

HAZLE TOWNSHIP BUILDING DEPT.

MAIL Address: P.O. BOX 506

HARLEIGH, PA 18225-0506

PHONE: 570 455-2030 FAX: 570 453-2402

Delivery Address: 101 West 27th Street, Hazle Township, Pa. 18202

BUILDING AND ZONING PERMITS

RESIDENTIAL APPLICATION

NEW CONSTRUCTION, ADDITIONS & MAJOR ALTERATIONS

THE UNDERSIGNED APPLICANT UNDERSTANDS THAT FALSE STATEMENTS HEREON ARE MADE SUBJECT TO THE CRIMINAL PENALTIES OF 18 Pa. C.S.A. § 4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES. THIS APPLIES TO FALSE STATEMENTS MADE ANYWHERE ON ANY PAGE OF THIS APPLICATION.

ZONING DISTRICT: (Dept. Use Only)

BUILDING PERMIT #: A (Dept. Use Only)

LOCATION OF PROPOSED WORK OR IMPROVEMENT:

COUNTY: LUZERNE

MUNICIPALITY: HAZLE TOWNSHIP

SITE ADDRESS:

TAX PARCEL #: LOT: #

Subdivision/Land Development: SECTION:

OWNER: E-Mail:

MAILING ADDRESS:

City State Zip

PHONE #: Work: Home: FAX:

All contractors & sub-contractors must have either a PAOAGHIC or a Hazle Township License.

PRINCIPAL CONTRACTOR: Lic. #

CONTRACTOR'S ADDRESS: E-Mail:

City State Zip

PHONE #: Work: Home: FAX:

SUB-CONTRACTORS NAME: Lic. #

SUB-CONTRACTORS NAME: Lic. #

SUB-CONTRACTORS NAME: Lic. #

(Add Additional Sheet if Necessary)

ARCHITECT:

MAILING ADDRESS: E-Mail:

City State Zip

PHONE #: Work: Home: FAX:

(OVER)

TYPE OF WORK OR IMPROVEMENT: *(Check One)*

- New Building Addition Alteration Repair Demolition Relocation Sign
 Other ZONING PERMIT only Change of Use Foundation Only Plumbing Mechanical
 Electrical

Describe the proposed work: _____

PERMIT & PLAN REVIEW:

Hazle Twp reserves the right to use the most current ICC Building Valuation construction cost table for permit and plan review cost tabulation for all building types and occupancies. Hazle Twp Ordinance # 98-6-8-2 page 107 and Resolution 98-18 page 108.

ESTIMATED COST: _____

WHEN WILL WORK BEGIN: _____ END: _____

PLOT PLAN ATTACHED: YES NO

SETBACKS: FRONT _____ SIDE (L) _____ SIDE (R) _____ REAR _____

DEED or WARRANTY: **(Attached)** YES NO

BUILDING PLANS (2 SETS) **(Attached):** YES NO

ARCHITECT/ENGINEER STAMP AND SIGNED: YES NO

(If NEEDED – Elevator, Escalator, Lifts, etc.) LABOR & INDUSTRY APPROVAL: YES NO

WILL THERE BE ANY DEMOLITION OR CONSTRUCTION WASTE MATERIALS???????? (Shingles, wood, glass, asbestos, brick, concrete, soil, etc.) YES NO If YES, what is the material(s) and the location where it will be disposed and Disposal Contractors Name: _____

WILL THERE BE WATER RUNOFF? YES NO If YES, Explain where it will go and how it will be controlled: _____

EROSION & SEDIMENTATION PLAN: YES – Attach Copy NO

DESCRIPTION OF BUILDING USE: *(Check One)*

- One-Family Dwelling (R-3)
 Two-Family Dwelling (R-3)
 Townhouse (R-3)

BUILDING/SITE CHARACTERISTICS:

NUMBER of Residential Dwelling Units: _____ Existing, _____ Proposed
MECHANICAL: Indicate Type of Heating/Ventilating/Air Conditioning (*i.e.*, electric, gas, oil, etc.) _____

WATER SERVICE: (*Check*) Public Private
SEWER SERVICE: (*Check*) Public Private -- On Lot:(Septic Permit # _____
SOIL TYPE: _____ SLOPE: Average: _____ % Steepest: _____ %

Does or will your building contain any of the following:

FIREPLACE(s): Number _____ Type of Fuel _____ Type Vent _____
ELEVATOR/Escalators/Lifts/Moving walks: (*Check*) YES NO
SPRINKLER SYSTEM: YES NO
PRESSURE VESSELS: YES NO REFRIGERATION SYSTEMS: YES NO

BUILDING DIMENSIONS:

PROPOSED BUILDING: Total Gross Floor Area: _____ sq. ft. Number Of Stories: _____
Length: _____ Width: _____ Height of Structure Above Grade: _____
EXISTING BUILDING: Total Gross Floor Area: _____ sq. ft. Number Of Stories: _____
Length: _____ Width: _____ Height of Structure Above Grade: _____

FLOODPLAIN N/A

Is the site located within an identified flood hazard area? (*Check One*) YES NO
If Yes: Will any portion of the flood hazard area be developed? (*Check One*) YES NO

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3 Lowest Floor Level: _____

HISTORIC DISTRICT: Is the site located within a Historic District: YES NO

If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.

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 PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-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 the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the *owner* or lessee of the building or structure, or *agent* of either, or by the *registered design professional* employed in connection with the proposed work.

I certify that the code administrator or the code administrators authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

THE UNDERSIGNED APPLICANT UNDERSTANDS THAT FALSE STATEMENTS HEREON ARE MADE SUBJECT TO THE CRIMINAL PENALTIES OF 18 Pa. C.S.A. § 4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES. THIS APPLIES TO FALSE STATEMENTS MADE ANYWHERE ON ANY PAGE OF THIS APPLICATION.

I HAVE READ AND UNDERSTAND ALL OF THE STATEMENTS MADE IN THIS ABOVE APPLICATION AND HAVE DISCUSSED ANY QUESTIONS WITH THE ISSUING OFFICER.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Date: _____

Directions to Site: _____

(FOR CODE ADMINISTRATOR USE ONLY)

PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)

<u>Type of document:</u>	<u>Submitted</u>	<u>Signed & Sealed</u>	<u>Date:</u>	<u>Revision Date:</u>
Foundation Plans	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Construction Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Electrical Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Mechanical Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Plumbing Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Flood Hazard Area Data	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

_____ **Incomplete** _____ **Needs ZHB Approval** _____ **Needs Planning Commission Approval**

DATE REJECTED: _____ By: _____

DATE ACCEPTED: _____ TIME: _____ BY: _____

ADDITIONAL PERMITS/APPROVALS REQUIRED:

STREET CUT PERMIT:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
TOWNSHIP HIGHWAY OCCUPANCY:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
SEWER CONNECTION:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
ON-LOT SEPTIC:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
HAZLE TOWNSHIP ZONING:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
HAZLE TOWNSHIP PLANNING:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
WORKERS COMP CERTIFICATE	<input type="checkbox"/> YES <input type="checkbox"/> NO		
PENNDOT HIGHWAY OCCUPANCY:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
DEP FLOODWAY OR FLOODPLAIN:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
FAA APPROVAL:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
HARB APPROVAL:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
CUT AND FILL:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
OTHER _____:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED

APPROVALS:

BUILDING PERMIT APPROVED: Date _____ By: _____

W/Conditions: _____

ZONING OFFICER _____

BUILDING CODE OFFICIAL _____

Date Issued _____ Date Expires _____ PERMIT # _____

BUILDING PERMIT FEE \$ _____ RECEIPT # _____

PLUMBING PERMIT (if applicable) \$ _____ RECEIPT # _____

MECHANICAL PERMIT (if applicable) \$ _____ RECEIPT # _____

ELECTRICAL PERMIT (if applicable) \$ _____ RECEIPT # _____



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UCC √ CHECK LIST √ BUILDING PERMIT REQUIREMENTS NEW CONSTRUCTION, ADDITIONS, & MAJOR ALTERATIONS { Use Form "N" }

GENERAL APPLICATION:

READ ALL INSTRUCTION PAGES FIRST

FILL OUT COMPLETELY

(If you believe something does not apply use NA)

ATTACH:

- DEED(s) – Copy is sufficient (New Construction only)
- PLOT PLAN
 - Must show all metes and bounds of lot
 - Proposed structure with all dimensions.
 - All existing structures.
 - All setbacks
 - E&S Best Management Practices
- Copy of DOE COMchek, RESchek or PHRC energy worksheet/report
- PROJECT COST -- SIGNED CONTRACTORS ESTIMATE – Copy is sufficient
- BUILDING PLANS
 - (COMMERCIAL & INDUSTRIAL) Must have Registered Architects or Engineers Stamp & signed (3 sets)
 - (RESIDENTIAL) Plans coded to materials list. (2 sets)
- SOIL & EROSION PLAN – Approved Copy or Letter from Luzerne Conservation District or DEP (If earth disturbance is over 5,000 sq.ft.) [Exempt in approved subdivisions with NPDES]
- HAZLE TOWNSHIP MUNICIPAL AUTHORITY PERMIT
- MUST BE PICKED UP AT THE SAME TIME YOU PICK UP BUILDING PERMIT APPL.
- HAZLE TOWNSHIP CODE COMPLIANCE FORMS
- ASBESTOS SURVEY REPORT (If Required)
- ALL OTHER FEDERAL, STATE OR LOCAL PERMITS or CLEARANCES (If Needed) (i.e. FAA, Wetlands, PADOT - HOP, etc.)

FIRE DEPARTMENT APPLICATION: (Commercial/Industrial Only)

- Fill out for any additional needed permit(s).
- Copy of Knox Box Application.

RETURN PACKAGE TO CODE ADMINISTRATORS OFFICE

Application will be reviewed by the Building Code Office. Applicant will be informed of results within 30 business days of the filing date or sooner unless extended by the Building Official and/or the Permit Applicant.

10/19/11

HAZLE TOWNSHIP
RESIDENTIAL
CODE COMPLIANCE AFFIDAVIT

To: Hazle Township Supervisors

Subject: All New Buildings, Additions and Major Renovations

JOB NAME: _____

JOB LOCATION: _____

The above-mentioned structures shall be built to the specifications of the International Construction Codes of 2009, 2009 International Fire Codes and the Americans with Disabilities Act, and all applicable Hazle Township Ordinances and Resolutions.

The Pa. UCC recognizes the following Regulatory Paths for Space Conditioning Energy Compliance. Please circle which one will be followed thru for the entire project:

IRC Ch. 11

IECC

PA ALT.

RES-CHECK

The following conditions are hereby noted and will be adhered to as per the Hazle Township Ordinances:

1. Fire rated doors, barriers, wall coverings, smoke & heat alarm systems and stops shall be installed were needed.
2. All contractors and Sub-Contractors MUST have a valid Hazle Township Contractors License.
3. Plastic interior water pipes/lines installed in the above residence may be subject to early degradation and failure. They are installed at the owners and contractors risk and who shall hold Hazle Township and their Officials harmless if any problems occur with the plastic water lines.
4. A fully executed Inspection Form shall be presented prior to the issuance of an Occupancy Permit.
5. Any and all amendments to the Building Codes in Hazle Township.
6. A construction code official may enter a building, structure or in process unoccupied structure during normal business hours to enforce the Uniform Construction Code provisions without notification to the permit holder.

I/We acting as agent for/by _____
swear and/or affirm that this statement is true and correct to the best of my knowledge.

I/We hold harmless the Township of Hazle for any work or actions performed in the building of this structure(s) by non-conformance with all the applicable Codes, Ordinances and Laws. I understand that any false statements made herein and upon the entire application are made subject to the penalties of 18 Pa. C. S. §4909 relating to unsworn falsifications to authorities.

Signed, _____

Date: _____

Table R301.2(1)
 CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA
 FOR

Ground Snow Load	Wind Speed	Seismic Design Category	Subject to Damage From				Winter Design Temp.	Ice shield Under-Layment Required	Flood Hazards	Air Freezing Index	Mean Annual Temp.
			Weathering	Frost Line Depth	Termite	Decay					
40 ¹	90	B	S	44 ²	M-H	S-M	0-10	Yes	3-81/4-1-81	1255	47

CLIMATE ZONE - 5 HAZLE TOWNSHIP

NOTES:

¹.....Hazle Twp. is in an area that requires CS (Case Studies). The Ground Snow load indicated is based on information in NRCC Publication RP-94-3 “Atlas of Extreme Snow Water Equivalents for North Eastern United States” and is an average for structural design in the township. Certain structures and uses in certain areas may need additional studies.

²Based on NRCC Publication RP-96-1 “Atlas of Soil Freezing Depth Extreme for North Eastern United States”



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RESIDENTIAL BUILDING PERMIT INSPECTION SHEET

**INSPECTIONS MUST BE SCHEDULED BY TELEPHONE OR EMAIL
AT LEAST 24 HOURS IN ADVANCE.**

**WORK SHALL NOT PROCEED UNTIL THE FIELD INSPECTION HAS
BEEN APPROVED**

1. **FOOTPRINT**- Preliminary approval of the site prior to digging footer. A verification of the setbacks is done at the footer inspection.
2. **FOOTER (Pre-Pour)** - This inspection verifies the footer depth, slope, rebar & chair placement. A verification of the setbacks is done.
3. **FOOTER (Post-Pour)** - This inspection verifies the concrete placement.
4. **FOUNDATION**- Concrete or masonry foundation walls inspected for lateral support and or reinforcement required, core filling and anchor bolt placement. Damp-proofing and footer drainage systems are inspected for compliance.
5. **BELOW GRADE PLUMBING**- Any plumbing below the concrete slab is **inspected and air tested.**
6. **ELECTRICAL ROUGH-IN**- Prior to any covering, all wiring, boxes, service panel and utility pre-connections are inspected. A cut-in card request can be done also. **All grounds shall be tied together for this inspection.** All opening must be sealed and or fire sealed.
7. **PLUMBING ROUGH-IN**- Prior to any covering of plumbing. All domestic water systems are air tested to **50lbs. for 15 minutes** and DWV systems are air tested to **5 lbs. for 15 minutes.** All openings must be sealed and or fire sealed.
8. **MECHANICAL ROUGH-IN**- Prior to any covering. Routing of duct work is inspected, insulation values are verified and any energy code requirements. Gas piping test is required, if applicable.
9. An **ICE SHIELD** inspection is required prior to the roof covering being installed. The Ice shield inspection can be requested prior to the framing.

10. **FRAMING & MASONRY**- All frame structural work and sheeting inspected prior to placement of the insulation. All masonry work shall be inspected including wall-ties, weep holes, weather resistant sheathing and flashing. An **ICE SHIELD** inspection is required prior to the roof covering being installed. The Ice shield inspection can be requested prior to the framing. Fire-blocking and energy code requirements are inspected at this time.
11. **INSULATION**- Verification of energy code requirements is done. All air leakage areas are checked for proper sealing. The Energy Code inspections are done at different intervals through out the building construction and are not one specific inspection.
12. **WALLBOARD/GYPSUM**- This inspection verifies the gypsum board attachment and fire rated assemblies.
13. **FINAL ELECTRICAL, PLUMBING, MECHANICAL, FIRE & FINISH** **ALL** equipment, fixtures, devices, appliances, heating and cooling, water systems are installed and functional. The fire detection system and fire rated assemblies are inspected. The finish grade and drainage are inspected. **ALL work is completed and ready for occupancy.** Upon inspection and acceptance, A Certificate of Occupancy will be issued.

SPECIAL INSPECTIONS

1. **SUPERIOR WALL SYSTEMS**- The Superior Wall Systems require special inspections. The FOOTING inspection is based on the manufacturer specifications. The frost depths are verified and stone bedding and drain piping installation is done. All compaction of the stone is observed.

The 2. **FOUNDATION WALLS**- The setting of the foundation walls is observed. The verification of the installers' certification is documented. No backfilling is done until the 1st floor joist framing and basement floor must be poured as required by the Manufacturer Installation Instructions.

The Hazle Township Building Department telephone number to schedule inspections is **(570)453-2466**. Any arrangements for any inspections are requested through the Building Department. An addition, the Building Department can be contacted via email at **building@hazletownship.com**



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SUBMITTAL GUIDE for RESIDENTIAL PROJECTS

Building Plan Requirements

The following items are required for new residential projects. Drawings shall provide the necessary information to verify compliance with the building code. Scale should be appropriate to sheet size and must be clearly marked on each sheet. Sheet size shall not be less than 11 inches by 17 inches. All drawings shall bear the name and signature of the person responsible for the design.

Two (2) sets of construction drawings shall be submitted and shall include:

Title Page Drawing: to include the contact information for designer(s), description of square footage per floor, number of floors, type of construction to be utilized, design occupant load(s), finish materials classification, statement that design codes utilized are in accordance with the current IBC edition as adopted by Hazle Township.

Site Plan Drawings: to include all utility layouts, lot property line(s) measurements, setbacks, proposed structure(s) w/ dimensions, existing structures w/ measurements, E+S BMP's, north arrow and any adjacent street names. Eagle Rock Development additional E&S control includes "Dry Well" calculation package from Eagle Rock.

Floor Plan Drawings: to include the use of all areas, location & types of fire resistant construction, U.L. Listing of fire resistant construction, means of egress components.

Structural Drawings: to include the structural design calculations, uniform live loads, dead loads, roof & snow loads, wind loads, footing construction detail, foundation construction details, framing construction details, concrete construction details, masonry construction details, wood construction details, steel construction details.

Elevations – Structure Exterior: to include front, side and rear views.

***Electrical Drawings:** to include all circuits required for lighting, appliances and mechanical equipment within the building or structure.

***Mechanical Drawings:** to include size & type of appliances, construction of flues and chimney systems, ventilation air provided, fresh air make-up provided, location of all ducting and piping.

***Plumbing Drawings:** to include a plan view and a riser diagram of waste & water piping, pipe sizing, grade of piping, drainage fixture unit loads on stacks and drains, water distribution design criteria.

***Life Protection Systems:** to include the hard-wired, battery backup smoke detector system and location of units. If a carbon based heating system is located in the structure include the hard-wired, battery backup carbon monoxide detector system and location of units. If a sprinkler system is installed include the submittal guide for the system. See specific submittal guide requirements.

Driveway Permit: Any driveway access to a State Roadway must have a Highway Occupancy Permit issued from Penn-DOT prior to any building permit being issued from the Township. A Driveway Permit must be issued from Hazle Township for any Township roadway and must be approved prior to the issuance of a building permit.

*May be combined on one sheet if properly coded.