



Permit Application

Construction, Renovation, and Demolition

Choose an inspection agency:





Application Directions

Inspection Agency

Check-off your preferred inspection agency.

1. Location & Contacts

List the physical location of the project and the name of the development, subdivision, or neighborhood in which it is located (Examples: Reightown, Sandy Run Road, Belair Estates). The Tax Parcel Number is the number used by the county and township to identify your property (Example: 0300-15E -30-3). Leave this blank if you don't have the number. List ownership, contractor, and design professional information, including phone and e-mail so we can contact you and those connected to the project.

2. Type of Work

Check all types of work which will be undertaken to complete the project if a Uniform Construction Code (UCC) permit and inspections will be required. (See page 2 for more UCC notes.) This section will likely not be applicable if your work falls outside the UCC. Whether a UCC permit is or is not required, you must briefly describe the project in the next section.

3. Estimated Cost

You must also provide reasonable cost estimates for both UCC and non-UCC projects. The cost of most non-UCC projects will be noted in the "Other" line.

1. Location & Contacts for Proposed Work or Improvement

Municipality* Antis Township County* Blair

Site Address* _____ Tax Parcel # _____

City _____ State PA Zip _____

Lot # _____ Subdivision/Development _____ Phase _____ Section _____

Owner* _____ Phone _____ Fax _____

Mailing Address _____ E-mail _____

City _____ State _____ Zip _____

Principal Contractor _____ Phone _____ Fax _____

Mailing Address _____ E-mail _____

City _____ State _____ Zip _____

Architect _____ Phone _____ Fax _____

Mailing Address _____ E-mail _____

City _____ State _____ Zip _____

2. Type of Work or Improvement *(Select all that apply if a UCC Permit is required.)*

- New Building
 Addition
 Alteration
 Repair
 Demolition
 Relocation
 Energy
 Foundation Only
 Change of Use
 Plumbing
 Mechanical
 Electrical
 Fire Protection

Describe the proposed work (for either UCC or non-UCC permits). _____

3. Estimated Cost of Construction *(Reasonable Fair Market Value)*

a. Structural Cost \$ _____

Installations not included in above cost:

b. Electrical \$ _____

c. Plumbing \$ _____

d. Heating/Air Conditioning \$ _____

e. Other _____ \$ _____

Total Cost of Project (a+b+c+d+e) \$ _____

4. Type of Application

Check the type of use for which the project will be used. Any business-related project must complete a Commercial application through our building inspection service. A Certificate of Occupancy cannot be issued for commercial use without that building permit and related requirement compliance..

5. Project Type

There are two general categories of projects:

- Major projects that require a Uniform Construction Code (UCC) permit and related inspections.
- Smaller, less complicated "Minor Construction and Renovation" projects that still must be reviewed but do not require UCC permits.

UCC Permit projects:

- Require drawings to assure structural, energy, mechanical, plumbing and electrical codes are properly addressed.
- Include site inspections by our certified building inspection official and fees are determined by the number of inspections needed.

Minor projects:

- Have modest permit fees
- Still must be checked for setbacks, floodplain intrusion, and earth disturbance when necessary.
- Outdoor furnaces must meet requirements of Chapter 90 Section 90.05 (C) of the Antis Township Code of Ordinances.

Other permits unrelated to the building permit may also be necessary. See page 5, call 742-7361 or visit antistownship.org for details.

4. Type of Application

- Residential
- Commercial/Institutional

5. Project Type

If a UCC Permit is required, page 3 must be completed in its entirety.

Major Structural Construction (Require UCC Permit)

New Building Construction - Square Footage _____

- Single Family House
- Duplex/Triplex
- Modular Building Erection
- Garage/Storage Building (1,000 square feet or more)

Additions/Major Alterations

- Building Addition - Square Footage _____
- Attached Porch/Deck or Greenhouse
- Structural Alterations (including door/window size changes)
- Residential Solar/Wind Structures
- In-Ground Swimming Pool Above-Ground Swimming Pool
- Fencing (six feet or higher) Wall (four feet or higher)
- Other _____

Residential Demolition

- Residential Building (with utilities requires UCC Permit)
- Residential Accessory Structure (free if no utilities)

Commercial/Institutional Construction (All require UCC Permit)

- Large Multifamily or Lodging
- Commercial/Institutional Building
- Commercial Building Alterations
- Commercial/Institutional Signage
- Cell/Utility Towers/Other _____

Minor Construction/Renovation (Assessment Permit only needed)

Stormwater, erosion and sedimentation, driveway permitting, flood zone restrictions, and setback limits may require actions even for non-UCC permits. See page 5 to determine if your project must address these.

- Other Assessory Structures (less than 1,000 square feet)
- Residential Siding (without structural alterations)
- Residential Roofing (free without structural alterations)
- Outdoor Furnace
- Other _____

6. Building Use

In a sentence or two, briefly indicate the need for alterations or what the new structure will be used for so we may confirm permitting requirements. (Examples: Storage, Repair, Residence, Retail.)

If a UCC permit is needed, check or note the appropriate residential or non-residential building category.

7. Building Details

For any projects where mechanical or utility connections are being made or modified, provide specific details so as to assure legal and proper sizing, placement, and installations. Permits cannot be issued until all arrangements are made for utility connections and reviews of mechanical systems.

Floodplain Intrusions - Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and Section 60.3 of the Pennsylvania Flood Plain Management Act (Act 166-1978). For more, refer to Chapter 153 of the Antis Township Code of Ordinances on our website.

No construction may occur in FEMA Floodways and it must be 18' above the Base Flood Elevation in Floodplains. An additional \$150 review fee and a Certificate of Elevation by an engineer or surveyor, confirming the height of the living space, will be required before permitting.

6. Description of Building Use

Use of/Need for the Finished Project _____

Applicants for projects which require a UCC Building Permit and inspections must review the remainder of this page and complete sections which apply.

Residential

- Single Family Dwelling (R-3)
 Two-Family Dwelling (R-2)
 Multi-family (R-2)
 Hotel/Lodging (R-1)

Non-Residential

Specific Use _____
Use Group _____
Change in Use Yes No
If Yes, indicate former _____
Maximum Occupancy Load _____
Maximum Live Load _____

7. Building/Site Characteristics

Number of Residential Dwelling Units New _____ Existing _____

Mechanical & Plumbing

Mechanical: Indicate type of heating/ventilating/air conditioning _____

Water Service: Public Water Provider _____

Private Well Depth (in feet) _____

Sewer Service: Public Sewage Provider _____

On-Lot Septic Septic Permit # _____

Fireplace(s): # _____ Type of Fuel _____ BTUs _____ Vent Type _____

Elevator/Escalators/Lifts/Moving Walks: (Select) Yes No

Sprinkler System: Yes No

Pressure Vessels: Yes No

Refrigeration Systems: Yes No

Building Dimensions

Existing Building Area: _____ sq. ft. Number of Stories _____

Proposed Building Area: _____ sq. ft. Height of Structure Above Grade _____ ft.

Total Building Area: _____ sq. ft. Area of Largest Floor _____ sq. ft.

Floodplain Intrusions - Even non-UCC projects are subject to floodplain restrictions.

Is the site located within an identified flood prone area? Yes No

Will any area of the flood prone area be developed or paved? Yes No

Owner/Agent shall verify that any proposed construction activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166 of 1978), specifically Section 60.3 (d).

8. Application Certification

This confirms that everything in the application is accurate and correct to the best of the applicant's knowledge. It also grants permission to township and inspectors to enter your property to inspect the project.

9. Insurance Requirements

A certificate of insurance from the contractor for workers' compensation coverage is required unless the work is being done by the owner or one of the legally exempt categories under state law. The application is incomplete if the exemption declaration is not signed and notarized.

10. Exception Approvals

Include proof of any exception to the township's building requirements granted by the Board of Supervisors. See page 5 for more on special provisions or permits which may be required for larger projects.

Certifications & Insurance

8. Application Certification

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 administrator's 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.

Signature of Owner/Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

9. Workers Compensation Insurance Requirements/Exemptions

The Applicant or the designated contractor is a "Contractor" within the meaning of the Pennsylvania Workers' Compensation Law

Yes

No

If "Yes," complete Contractor Insurance Information section below.

If "No," you must complete and submit a separate Affidavit of Exemption.

Contractor Insurance Information

Contractor _____

Federal or State Employer Identification # _____

Workers' Compensation Insurer _____

Workers' Compensation Policy # _____

Policy Expiration Date _____

10. Exception Requests/Approvals

Requests for exceptions to building or development requirements can be made and are sometimes granted if hardships or conditions beyond the control of the applicant justify them. Setback exceptions are the most common, but several other provisions may also be considered. Most of these require approval from the Antis Township Board of Supervisors at their monthly meetings, so applicants should allow time for that process to be completed. Those approvals must accompany this application.

11. Water & Sewer Service

Contact the appropriate office to make arrangements for water and sewage service and provide confirmation with the application.

Public Water

Bellwood Authority 742-8591
Altoona Authority 949-2440

Public Sewage

Northern Blair CRSA 684-1177
Bellwood Authority 742-8591

On-Lot Sewage

Blair Sanitary Authority 696-1229

12. Erosion & Sedimentation

Determine the area of earth disturbance. Include an Erosion and Sedimentation Plan approved by the Blair County Conservation District (blairconservationdistrict.org) if the disturbance is over 5,000 square feet.

13. Stormwater Plan

How much impervious surface will be created by the project?

- If new impervious surface is over 5,000 square feet, you must submit a Stormwater Management Plan.
- Make note of how you'll handle stormwater if you're altering any drainage.

14. Property Access

If property access must be addressed, be sure you have:

- The necessary Highway Occupancy Permit for driveways onto public roads.
- A Shared Use and Maintenance Agreement for shared private roads.

15. Land Development Plans

Subdivision and land development plan approvals (including lot-line changes), must be completed, submitted and approved before a building permit can be issued. (Note: the review and approval process can sometimes take several months..)

16. Signage Plans

Detailed sign plans must be included with your application so they may be reviewed for compliance.

Other Permits & Plans

These may be necessary for major building projects which involve notable earth disturbance or new access to public roadways.

11. Water and Sewage Service

Arrangements for water and sewer service must be confirmed before a building permit can be issued.

12. Erosion & Sedimentation Plan (for major construction of all kinds)

Earth disturbances or excavations of over 5,000 square feet require an erosion and sedimentation plan and related control measures and facilities through the Blair County Conservation District. *The plan or documentation of plan approval by the Conservation District must be submitted as part of this permit application packet.*

13. Stormwater Plan

More than 5,000 square feet - Applicants for any project which creates 5,000 or more square feet of impervious surface must complete this section and submit a professionally prepared Stormwater Plan per Chapter 53 of the Antis Township Code of Ordinances. The Municipal Engineer shall recommend approval or disapproval of the stormwater management plan.

Less than 5,000 square feet - Even if the project is smaller, township ordinances do not allow development to cause a significant change in stormwater flow which adversely impacts neighboring properties. *Provisions for stormwater and roof runoff should be included on the site plan or as a separate attachment.* These notes do not necessarily have to be extensive or professionally prepared, but should explain how runoff will be addressed and where it will be directed.

14. Property Access

Driveway/Highway Occupancy Permit - If you are making changes to, or adding, a driveway connection to a road or street, a Highway Occupancy Permit is required. Depending on whom owns the roads, these are secured from the Antis Township Public Works Department (AntisTownship.gov) or the Pennsylvania Department of Transportation (PennDOT.pa.gov).

Shared Use and Maintenance Agreement - The township discourages private road access to homes and businesses, but grants permission for them if certain conditions can be met. If you are sharing a private road for access, a Shared Use and Maintenance Agreement must be in place to assure the road will be maintained and remain open to all property owners.

15. Land Development Plans

Commercial developments, new commercial buildings, apartment buildings and complexes, and other non-single-family homes usually require a Land Development Plan with stamped drawings from a professional engineer. See our Land Development Ordinance (AntisTownship.org) for details.

16. Signage

The township now has a sign control ordinance that places certain standards and size limits on commercial signage. Refer to Chapter 154 (amended in Summer 2023) of the Antis Township Code of Ordinances.

17. Acknowledgment of Related Standards

I acknowledge I have read the all of the required provisions above, that the attached plans address these requirements, information is accurate and complete and that this project will abide by the related laws and regulations.

Applicant Signature

Date

18. Site Plan

In a sketch or map, show where the improvement will be in relation to other structures, utilities, and the property lines. Also show how roof and other runoff will be handled, even if the project is less than 5,000 square feet. Use this space to the right, or attach a separate sheet. (This is to determine if the project meets setback and floodplain restriction requirements.) Site plans are not needed for siding or roofing permits.

Stamped site plan drawings from an engineer or architect must be submitted for all commercial buildings. We also recommend such site plans from design professionals for houses and major additions.

19. Waste & Recycling Service

List your solid waste service provider. If you or your contractor self-haul to a disposal facility, weight receipts may be required.

- State law forbids burning or burying of construction and demolition waste.
- Cardboard recycling is now required on construction projects. We also encourage you to take advantage of other local recycling opportunities for shingles, drywall, and masonry.

Application Notes:

- **On-line applications** are welcome. E-mail them to swolfe@antistownship.org.
- **UCC Permits** require submission of complete applications before review can be begin and fees determined.
- **Non-UCC Assessment Permit** Applications for simpler projects will include a number of non-applicable sections and may be marked that way.

Site Information

18. Site Plan

A Site Plan may be sketched here or attached separately. Include:

- The locations of the buildings and the distance from property lines.
- The location of driveway/parking access.
- All utility connections and where you access each system
- Provisions for roof runoff and stormwater for new construction or if your project is changing any building footprints

19. Waste & Recycling Provisions (All applicants must complete.)

Corrugated cardboard now must be recycled by all township businesses, contractors, and institutions. Homeowners, businesses and contractors are welcome to recycle cardboard at the township's recycling drop-off at the township building, 909 North Second Street, Bellwood. All waste, recycling and scrap metal must be placed in a container, truck or trailer and may not be placed on the ground, buried, or burned. Briefly describe your on-site waste and cardboard recycling arrangements.

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Dumpster | <input type="checkbox"/> Roll-off |
| <input type="checkbox"/> Truck | <input type="checkbox"/> Trailer |

List your waste hauling service or disposal /recycling site (if you self-haul).

- Cardboard Recycling Arrangements _____
- Waste Hauling Service _____
- Self-haul - Disposal Facility _____



Residential Building Permits



Why is permitting important & required?

The building permit process, above all else, assures that a building or improvement is safely constructed and will provide subsequent owners with certainty that reasonable building practices have been followed. By enforcing these construction standards several important concerns are addressed:

- **Safety** - The likelihood of fire, structural failure, overwhelming heat loss, or malfunctioning mechanical systems is greatly reduced.
- **Legal Requirements** - Beyond it being illegal by local and state law to ignore permitting requirements, many other laws and regulations discourage or forbid negligent practices and deceptive transactions related to building and maintaining any property.
- **Contractor Oversight** - Though most contractors are thorough and complete work properly and efficiently, permitting and inspections discourages builders from cutting corners or compromising the customers safety.
- **Hidden Shortcomings** - Since most construction work is hidden behind walls and under floors, inspections also assure that work is done completely, properly and with the right materials, even if you can't see them.
- **Assistance for Do-It-Your-Selfers** - Even do-it-yourself projects require the submission of plan drawings when you complete your permit application. The building inspector will let you know what revisions are necessary to comply. You risk going ahead with dangerous or unsound construction if you never go through the permit process.

Applying for a Residential Permit

Permit application forms can be downloaded from our website (antistownship.org) or picked up at the Township office. The form should be submitted with appropriate drawings describing both location and construction details. Hand-written drawings may be acceptable for simpler projects but professional drawings may be needed for more complex projects.

The plans are reviewed to ensure compliance with the land development regulations, setback distances, floodplain intrusions and building codes. If a Uniform Construction Code permit is needed, the building inspector will determine all the inspections and fees which will be required. The applicant then pays the appropriate fees and the permit and display placard are issued. A placard is provided to be posted in a conspicuous location, visible from the street.

- **Meeting Insurance Requirements** - Your insurance company may not honor your policy if work is done without a permit. A fire resulting from work without a permit could leave you holding the bag. If someone falls off a deck built without a permit, liability insurance may not cover the injuries..
- **Increases Property Values** - If work is undertaken without a permit, potential buyers are likely to find out when purchase inspections are done or when a Property Disclosure Statement is completed. Having all the necessary permits makes the sale proceed much more smoothly.

When don't I need a building permit?

Common property maintenance work and non-structural construction usually does not need a building permit. Here's a listing of activities that usually do not need a permit..

- **Repairs to windows, siding and related trim**
- **Painting, staining and similar cosmetic work**
- **Gutter, downspout, soffit or fascia replacement**
- **Door or windows in the same opening**
- **Swimming pools under 24" deep**
- **Retaining walls under 48"**
- **Fences less than 72" high**

Understanding Uniform Construction Code Permit Requirements

If your project is of the scope and complexity that it requires a Uniform Construction Code Permit, you will need to have one or more inspections by the Township's third-party inspection service, Middle Department Inspection Agency (MDIA) or PA Municipal Code Alliance.

The First Steps

- **Building Permit Application** - In addition to the actual building permit application, prospective builders must also have other details addressed before a permit will be issued.
- **Planning Commission Review** - If the project is a non-residential project, requires subdividing or consolidating lots or is a notable multi-lot land development, the development plan must be submitted to the Township Planning Commission.
- **Highway Occupancy Permit** - If a driveway is being constructed, the Pennsylvania Department of Transportation (for state roads) or Antis Township (for municipally maintained roads) must issue a permit.
- **Sewer Permit** - If sewage connection is part of the project, the Northern Blair County Regional Sewer Authority (for public sewer) or the Blair County Sanitary Authority (for on-lot systems) must approve connections before a permit can be issued.

- **Floodplain Encroachment** - If any part of the project area (including places where earth will be moved or soil stored) is in or near the floodplain, proper reviews should be completed and certificates of elevation submitted when applicable.
- **Project Construction Documents** - For houses, large additions, and commercial projects of all types, complete architectural plans must be submitted.
- **Stormwater Management** - Adverse impacts on neighboring properties must be addressed through an erosion and sedimentation plan during construction and a stormwater plan for the finished project.

The Inspection Process

- **Be sure you understand** which components of the project require an inspection.
- **Notify the inspector** (MDIA: 800-682-6342 or PMCA: 717-496-4996) to make an appointment for inspections as each part of the project that requires an inspection nears completion.
- **A final inspection** will be necessary when work is completed. Notify the inspector at that time.
- **An Occupancy Certificate** will be issued if everything follows building code standards. The building will be ready for sale or use as described in the permit.

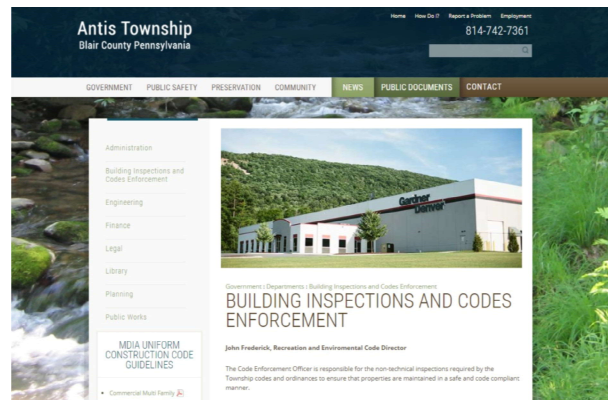
Following the permitting process helps avoid problems!

Why the Permit Process is Important

Sometimes we look at building and development regulations as a nuisance, the long arm of government telling us what we have to do. Such regulations were much less important when Antis Township had fewer people and large acreages of farm and wooded land.

But those days have passed and when there are more of us living closer together, planning and considering our impact on others is important. So our permitting and inspection process considers not only setbacks, but

- Sewage service
- Stormwater impacts
- Sound construction practices
- Energy efficient building provisions
- Safe utility installation
- Proper driveway placement and construction



On-line Resources

The Antis Township website provides guidance documents and fact sheets to help you through the entire permitting process. Visit our webpage: www.antistownship.org/government/departments/building-inspections-and-codes-enforcement



This fact sheet is one in a series intended to assist township residents and businesses in understanding various programs and requirements. This particular fact sheet was derived in part from the City of Redondo Beach, California and the Oregon Association of Realtors. You can contact the Antis Township Environmental Codes office (814-742-7361 or swolfe@antistownship.org) for more information.