

**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](http://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- 9681

Email [mwitmer@biuinc](mailto:mwitmer@biuinc)      FAX    570-969-9700

[www.biupa.com](http://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 Square 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 \_\_\_\_\_  
 (If Property Owner completing work put name above)

Contact Person \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Office Phone # \_\_\_\_\_ Cellphone # \_\_\_\_\_

PA HIC # \_\_\_\_\_ Email \_\_\_\_\_

Registered with Building Inspections Underwriters of PA, Inc.  Yes  No  Not Sure

Certificate of Insurance for Worker's Compensation  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.

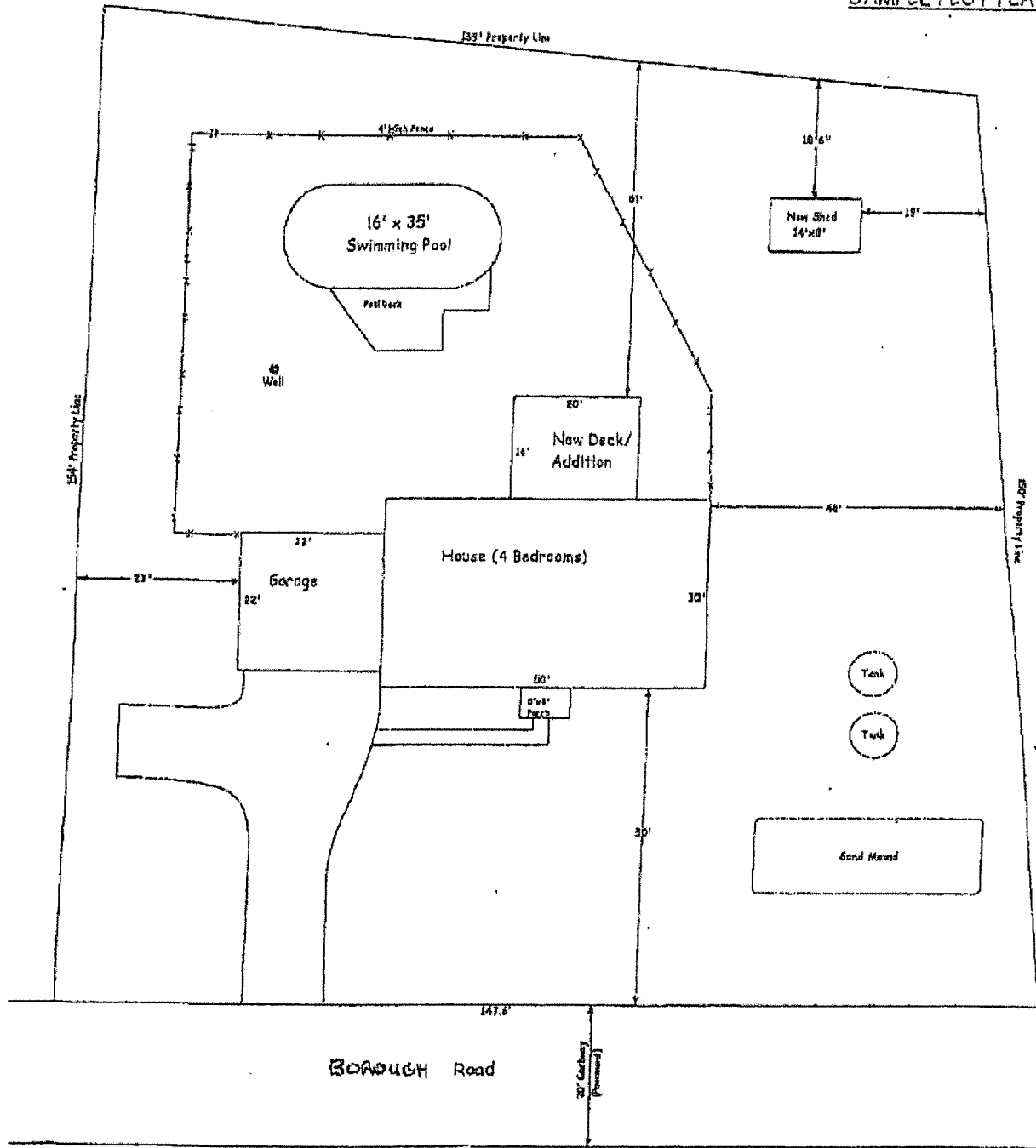
In reviewing your application or plot plan, there is the possibility that the Code Enforcement/Zoning Officer may ask you for more detailed, specific or additional information.

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

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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

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

<b>SEWER SERVICE RECONNECTION</b>	FEE: \$100.00
<b>SOLICITATION PERMIT</b>	FEE: NO CHARGE
<b>FIRE PREVENTION CODE PERMIT</b>	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 has 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

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website: [catawissa.us](http://catawissa.us)