

# BUREAU VERITAS INSPECTION SERVICES

## Building Permit Checklist for Huntingdon Borough

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

Checklist Approved by: \_\_\_\_\_

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

1. Has the Huntingdon Borough Zoning Ordinance been addressed?  
Zoning Classification - \_\_\_\_\_ Setbacks – Front \_\_\_\_\_ Rear \_\_\_\_\_ Side \_\_\_\_\_  
Maximum Lot Coverage - \_\_\_\_\_  
Additional Requirements - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

2. Does the property lie in a flood zone? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*If so, have the proper requirements been met?* \_\_\_\_\_  
Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

3. Has the on-site sewer permit or Municipal sewage hook-up permit been obtained?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A  
Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

4. Has the permit for water hook-up been obtained? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A  
Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

5. Is a Borough Curb Cut Permit Required? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

6. Is a Planning Commission review required? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Or any other municipal review required? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

7. Has the Muddy Run Storm Water Ordinance been addressed?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A  
Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

8. Does DEP require the submission of a Sewer Facilities Planning Module?  
(This is required for two or more residences or any commercial or industrial use.)  
\_\_\_\_\_ Yes \_\_\_\_\_ No

9. Will a Sedimentation and Erosion Protection Permit be required? \_\_\_\_\_ Yes \_\_\_\_\_ No  
a.) Is a Grading Permit Required? \_\_\_\_\_ Yes \_\_\_\_\_ No  
b.) Is a DEP Earthmoving Permit required? \_\_\_\_\_ Yes \_\_\_\_\_ No

10. Does PennDOT require a Highway Occupancy Permit? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Applicant's responsibility) Date submitted to PennDOT: \_\_\_\_\_

11. Is the Application complete? \_\_\_\_\_ Yes \_\_\_\_\_ No

12. Has the applicant submitted the Site Plan and two full sets of Construction Plans?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

13. Does the Dept. of Labor and Industry require the submission of drawings for approval (Commercial)? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*If so, a copy of approved Plans should be submitted. (i.e. elevators, boilers, & unfired pressure vessels)*

14. Has the applicant and/or contractor complied with the State Worker's Compensation Insurance requirements? Does the contractor have liability insurance? Please attach certificates of insurance naming Huntingdon Borough as certificate holder.  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

15. Does the project site require a geo-tech engineer soil report (is the building going to be on fill)? If so, has a copy of the report or site condition approval been submitted?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

16. Does the cost of construction indicated on the Application accurately reflect local construction costs? \_\_\_\_\_ Yes \_\_\_\_\_ No

17. Does an on-site inspection verify all the above information? \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tax parcel number: \_\_\_\_\_

Signature of Inspector: \_\_\_\_\_