

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 W. 27<sup>th</sup> St., Hazleton, PA 18202

**BUILDING AND ZONING PERMITS**

**APPLICATION**

**REPAIRS, MINOR ALTERATIONS & SIGNS**

ZONING DISTRICT: \_\_\_\_\_  
(Dept. Use Only)

BUILDING PERMIT #: A \_\_\_\_\_  
(Dept. Use Only)

**LOCATION OF PROPOSED WORK OR IMPROVEMENT**

COUNTY: LUZERNE

MUNICIPALITY: HAZLE TOWNSHIP

SITE ADDRESS: \_\_\_\_\_

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)**

**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: \_\_\_\_\_

**CONSTRUCTION**

COST: \$ \_\_\_\_\_ **Attach Signed Contract**  
(reasonable fair market value = Labor & Material)

WHEN WILL WORK BEGIN: \_\_\_\_\_ END: \_\_\_\_\_

PLOT PLAN ATTACHED:  YES  NO

SETBACKS: FRONT \_\_\_\_\_ SIDE( L ) \_\_\_\_\_ SIDE( R ) \_\_\_\_\_ REAR \_\_\_\_\_

BUILDING PLANS (Attached):  YES  NO  N/A

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

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

Disposal Location: \_\_\_\_\_

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

MECHANICAL: Indicate Type of Heating/Ventilating/Air Conditioning (i.e., electric, gas, oil, etc.) \_\_\_\_\_

**DESCRIPTION OF BUILDING USE (Check One)**

RESIDENTIAL

NON-RESIDENTIAL

One-Family Dwelling (R-3)

Specific Use: \_\_\_\_\_

Two-Family Dwelling (R-3)

Use Group: \_\_\_\_\_

**SIGNS: COMMERCIAL&/INDUSTRIAL**

NUMBER: \_\_\_\_\_ (Attach Sign Drawings and Plot Plan Showing Locations of Each)

SIZE: ① \_\_\_\_\_ sq.ft \_\_\_\_\_ L(ft.) X \_\_\_\_\_ H(ft.) # sides 1   2

② \_\_\_\_\_ sq.ft \_\_\_\_\_ L(ft.) X \_\_\_\_\_ H(ft.) # sides 1   2

③ \_\_\_\_\_ sq.ft \_\_\_\_\_ L(ft.) X \_\_\_\_\_ H(ft.) # sides 1   2

**HISTORIC DISTRICT**  N/A

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: \_\_\_\_\_

**APPROVALS (Code Official Use Only)**

**REQUIRES INSPECTION:**  YES  No

DATE RECEIVED: \_\_\_\_\_ TIME: \_\_\_\_\_ BY: \_\_\_\_\_

BUILDING PERMIT DENIED: Date \_\_\_\_\_ Date Returned \_\_\_\_\_

\_\_\_\_\_ Incomplete \_\_\_\_\_ Needs ZHB Approval \_\_\_\_\_ Needs Planning Commission Approval

\_\_\_\_\_ Other: \_\_\_\_\_

BUILDING PERMIT APPROVED: Date \_\_\_\_\_ By: \_\_\_\_\_

**W/Conditions:** \_\_\_\_\_

CODE ADMINISTRATOR \_\_\_\_\_

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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U C C  
√ C H E C K L I S T √  
B U I L D I N G P E R M I T R E Q U I R E M E N T S  
REPAIRS, RENOVATIONS, MINOR ALTERATIONS,  
GARAGES, SHEDS, POOLS, SIGNS AND FENCES  
{ Use Form "R" }

GENERAL APPLICATION:

READ ALL INSTRUCTIONS

FILL OUT COMPETELY

(If you believe something does not apply use NA)

ATTACH:

- PLOT PLAN -- REQUIRED FOR: Fences, Signs, Accessory Buildings [garages, sheds, pools, decks]
  - Must show all metes and bounds of lot
  - Proposed structure with all dimensions.
  - All existing structures.
  - All setbacks
  - E&S Best Management Practices – If land disturbance is over 5,000 square feet
- SOIL & EROSION PLAN – Approved copy or letter from Luzerne County Conservation District or DEP (If earth disturbance is over 5,000 sq. ft.)
- CONSTRUCTION DRAWINGS -- If Required
- DEED OR LEASE – If Required (Usually if land or structure is being leased or rented)
- ANY OTHER AGENCY PERMITS, REQUIREMENTS OR DOCUMENTATION – If Needed

RETURN PACKAGE TO PERMIT OFFICE

Building Code Officer will review application. Applicant will be informed of results within 15 business days of the filing date or sooner unless extended by the Building Official and/or the Permit Applicant.

10/19/11

HAZLE TOWNSHIP  
**COMMERCIAL**  
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 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 where 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:

\_\_\_\_\_

\_\_\_\_\_

10/19/11

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:

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10/19/11

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 <sup>1</sup>	90	B	S	44 <sup>2</sup>	M-H	S-M	0-10	Yes	3-81/4-1-81	1255	47

CLIMATE ZONE - 5      HAZLE TOWNSHIP

NOTES:

<sup>1</sup>.....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.

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

## APPENDIX B

### STORMWATER MANAGEMENT PERMIT GUIDELINES AND APPLICATIONS

Anyone performing a regulated activity, unless specifically exempt by Section 302 of the Ordinance, must complete the accompanying Stormwater Management Permit Application and required drawings and documents, and submit to Hazle Township. A regulated activity is defined by this Ordinance as:

**Regulated Activity** - Any earth disturbance activities or any activities that involve the alteration or development of land in a manner that may affect stormwater runoff.

This includes but is not limited to: the clearing of wooded areas, grading and excavating, placement of pavement (driveways, parking areas, roads), construction of buildings, construction of stormwater management facilities, the diversion or piping of any natural or man-made stream channel, the construction of other structures (homes, sheds, garages, commercial and industrial buildings), and other activities which alter the way stormwater runs off of the landscape. See Section 105 of Ordinance for additional detail on Regulated Activities. Impervious area is defined by this Ordinance as:

**Impervious Surface (Impervious Area)** - A surface that prevents the infiltration of water into the ground. Impervious surfaces include, but are not limited to, streets, sidewalks, pavements, parking lots, driveways, roofs, stone patios. See definition of "Gravel (Crushed Stone)" for when gravel classifies as impervious area.

**Gravel (Crushed Stone)** - Considered to be impervious when the intended use of the stone is for transportation purposes, parking areas, construction areas, trails, or if the gravel is compacted at any time during or after its placement; landscaping stone is not considered as impervious area.

Depending on the amount of impervious area placed and the amount of earth disturbance to the project site, this Ordinance requires different levels of stormwater management, and correspondingly different levels of design and review.

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**Level 1:** Proposed impervious area is 500 sq. ft. to 1,000 sq. ft. or total earth disturbance is 1,000 sq. ft. to 5,000 sq. ft.

**Stormwater Management Controls:** Ensure that adverse downstream impacts do not occur due to redirecting stormwater flows towards nearby structures. Stormwater Management Controls must comply with Section 301 of this Ordinance.

**Submission:** Submit the Stormwater Management Permit Application and Sketch to Hazle Township Code Enforcement Officer.

**Review:** Shall be completed by Hazle Township Zoning Officer or Building Inspector.

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**LEVEL 1 APPLICATION – PROJECT SKETCH  
HAZLE TOWNSHIP ACT 167 STORMWATER MANAGEMENT**

**Level 1:** Proposed impervious area is 500 sq. ft. to 1,000 sq. ft. or total earth disturbance is 1,000 sq. ft. to 5,000 sq. ft.

**Stormwater Management Controls:** Ensure that adverse downstream impacts do not occur due to redirecting stormwater flows towards nearby structures. The following general requirements shall be met as follows:

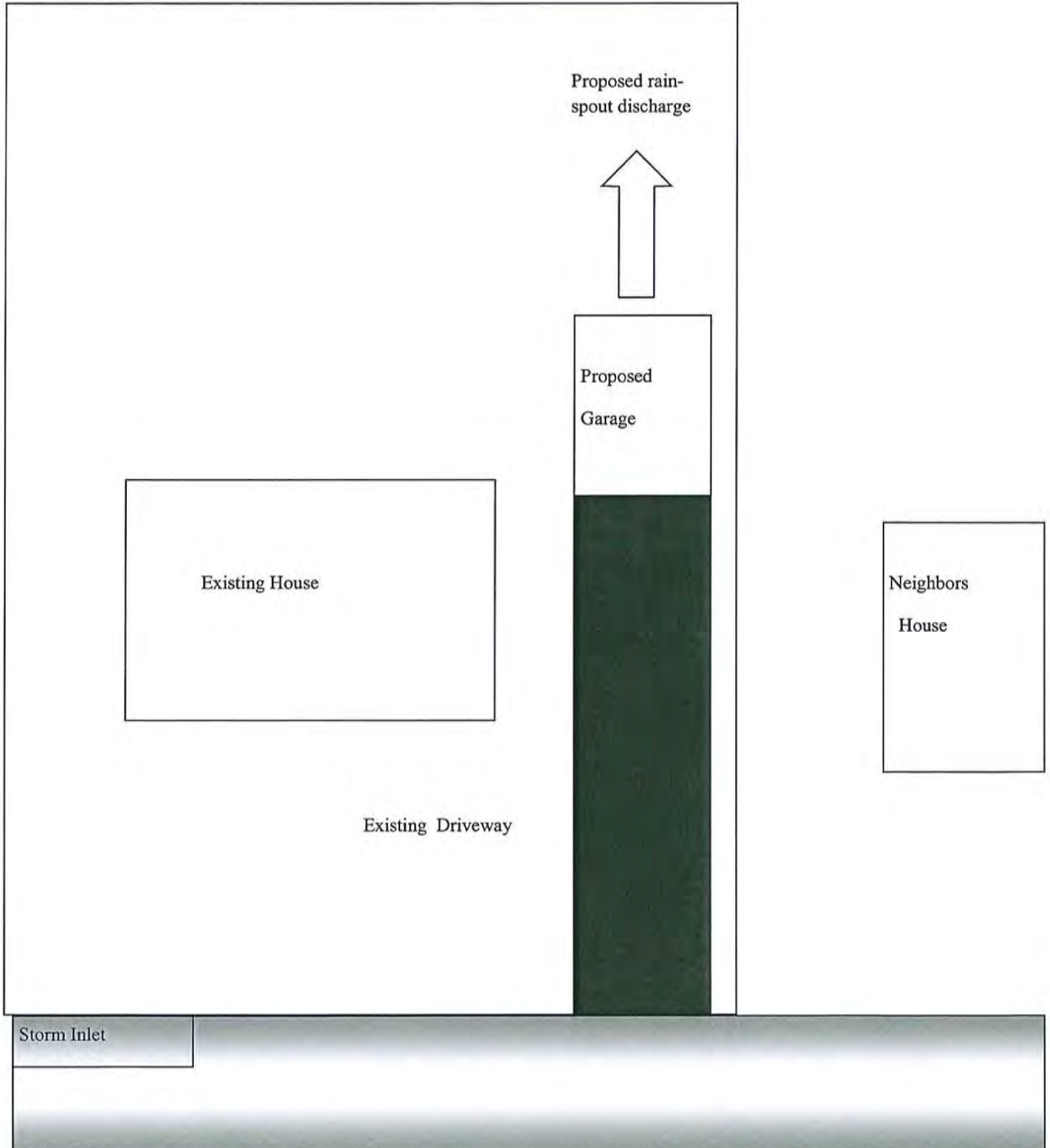
- A. There shall be no increase in the rate of storm water discharge from the land development or subdivision that would have occurred from the land prior to the activity. No Level 4 regulated activities shall commence until the Township issues written approval of a SWM Site Plan.
- B. Each person, corporation, or other entity which makes any surface changes shall be required to: a) collect on-site surface runoff and dispose of it to the point of discharge into the common natural water course of the drainage area; b) handle existing off-site runoff through his development.

**Submission:** Submit the Stormwater Management Permit Application and Sketch to Hazle Township Code Enforcement Officer.

**Review:** Shall be completed by Hazle Township Zoning Officer or Building Inspector.

## EXAMPLE LEVEL 1 PROJECT SKETCH

- Show direction of proposed stormwater discharges
- Show all structures within 50 feet of site
- If storm sewers are present, show approximate location of inlets

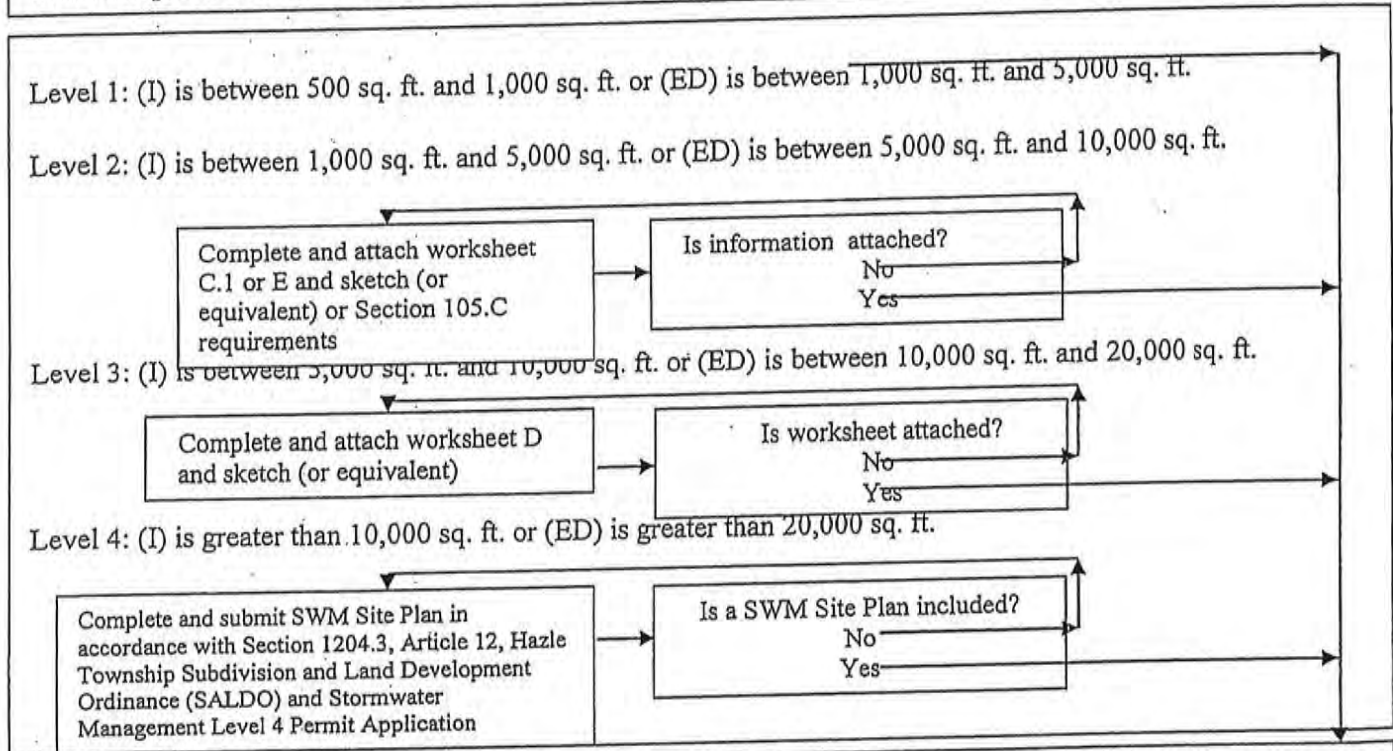


**STORMWATER MANAGEMENT PERMIT APPLICATION – Levels 1, 2, 3, & 4**  
**Hazle Township, Luzerne County, PA**  
**(Level 4 Requires a Detailed Application)**

Applicant Name, Address, Phone Number and Email	Nature of Activity (i.e. driveway, single-lot structure, parking lot, road, trail, subdivision, etc.):
---	--

Total Proposed Impervious Area (I) (sq. ft.): \_\_\_\_\_

Total Proposed Earth Disturbance (ED) (sq. ft.): \_\_\_\_\_



Show on the accompanying sketch that adverse downstream stormwater impacts are not created or worsened, and that additional stormwater runoff will not discharge towards adjacent property owners.

All requirements of the Ordinance have been met. Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FOR REVIEWER ONLY**

This stormwater management permit application has been APPROVED DENIED (circle one)

Reviewed by (print): \_\_\_\_\_ Reason for Denial: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_