**Building Permit Checklist for Huntingdon Borough**

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

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

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**Project Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**1. Has the Huntingdon Borough Zoning Ordinance been addressed?**

 **Zoning Classification - \_\_\_\_\_\_\_\_\_\_\_\_\_ Setbacks – Front\_\_\_\_\_\_Rear\_\_\_\_\_\_Side\_\_\_\_\_\_**

 **Maximum Lot Coverage - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Additional Requirements - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **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/or 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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