

BOROUGH OF HAWLEY

94 Main Avenue, P. O. Box 197
Hawley, PA 18428
570-226-9545
www.hawley-borough.org

APPLICATION FOR BUILDING PERMIT

Please print legibly – failure to do so may result in a denial, delay or rejection of this application.

PROPERTY/SITE INFORMATION:

Property/Site Address: _____
(COMPLETE 911 STREET ADDRESS OR STREET & LOT#)

PIN: _____ Tax Account: _____
(14 DIGIT PROPERTY IDENTIFICATION NUMBER)

Zoning District: _____

LAND/PROPERTY OWNER: check here if applicant

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

BUILDING/STRUCTURE OWNER: check here if same as land/property owner check here if applicant

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

USE: Residential

Single-Family Two-Family Accessory (Garage/Shed/etc)

Commercial

Group A: Assembly Group B: Business Group E: Educational

Group F: Factory/Industrial Group H: High Hazard Group I: Institutional

Group M: Mercantile Group R: Residential Group S: Storage Group U: Utility/Misc

TYPE OF IMPROVEMENT:

New Structure Addition Alteration Repair/Replacement Pool

Demolition Fence/Wall Tenant Fit-Out Cell Upgrade Solar Panels

DESCRIPTION OF WORK TO BE PERFORMED:

Estimated cost of improvement: \$ _____

*Must be fair market value including materials and labor

For new structures & additions (if applicable)

Foundation Type: Crawlspace Foundation Slab on grade Piers Other

Number of stories above grade: _____ Height: _____ Length: _____ Width: _____

Floor area of new construction (sq ft): _____

*based on exterior dimensions, include full basement, porch, deck, attached garage

Residential only – Number of bedrooms: _____ Number of bathrooms: _____

Principal framing: Masonry Wood frame Structural Steel Reinforced Concrete

Other _____

Principal heating fuel: Gas Oil Electricity Coal Other _____

Sewage: Public or community Private

Water Supply: Public or community Private

CONTRACTOR INFORMATION: check here if applicant

Business Name: _____ Office Phone: _____

Business Mailing Address: _____

Contact Name: _____

Direct/Cell Number: _____ Email: _____

PA Home Improvement Contractor (HIC) number: _____ Exp date: _____

Certificate of Insurance naming the municipality as certificate holder must be provided annually or upon request.

ARCHITECT/ENGINEER INFORMATION: check here if applicant

Business Name: _____ Office Phone: _____

Business Mailing Address: _____

Contact Name: _____

Direct/Cell Number: _____ Email: _____

CERTIFICATION:

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. 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 local, state and federal laws governing the execution of this project. I certify that the Code Official or his representative shall have the authority to enter the areas in which this work is being performed at any reasonable hour to enforce the provisions of the codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief.

Applicant Name: _____

Applicant Signature: _____ Date: _____

*If applicant is not land owner/building owner/contractor/architect/engineer named above

Business Name: _____ Office Phone: _____

Applicant Mailing Address: _____

Direct/Cell Number: _____ Email: _____

REQUIRED DOCUMENTS:

New Construction – 2 sets of construction plans

Pre-manufactured construction – manufacturer specs for structure

Interior Alterations – Floor plan of existing condition and proposed changes with complete description of work

Swimming Pool – manufacturer’s installation specs for pool and pump

Roof repair/replacement – full narrative of work or copy of contract. Any structural repair must submit plan

Generator – manufacturer’s installation specs, electrical line drawing, image/drawing showing proposed location

Solar Panels – 2 sets of construction plans, structural analysis of roof sealed by architect/engineer licensed in PA

FEE CALCULATIONS: *for office use only

Construction		
Plumbing/Mechanical		
Energy Code		
Electrical		
Plan Review		
Other		
UCC Fee		4.50

Total Permit Fees:	
Less Deposit:	
Balance due:	