

# MUNICIPAL BUILDING PERMIT CHECKLIST

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

Parcel No. \_\_\_\_\_

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

Project Address/Location: \_\_\_\_\_  
 \_\_\_\_\_

Project Description/Scope:

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Parcel Size: \_\_\_\_\_ acres

Commercial or Residential? \_\_\_\_\_

## SUBDIVISION/LAND DEVELOPMENT

	Does a new tax parcel need created?
	Will the current property lines be changed in any way? If so, a subdivision plan may be needed.
	Based on your ordinance, is a subdivision plan needed?
	Are there any other land use restrictions on the property?
	Does the municipality have zoning in this area?
	What is the zoning designation?
	What are the required setbacks for this parcel?
	What is the minimum lot size required for this project?
	Has the zoning officer approved the plan?
	Copy of Subdivision or Land Development Plan in file?

## HIGHWAY OCCUPANCY PERMIT

	Does the parcel have an existing drive?
	Is the existing drive permitted? (If not, it could need an HOP) Call PENNDOT Permits to verify.
	Will a new drive be needed? (New drives need an HOP)
	Has the use of the property changed? (Change of use requires an HOP)
	Will the driveway be abutting a state road? (If yes, put the owner in contact with PENNDOT. If not, they will need a municipal HOP from you.)
	HOP needed?
	Copy of HOP in the file?

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

Project Address/Location: \_\_\_\_\_

**SEPTIC**

	Does the parcel have an existing approved septic system or sewer?
	If not, has an approved perk test been performed?
	Is a Sewage Facility Planning Module (DEP) required for the site?
	Copy of Sewage Facility Planning Module Approval in file?

**EROSION & SEDIMENTATION - EARTH DISTURBANCE CHAPTER 102**

	How many square feet of earth disturbance will the project have? Include area for the driveway, spoil piles, utility cuts, septic, and overall construction disturbance for the building(s).
	E&S Plan required! - For areas under 5000 SF. BMP's must be in place.
	E&S Plan required! - copy must be on site for areas over 5000 SF and BMP's must be in place. Approval may be needed form Conservation District.
	NPDES Permit required! - copy on site for areas one acre and over. BMP's must be installed and maintained!
	Will the construction occur in the floodway or within 50 feet of the bank of a stream? If so, an approved E&S plan is always required and contact either Conservation District or DEP for permit.
	Will spoil material be taken off-site? If so, an additional plan will be needed for the spoil pile location.
	Copy of Approved E&S Plan or NPDES Permit in file?

**ACT 167 STORMWATER MANAGEMENT PLAN**

	How many <b>NEW</b> square feet of impervious surface are you creating? (Impervious surface includes anything that will not allow water to filter through)
	Is this a single family home? Some exemptions may apply. If yes, contact the stormwater plan reviewer for info.
	Project involves less than 1,000 ft <sup>2</sup> new impervious surface? _____ Small Projects Application <span style="float: right;">No</span> approval or Acknowledgement Letter needed.
	Project involves 1,000ft <sup>2</sup> – 2,499 ft <sup>2</sup> new impervious surface? _____ Small Projects Application _____ Obtain Acknowledgement Letter for Exemption before issuing building permit
	Project involving between 2,500 ft <sup>2</sup> – 4,999 ft <sup>2</sup> new impervious surface? _____ Small Projects Application including volume control _____ Obtain plan approval before issuing Building Permit

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

Project Address/Location:

	Project involving greater than 5,000 ft <sup>2</sup> new impervious surface? _____ Approved engineered stormwater management plan _____ Approved Erosion & Sedimentation Control Plan _____ Obtain plan approvals before issuing Building Permit
	Copy of an Approved Stormwater Plan or acknowledgement letter in file?

**FLOODPLAIN**

	Is the proposed project within a delineated floodplain? * No, no action needed * Yes, obtain copy of Floodplain Approval before issuing Building Permit
	Is the project a state, municipal or educational institution or a nursing home/healthcare facility? * No, no action needed * Yes, refer the applicant to DEP for 106 Permit application.
	Has a Certificate of Elevation ever been performed for this property? If in a floodplain, this may be needed.
	Copy of Floodplain Approval in file?

**STREAM CROSSINGS/WETLANDS**

	Does the project involve a stream crossing or wetland encroachment? *
	No, no action needed * Yes, refer the applicant to the County Conservation District or DEP
	Copy of Stream Crossing and/or Wetlands Approval in file?

**CODE ENFORCEMENT**

	Have the construction plans been approved by the appropriate agency? (Commercial only)
	Have all required been acquired?
	Copy of Building Code Approval in file?

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

Project Address/Location: \_\_\_\_\_

**Affected Agencies Requiring Contact by the Applicant:**

\_\_\_\_\_ Venango County Regional Planning Commission: (814) 432-9689

\_\_\_\_\_ PENNDOT Permits: (814) 678-7156

\_\_\_\_\_ DEP Waterways and Wetlands: (814) 332-6984

\_\_\_\_\_ Venango Conservation District: (814) 676-2832

\_\_\_\_\_ Sewage Enforcement Officer

\_\_\_\_\_ Municipal Zoning Officer

\_\_\_\_\_ Code Enforcement Officer

Municipal Use Only

FINAL BUILDING PERMIT APPROVAL			
Permit No.	Approval Date	Required	
			Subvision Plan
			Highway Occupancy Permit
			Sewer Permit
			E&S Earth Disturbance Approval/ Permit
			Stormwater
			Floodplain
			Stream Crossing/ Wetland
			Zoning Permit
			Occupancy Permit

Municipal Rep. Signature: \_\_\_\_\_

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

Checklist completed by: \_\_\_\_\_

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