

Requirement checklist to obtain a Building Permit for a:

DEMOLITION

**PLEASE NOTE – FOR ALL RESIDENTIAL OR COMMERCIAL DEMOLITIONS:
Partial Demolition OR close proximity to other structures may require additional information and details. If you have any question about the level of details needed call the PMCA office nearest you for further clarification so your project is not delayed due to lack of necessary information.**

Thank you

- Completed Demolition Application (needs to be legible and signed) [2 COPIES]
 - Detailed Project Description – explain in a narrative and please be legible – hard to read documents cause delay in the application review process [2 COPIES]
 - Land Use Permit (signed/approved by the Municipality) [2 COPIES]
 - Drawings / Plans (drawings requirements will vary – see the note in the boxed section above) [2 COPIES]
 - Site Plan (include all existing structures, proposed structure and their distances to all lot lines) [2 COPIES]
 - Copy of Contractors Certificate of Insurance for Workers Compensation (Municipality should be named as the Certificate Holder)
- OR**
- If doing the work yourself submit Workers Compensation Insurance Coverage Waiver
[refer to the attached document].
- Driving directions from a known landmark or intersection

NOTE: All Commercial Buildings to be demolished must notify DEP per *NESHAP Regulation 40 CFR 61 Subpart M* – Call DEP for more details: 814 946-7290

- ✓ After submitting all required documents your application will be reviewed.
- ✓ PMCA will contact you to let you know if your application has been approved or denied.
- ✓ When the project is approved you will be notified the Building Permit is ready. Prior to obtaining the building permit all charges (i.e. administrative, inspections fees) must be paid.
- ✓ Be advised additional fees may be applied, throughout the project, for failed or missed inspections.



B. Owners & Contractors:

Owners who wish to demolish their properties, and contractors with a contract to demolish any structure, must pay for and obtain a demolition permit from the building department before the structure is to be demolished or removed. The Owner and/or Contractor shall arrange to have all utility services connections disconnected, and capped off at the curb side, at his own expense, prior to start of demolition work. Owner and/or Contractor must call the building department, and other appropriate agencies, for inspections to verify the work was done properly and according to the acceptable construction standards. Please note that most agencies are closed during weekend and holidays.

Dust Control

The Owner and/or Contractor shall use all means necessary to prevent dust from being a nuisance to the public, neighbors, or local businesses during the construction period. Owner and/or Contractor should not perform any demolition work without spraying water over the demolition work area to control the dust if it appears to be a problem.

Storm Water Pollution Prevention

The Owner and/or Contractor shall prevent any material created as a result of his activities from entering the storm drain system. The storm drain system includes, but is not limited to, the gutter, the roadway, creeks, ditches, and any underground storm water conduit.

Regardless of the size and area of the property, the owner shall install straw wattles or other appropriate erosion and sedimentation (E&S) control features or devices along the entire length of the drain and discharge sides of the property. E&S controls shall be placed in a manner consistent with standard industry practice.

Agencies to contact

Call five (5) working days prior to start of work:

- 1) Contact the office where your application was submitted – see letterhead for contact information to confirm when demolition will start.
- 2) To disconnect the existing electric, water, and sewer lines to your property, some utilities may require a greater lead time.
- 3) Call PA ONECALL, 72 hours before any excavation, (800) 242-1776

Encroachment Permit

Owner and/or Contractor need to take an encroachment permit from Penn DOT Engineering Division if the demolition work involves work to be carried out into state right of way. Owner and/or Contractor are responsible for all the required fees.

Abandoning Wells & Septic Tanks

Call your municipality. Owner and/or Contractor are responsible for all the required fees.

Environmental Health

- Buildings built prior to 1/1/1978 are presumed to contain lead-based paint.
- Buildings built prior to 1/1/1980 are presumed to contain asbestos.

For information about removal of lead-based paint and asbestos containing materials, contact:

The Pennsylvania Department of Environmental Protection (DEP)

South Central Region
909 Elmerton Avenue
Harrisburg, Pa. 17110-8200
PHONE: 717 705-4700

When applying for a building permit you need the following:

- Fill out the appropriate application answering all question applicable to your job. Application must be legible and signed. (2 copies)
- A Site Plan showing the location of the existing improvements/structures on your property and approx. distances to all property lines, well, septic system, driveway, etc. Also show the location of the proposed construction. (2 copies)
- Drawings showing details of the construction you want to do. (2 copies)
- If you are doing the work please fill out the Workers Comp Cert of Liability OR if you will be contracting out the work PMCA needs a copy of the contractor's certificate of liability insurance.
- A copy of the signed Land Use Permit from the Municipality (Borough or Township)

After Building Permit Application is submitted:

- After submitting all required documents your application will be reviewed.
- PMCA will contact you with an approval or denial.
- If approved, your permit will be issued and the inspection & administrative fees are due when you pick up the permit. You will also obtain a copy of your original application and stamped set of plans.

After the Building Permit is issued:

- The Building Permit placard and municipal placard are to be visible on site at all times during the construction process.
- To schedule and inspection call the office where your permit was submitted to schedule an inspection. Be prepared to have your Permit Number, address and type of inspection you are requesting. If you call on a work day and provide all the needed information prior to 3:00 p.m. every effort is made to schedule the inspection for the following work day.
- The copy of your application and approved plans are to remain on site when the building inspectors come for inspections. Be advised: we cannot inspect if these are not on site and you may incur additional costs due to extra trip(s) by the inspector.

✓ Checklist for the Site Plan to be provided with the Building Application

1. Site plans are essential and must be clearly legible and reproducible regardless of the reason for requesting the permit.
2. Use an 8 ½" X 11" sheet of paper at minimum.
3. After locating all the structures on your property show distances in feet to the lot lines and between the structures.

Provide dimensions of the property getting the proposed improvement

- Drawing of approx. property layout (Can use hand drawing, photocopy of survey, etc.)
- Acreage (Refer to deed or survey drawing)
- Approx. boundary dimensions (Can be from the deed, field measurement, or a survey drawing)
- Parcel Number (Not mandatory – obtained from deed or property tax notice)

Existing Buildings / Structures with Corresponding Dimensions

- Houses
- Sheds
- Barns
- Swimming Pools
- Deck / Patios
- Other buildings or structures on the property
- Location of on lot well and septic IF applicable

Proposed Improvement(s)

- Proposed Structure Dimensions (House, Shed, Barn, Addition, Deck, etc.)
- Location of Proposed Driveway and Sidewalk

SAMPLE SITE PLAN ►

