

N.E.A.C.A.

NORTH EAST AREA CODE ADMINISTRATION

Serving North East Township, North East Borough and Greenfield Township
10300 WEST MAIN ROAD, NORTH EAST, PA. 16428
(814)725-8606 ph*(814)873-8606 cell*(814)725-2419 fax
Mon thru Fri 7:30 a.m. to 3:30 p.m.

RESIDENTIAL PERMIT APPLICATION

PLEASE INCLUDE

- If using REScheck for energy code you must supply 2 copies of passing certificate and inspection checklist.
 - A completed permit application
 - Two (2) sets of drawings, including spec books (if in NE BORO you need three (3) sets)
- NOTE: Prints must include:
- Floor Plan for each floor
 - Basement Plan
 - Elevation Plan
 - Electrical Plan
 - Plot Plan (on parcel) with setbacks noted
- A "Zoning" or "Land Use" Permit.
 - Plans will not be accepted without a valid "Zoning" or "Land Use" permit.

TYPE OF RESIDENTIAL BUILDING PERMIT (Please check one:)		
<input type="checkbox"/> Accessory Bldg (over 1,000 sq. ft.)	<input type="checkbox"/> Additions or Enclosures	<input type="checkbox"/> Interior Alterations
<input type="checkbox"/> Garage	<input type="checkbox"/> Deck	<input type="checkbox"/> Exterior Alterations
<input type="checkbox"/> Above Ground Pool	<input type="checkbox"/> In-ground Pool	<input type="checkbox"/> Patio, Roof Cover Only
<input type="checkbox"/> Sprinkler System	<input type="checkbox"/> New Residential Dwelling	<input type="checkbox"/> Demolition of structure
Demolition: Asbestos Removal <input type="checkbox"/> Yes <input type="checkbox"/> No (IF YES, YOU MUST NOTIFY DEP)		

MUNICIPALITY _____
Location where work is being performed

Application Date _____

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1. PROPERTY INFORMATION

Subdivision Name & Lot # _____

Index # _____
(you can find this on your property tax bill)

Site Address _____

Zone: Agricultural _____ Commercial _____ Industrial _____ Residential _____

2. PROPERTY OWNER'S INFORMATION

First Name _____ M _____ Last Name _____ Phone No _____

Street Address _____ City _____ State _____ Zip _____

3. BUILDING PERMIT APPLICATION

Description of Work: (provide details on plot plan along with existing structures on lot)

ESTIMATED COST OF CONSTRUCTION: \$ _____

ESTIMATED START DATE ____/____/____

COMPLETION DATE ____/____/____

1 YEAR MAXIMUM WITHOUT PERMIT RENEWAL

4. CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable laws of this jurisdiction. I further certify that this information is true and correct to the best of my knowledge.

APPLICANT SIGNATURE _____ DATE _____

Address _____ Phone No _____

5. CONTRACTOR INFORMATION

Please list additional general contractor information on additional sheet (s) if applicable

Name of Contractor _____

Office # _____ Phone # _____ Cell # _____

Chief Executive Officer _____

Office # _____ Phone # _____ Cell # _____

Person in Charge of Work _____

Office # _____ Phone # _____ Cell # _____

Contractor Address _____

City _____ State _____ Zip _____

Proof of "Workman's Compensation" Insurance _____

Proof of Liability Insurance _____

6. SUBCONTRACTOR INFORMATION

Please list subcontractors for major trades, use additional sheet(s) if applicable

Contractor / Trade	City, State, Zip	Phone No / Cell No
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Proof of Liability Insurance & Workman's Compensation Insurance

Contractor / Trade	City, State, Zip	Phone No / Cell No
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Proof of Liability Insurance & Workman's Compensation Insurance

PA UCC ENFORCED

WORK IS NOT TO BE ENCLOSED OR COVERED UNTIL INSPECTED

<p>APPLICANT OR AUTHORIZED AGENT RESPONSIBLE FOR CONTRACTING BUILDING INSPECTOR FOR REQUIRED INSPECTIONS.</p>
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