Size _____ | <input type="checkbox"/> Solar System _____ |
| <input type="checkbox"/> InGnd. Pool Size _____ | <input type="checkbox"/> Modular/Manufactured _____ |
| <input type="checkbox"/> Foundation _____ | <input type="checkbox"/> Demolition of _____ |
| <input type="checkbox"/> Retaining Wall – Height _____ | <input type="checkbox"/> Accessibility _____ |
| <input type="checkbox"/> Chimney _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Change of use _____ | <input type="checkbox"/> _____ |

DESCRIBE PROPOSED WORK IN DETAIL:

Classification: ___ New Commercial ___ Other Commercial ___ New Residential ___ Other Residential
 Estimate of Total Cost for All Work _____ Total Sqaure Ft. _____
 Type of Construction _____ # of Stories _____
 Height of Construction _____ Lot Size _____
 Construction Start Date _____ Anticipated Completion Date _____

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CONTRACTOR INFORMATION

Company Name _____ <small>(If Property Owner completing work put name above)</small>	
Contact Person _____	
Address _____ _____ _____	
Office Phone # _____	Cellphone # _____
PA HIC # _____	Email _____
Registered with Building Inspections Underwriters of PA, Inc. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
<input type="checkbox"/> Certificate of Insurance for Worker's Compensation <input type="checkbox"/> Signed Exemption Form for Workers Compensation	

Application is hereby made for a permit to erect or alter a structure, which shall be located and shown on the diagram attached, and/or to use the premises for the purpose described herewith. The information on the attached diagram is made a part of this application by the undersigned. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this applicant, such as might or would cause a refusal of this application, or any change in the location, size or use of structure or land made subsequent to the issuance of this permit, without approval of the Code Enforcement & Zoning Office, shall constitute sufficient grounds for the revocation of this permit.

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 all applicable codes, ordinances and regulations of Catawissa Borough. The applicant certifies that all work will be completed in accordance with all State and Federal regulations. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, right-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 Catawissa Borough or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Signature of Owner _____ Print _____ Date _____

Signature of Applicant (if other than owner) _____ Print _____ Date _____

OFFICE USE ONLY

Zoning Permit # _____	Approved by: _____	Date Approved: _____	Permit Fees \$ _____
Occup. Permit # _____	Approved by: _____	Date Approved: _____	Permit Fees \$ _____
Constr. Permit # _____	Approved by: _____	Date Approved: _____	Permit Fees \$ _____
Notes: _____			

How To Draw A Plot

A “plot plan” is an accurate drawing or map hand drawn on an 8.5” X 11” or larger sheet of paper of your property that shows the size and configuration of your property and precise location of all man-made structures (i.e.: buildings, wall, driveways, walks, fences, etc.) and all bodies of water and water channels (ponds, streams, swales, etc.)

A plot plan should show what currently exists on your property and what is being proposed.

Plot plans are required to accompany most applications submitted to the Catawissa Borough Code Officer. The rare occasion when one would not be required might be for a residential alteration permit, where no exterior changes are being proposed.

A plot plan is also very helpful to have when you have questions about what you can and cannot do with your property. It will help the Code Enforcement/Zoning Officer to see specific and unique conditions of your site; it will allow for you to receive more reliable, rather than general, information about your site. This is particularly important when you are applying for a Construction Permit from our third party inspection service.

What Should A Plot Plan Show?

Name and address of the property owner.

The address and Columbia County Tax Parcel number of the property.

The location and dimensions of all parking and driveway areas.

The location and name of all adjacent streets.

Any and all bodies of water including ponds, basins, lakes, streams and/or storm water swales, etc.

(Plan should indicate the presence of any bodies of water within 125’ of your property, as well as those internal to your property).

Any easements that cross the property or other pertinent legal information.

The property lines and their dimensions and the property’s total acreage.

Dimensions showing how far all existing structures are from at least two adjacent property lines.

When measuring from a street line, it is important that you indicate where your dimensions are from (i.e.: “center of road”, “edge of paving”, “edge of right of way”, etc.)

Identification and location of exactly what work is being proposed.

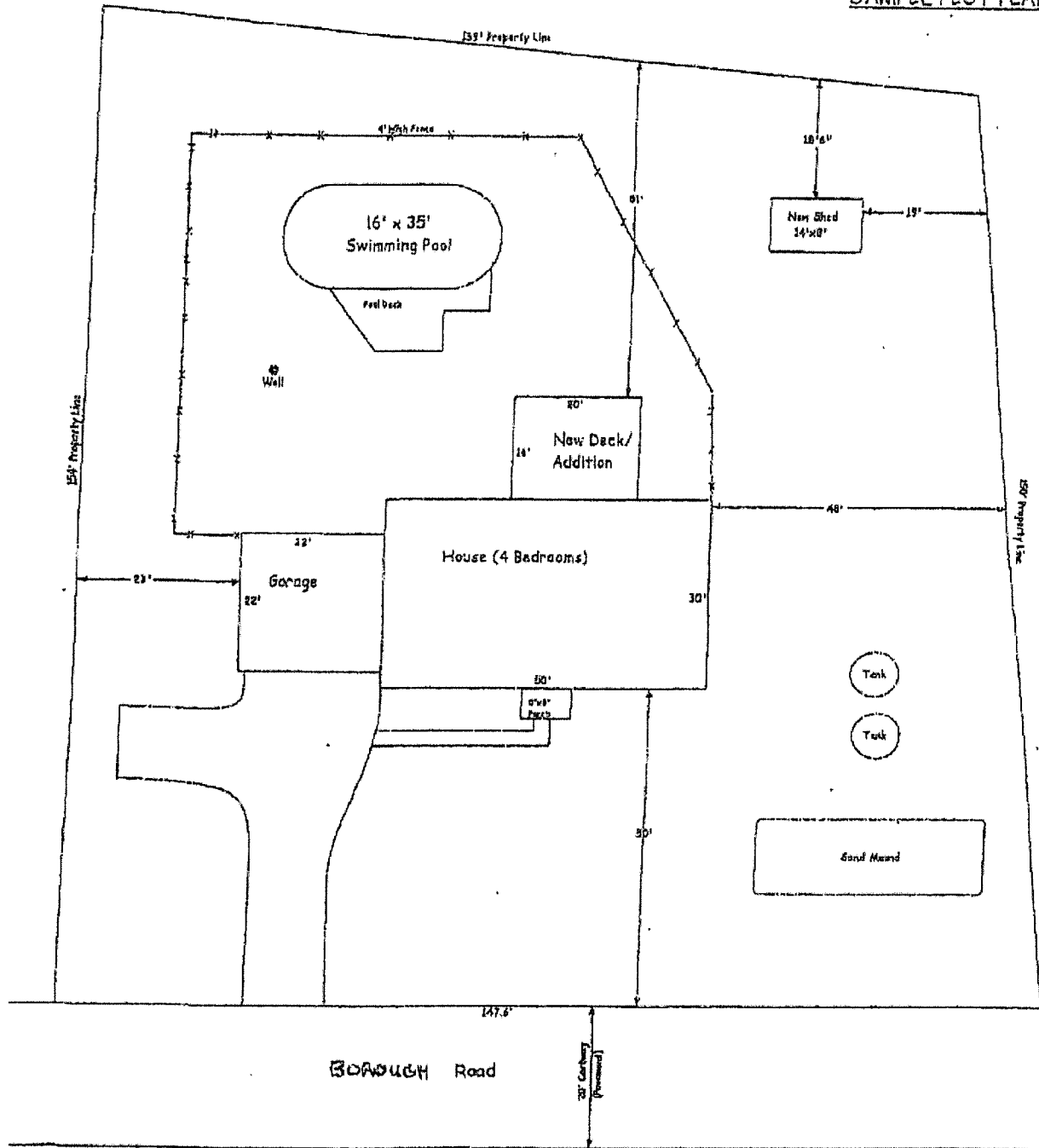
In reviewing your application or plot plan, there is the possibility that the Code Enforcement/Zoning Officer may ask you for more detailed, specific or additional information.

There may be occasions when you will be required to have your plan prepared by a surveyor or professional engineer.

It is important to be as accurate and complete as possible. Zoning Permits issued and approved based upon incorrect or incomplete information may be revoked.

See Attached Sample Plot Plan

SAMPLE PLOT PLAN



Plot Plan For 307 Main Street

Owner: Joe Citizen

.52 Acres

Parcel # 08 02 21300000

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WORKERS' COMPENSATION INFORMATION FORM

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

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

_____ Property owner performing own work. If property owner does hire a contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Home owner assumes liability for contractor compliance with these requirements.

_____ Contractor has 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 the municipality.

_____ 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).

_____ Use this form when applicable to part "C" on the workers' compensation form.

Signature of Applicant Date

County of _____

Municipality of _____

Subscribed, sworn to and acknowledged before me by the above

_____ this _____ day of _____ 20____.

SEAL

Notary Public

MUST BE NOTARIZED

Catawissa Borough

307 Main Street

Catawissa, PA 17820

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SCHEDULE OF PERMIT FEES

ZONING PERMIT

<u>ESTIMATED COST OF PROJECT</u>	<u>FEE</u>
\$0 to \$500.00	\$10.00
\$501.00 to \$1,000.00	\$20.00
\$1,001.00 to \$10,000.00	\$20.00 plus \$8.00 per thousand or part thereof
\$10,001.00 to \$100,000.00	**\$92.00 plus \$4.00 per thousand over \$10,000.00
\$100,001.00 and over	**\$552.00 plus \$2.00 per thousand over \$100,000.00

**50% Discount to Senior Citizens and Veterans. Must be at least a (1) year Borough Resident. Seniors must provide proof of age and ID.
Veterans must provide Military ID or copy of DD214.

ZONING PERMIT FOR BUILDING OR STRUCTURE DEMOLITION

<u>ESTIMATED COSTS</u>	<u>FEE</u>
\$0 to \$500.00	\$5.00
\$501.00 to \$1,000.00	\$10.00
\$1,001.00 and OVER	\$10.00 for the first \$1,000.00 plus \$4.00 for each additional \$1,000.00

DUMPSTER PERMIT	FEE: \$15.00
TREE REMOVAL OR MAINTNENANCE	FEE: \$10.00
BLOCK SIDEWALK PERMIT	FEE: \$1.00
CHANGE OF USE PERMIT	FEE: \$50.00
OCCUPANCY PERMIT	FEE: \$20.00
ELECTRIC SERVICE RECONNECTION	FEE: \$100.00

SEWER SERVICE RECONNECTION	FEE: \$100.00
SOLICITATION PERMIT	FEE: NO CHARGE
FIRE PREVENTION CODE PERMIT	FEE: \$5.00

ADDITIONAL INFORMATION

➤ If the applicant for a zoning permit also requires additional zoning permits for work covered by other Borough ordinances, one (1) zoning permit shall be issued, and a fee paid which is based on the total value of all work to be done.

➤ If, in the course of the work, any changes are made in the plans and specifications on which the permit as been issued, amended plans and specifications shall be submitted. Upon payment of an additional fee, if necessary, a supplementary permit shall be issued to cover the charges.

➤ Any property owner who is required to obtain a zoning permit and who applies therefore prior to the commencement of the construction, alteration, or change in occupancy shall pay a fee equal to one-half (1/2) of the fee set forth above.

REVISED December, 2019