

G & R/RMS  
Building Code & Review Services  
188 S. Main Rd.  
Mountain Top, Pa. 18707  
Phone 570-704-9579, 570-474-6462

## Harveys Lake Borough Building Permit Packet

Pages 1 & 2: Building Permit Application

Page 3: Fee Schedule

FOR BUILDING PERMITS YOU MUST COMPLETE AND RETURN PAGE 1  
and 2.

For Additional Information  
or  
For Scheduling Inspection of Work  
Call (570) 881-9874

**ZONING APPROVAL** IS USUALLY REQUIRED FOR NEW  
CONSTRUCTION, STRUCTURAL ALTERATIONS AND ADDITIONS,  
INCLUDING DECKS, PATIOS, SUNROOMS, FENCES AND SWIMMING  
POOLS. ANY QUESTIONS REGARDING ZONING APPROVAL SHOULD BE  
DIRECTED TO RMS **(570) 881-9874**

Revised 01/09/2026

G & R Consulting/Regional Municipal  
Services, LLC  
Building Code & Review Services  
188 S. Main Rd.  
Mountain Top, Pa. 18707  
Phone 570-704-9579 (570) 474-6462  
Harveys Lake Borough  
Building Permit Application

Return this form with **a copy of a cost estimate or a signed contract of all work to be completed, Three (3) sets of plans and specifications and the required fee. Proof of Insurance must be submitted at time of application.**

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

**Property Address of Work:** \_\_\_\_\_

PIN (Property Identification Number): \_\_\_\_\_

**PIN is listed upon your property tax bill issued by Luzerne County**

Owner's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Contractor's Name (If Applicable): \_\_\_\_\_

PA HIC Contractor #PA \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Description of Work: \_\_\_\_\_

TOTAL COST OF WORK: \_\_\_\_\_

Permit Fee: (Based on cost of work. See fee schedule Page 3.) \$ \_\_\_\_\_

Administration Fee: (25% of above permit fee) \$ \_\_\_\_\_

State Fee: \$ 4.50

Data Processing Fee: \$ 5.00

Shipping & Handling \$ 5.50

**Total Payment to Remit:** \$ \_\_\_\_\_

Check Number for Above Payment \_\_\_\_\_

**Make check or money order and application payable to: G & R Consulting**

**Mail To:**

G & R Consulting

188 South Main Rd.

Mountain Top, Pa. 18707

**For scheduling inspection of work call 570-881-9874**

**CERTIFICATION:** I hereby certify that I am the property owner, equitable owner or authorized agent of the owner for the property and project listed in this application. I further certify that all work will be performed in accordance with the UCC Building Code, the attached plans and specifications, the Pennsylvania Building Energy Conservation Act (Act 222 of 1980) and all other applicable laws and regulations. Finally, I agree that the Building Code Official shall have the authority to enter the property and building described in this permit at reasonable hours to inspect the premises and enforce provisions of the Code and this Permit.

**Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_**

**BUILDING CODE PERMIT:** - The undersigned Building Code Official hereby verifies that the building construction described above and within attached building plans and specifications does, to the best of my knowledge, comply with the requirements of the UCC Building Code, as adopted and amended locally. The owner(s) and contractor are hereby advised that compliance with all UCC Building Code standards is required and incomplete or inconclusive building plan details shall not be grounds for exemption from specific UCC standards.

**Review and inspection of the construction process is required to assure Code compliance.**

**The following are the minimum inspection approval requirements:  
To schedule an inspection call: (570) 881-9874. Please provide an advanced notice of 48 hour for required inspections.**

1. **Footing** - After excavation and any forming **PRIOR** to concrete pour.
2. **Foundation** - After construction, prior to backfill, complete with foundation drains, damp proofing and embedded anchor bolts and **BEFORE** any framing, including sill plate.
3. **Framing** - After construction, **PRIOR** to insulation and interior wall covering. Plumbing, electrical, etc. shall be "roughed in and fire stopped."
4. **Insulation**
5. **Wallboard**
6. **Final** - After structural completion, with all fixtures complete and functional.

**CERTIFICATE OF OCCUPANCY** - The undersigned Building Code Official hereby verifies that the building construction described above has been completed in accordance with the UCC Building Code, and has complied with other applicable local regulations necessary to facilitate occupancy. Accordingly, this Certificate of Occupancy Approval is hereby granted.

**Date \_\_\_\_\_ Building Code Official \_\_\_\_\_**

G&R Consulting/Regional Municipal Services  
Building Code & Review Services  
188 S. Main Road  
Mountain Top, Pa. 18707  
Cell (570) 704-9579 Phone (570) 474-6462

**Harveys Lake Borough**

**FEE SCHEDULE**

Building Permits: Based on the Total Cost of Work

Cost of Work	Permit Fee
\$1.00 to \$1,000.00	\$50.00
\$1,000.01 to \$3,000.00	\$125.00
\$3,000.01 to \$5,000.00	\$200.00
\$5,000.01 to \$8,000.00	\$250.00
\$8,000.01 to \$10,000.00	\$325.00

**RESIDENTIAL:**

Over \$10,000.01 valuation, the fees shall be \$325.00.00 plus \$8.00 for each additional thousand-dollar valuation of fraction thereof.

**COMMERCIAL:**

Over \$10,000.01 valuation, the fees shall be \$325.00.00 plus \$10.00 for each additional thousand-dollar valuation of fraction thereof.

The cost of work will be based on the contract for the work or the Code Official's estimate based on either the R.S. Means Co. Inc. "Construction Data Book" (most recent edition), or Marshall & Swift, or which ever is higher.

**Any individual or contractor who shall begin work prior to securing a permit shall pay a fee equal to two times the fee that would have been charged had they received the permit prior to beginning work.**

**USE PAYMENT FORM ON PAGE 1 FOR ANY OF THE SERVICES LISTED BELOW:**

- Upgrade or new residential electrical service \$150.00.
- Commercial electrical service \$200.00.
- All other inspections \$140.00 per Visit.
- Administration Fee: 25% of the Permit Fee.

## **SOIL EROSION AND SEDIMENT REQUIREMENTS FOR SINGLE-FAMILY RESIDENCES, INDIVIDUAL LOT CONSTRUCTION AND MINOR CONSTRUCTION PROJECT ACTIVITIES**

All earth disturbance activities in Pennsylvania are regulated by the requirements of 25 Pa. Code Chapter 102. Depending on the size and scope of a project, the requirements range from implementing and maintaining Best Management Practices (BMPs) to having a written Erosion and Sediment (E&S) Control Plan to requiring a National Pollutant Discharge Elimination System (NPDES) permit for stormwater discharges associated with construction activities.

### **How are the Size and Scope of the Project Determined?**

One of the key factors in determining what is required is the size of the area of disturbance, which is defined as the area affected by construction or other human activity that disturbs the surface of the land, including, but not limited to: land clearing and grubbing, grading, excavations, embankments, land development, and the moving, depositing, stockpiling, or storing of soil, rock, or other earth materials.

### **When is an E&S Control Plan Required?**

All earth disturbance activities, including those that disturb less than 5,000 square feet, must implement and maintain E&S control practices.

A written E&S Control Plan is required if one or both of the following apply: the total area of disturbance is 5,000 square feet or greater or if the activity has the potential to discharge to a water classified as a High Quality (HQ) or Exceptional Value (EV) water published at 25 Pa. Code Chapter 93 (relating to water quality standards). Since many municipalities have local ordinances that require a written and approved E&S Control Plan for disturbances less than 5,000 square feet, contact the local county conservation district office to determine whether a written plan is required under a local ordinance.

### **When is an NPDES Permit required?**

An NPDES Permit is required if one or more acres of earth is disturbed. Additionally, an NPDES permit would be required for an earth disturbance of less than one acre if it is part of a larger, common plan of development. A common plan of development is an area where several distinct construction activities are occurring under one overall plan (e.g., the construction of a house on a half-acre lot in a residential development where other homes are being constructed). Most single-family residence individual lot construction sites can avoid an NPDES permit if they are not part of a larger common plan of development. Contact the local county conservation district office to determine whether a permit is required.

### **What other Approvals May be Necessary?**

This fact sheet focuses only on state and federal E&S requirements. It is the responsibility of the landowner and contractor to ensure compliance with all local requirements as well. Additional state or federal permits may be needed when operating across, along or near surface waters. Surface waters are any and all rivers, streams, creeks, rivulets, impoundments, ditches, watercourses, storm sewers, lakes, dammed water, ponds, springs, wetlands, and all other bodies or channels of conveyance of surface water, or parts thereof, whether natural or artificial.

## What are E&S Control Practices or Best Management Practices (BMPs)?

E&S BMPs are activities or structures that effectively control stormwater during construction to prevent and minimize soil loss and surface water pollution. The implementation and maintenance of BMPs are required on all earth disturbance activities regardless of size. The following are common BMPs for a single-family residence individual lot construction site:

A filter fabric fence, commonly referred to as silt fence, can be purchased at most builders' supply stores or landscape centers. Silt fences must be a minimum of 18 inches in height. Filter fabric fences and straw bale barriers perform the same function and are referred to as perimeter controls. Either of these practices would be installed down-slope of the construction where the disturbed area meets vegetation in the undisturbed area. Proper installation and maintenance of the filter fabric fence and/or the straw bale barrier is crucial to the BMP's correct function.

A rock construction entrance is installed along the roadway for the purpose of cleaning mud from the tires of construction vehicles before they leave the worksite.

Site stabilization is one of the most effective tools available to control erosion. Site stabilization is used as both a temporary and permanent measure to control erosion on construction sites. When areas of a construction site are completed, they should be stabilized as soon as possible. Stabilization practices can use straw mulch, seed, manufactured erosion control products, or a combination of all of the above.

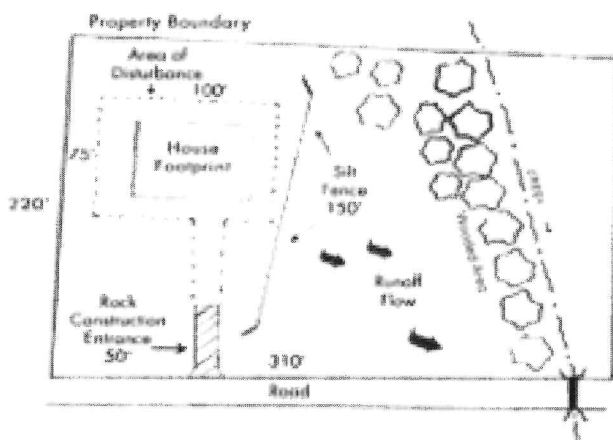
Details and specifications for the BMPs listed above may be obtained at the local county conservation district office.

## Erosion & Sediment Control Plan

### What is Included in a Written E&S Control Plan?

A site sketch should include the dimensions of the lot, identification and dimensions of the area to be disturbed, location of any prominent drainage, wetland or surface waters, location of any major trees, the lot's general slope characteristics, and the BMPs that need to be implemented. (Figure 1)

For the purposes of a single-family residence, a site sketch made by the landowner and/or operator should be adequate.



## NPDES Permit Assistance

If a single-family residence construction site is believed to need an NPDES Permit, the first step would be to discuss concerns with the contractor, consultant, municipality, or county conservation district. They will be able to assist in making the determination if an NPDES Permit is required.

The process of developing an NPDES Permit application is best completed by a licensed professional (engineer, geologist, surveyor, or landscape architect).

For more information, visit [www.dep.state.pa.us](http://www.dep.state.pa.us), keyword: NPDES Construction and Erosion Control.



INDICATE YOUR CONSTRUCTION MATERIALS BY CHECKING BOXES, FILLING IN SPACES OR CIRCLING BUILDING MATERIAL.

☐ TRUSSES  
OTHER \_\_\_\_\_  
16" O.C., 24" O.C.

☐ SELF-SEALING SHINGLES  
☐ ROLLED ROOFING  
☐ OTHER \_\_\_\_\_

$\frac{1}{2}$ ",  $\frac{3}{8}$ ",  $\frac{3}{4}$ "  
☐ PLYWOOD  
☐ "ASPENITE"  
☐ OTHER \_\_\_\_\_

WALL SHEATHING:  
☐ PLYWOOD  
☐ "ASPENITE"  
☐ STYROFOAM  
☐ POLYISOCYANURATE  
(e.g. R-MAX)  
THICKNESS \_\_\_\_\_

SIDING:  
☐ ALUMINUM  
☐ VINYL  
☐ T-III  
☐ MASONRY VENEER  
☐ OTHER \_\_\_\_\_

12' SLOPE

2" X 4", 2" X 6",  
2" X 8" CLG. JOISTS  
OTHER: \_\_\_\_\_  
@ 16" O.C., 24" O.C.

2" X 4",  
2" X 6" STUDS

INSULATION  
WALLS R-\_\_\_\_\_ (TOTAL)  
CEILING R-\_\_\_\_\_ (TOTAL)

INTERIOR FINISH \_\_\_\_\_

FLOORING:  $\frac{1}{2}$ ",  $\frac{5}{8}$ ",  $\frac{3}{4}$ " PLYWOOD  
PARTIAL BOARD,  
OTHER \_\_\_\_\_

SUBFLOOR:  $\frac{1}{2}$ ",  $\frac{5}{8}$ ",  $\frac{3}{4}$ " PLYWOOD  
PARTIAL BOARD,  
OTHER \_\_\_\_\_

2" X 6", 2" X 8", 2" X 10", 2" X 12" JOIST  
OTHER \_\_\_\_\_

ANCHOR BOLTS MUST BE  $\frac{1}{2}$ " DIA., 8"  
INTO CONCRETE, 15" INTO MASONRY,  
AND NO GREATER THAN 8" O.C.

FOUNDATION: \_\_\_\_\_" CONC. BLK.  
SLAB THICKNESS: \_\_\_\_\_

VAPOR BARRIER, 6 MIL. MIN.

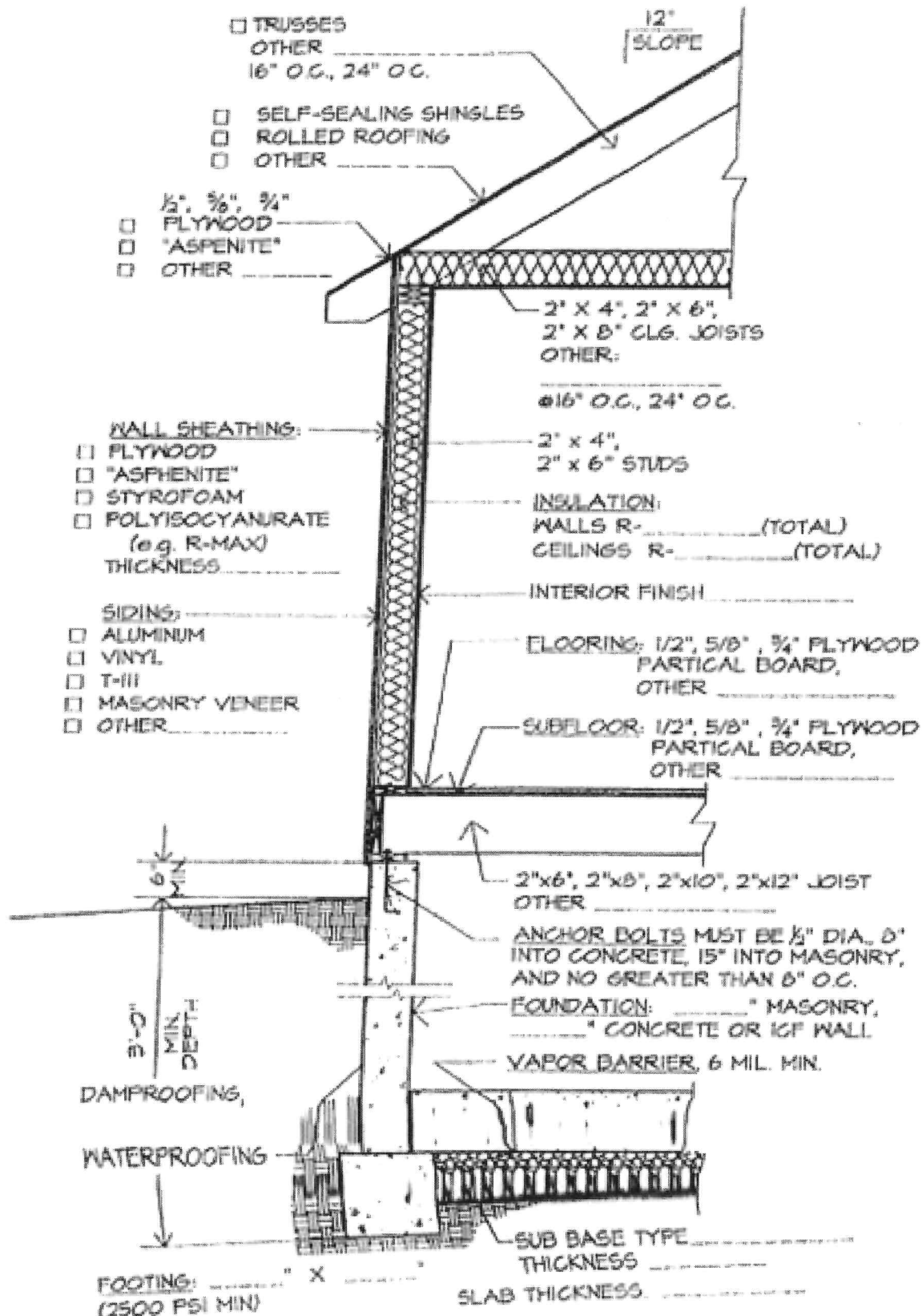
SUB BASE TYPE \_\_\_\_\_  
THICKNESS \_\_\_\_\_

DAMP-PROOFING,  
WATER-PROOFING

FOOTING: \_\_\_\_\_" X \_\_\_\_\_"  
(2500 PSI MIN)

**ADDITION:**  
**CONCRETE BLOCK FOUNDATION**

INDICATE YOUR CONSTRUCTION MATERIALS BY CHECKING BOXES, FILLING IN SPACES OR CIRCLING BUILDING MATERIAL.

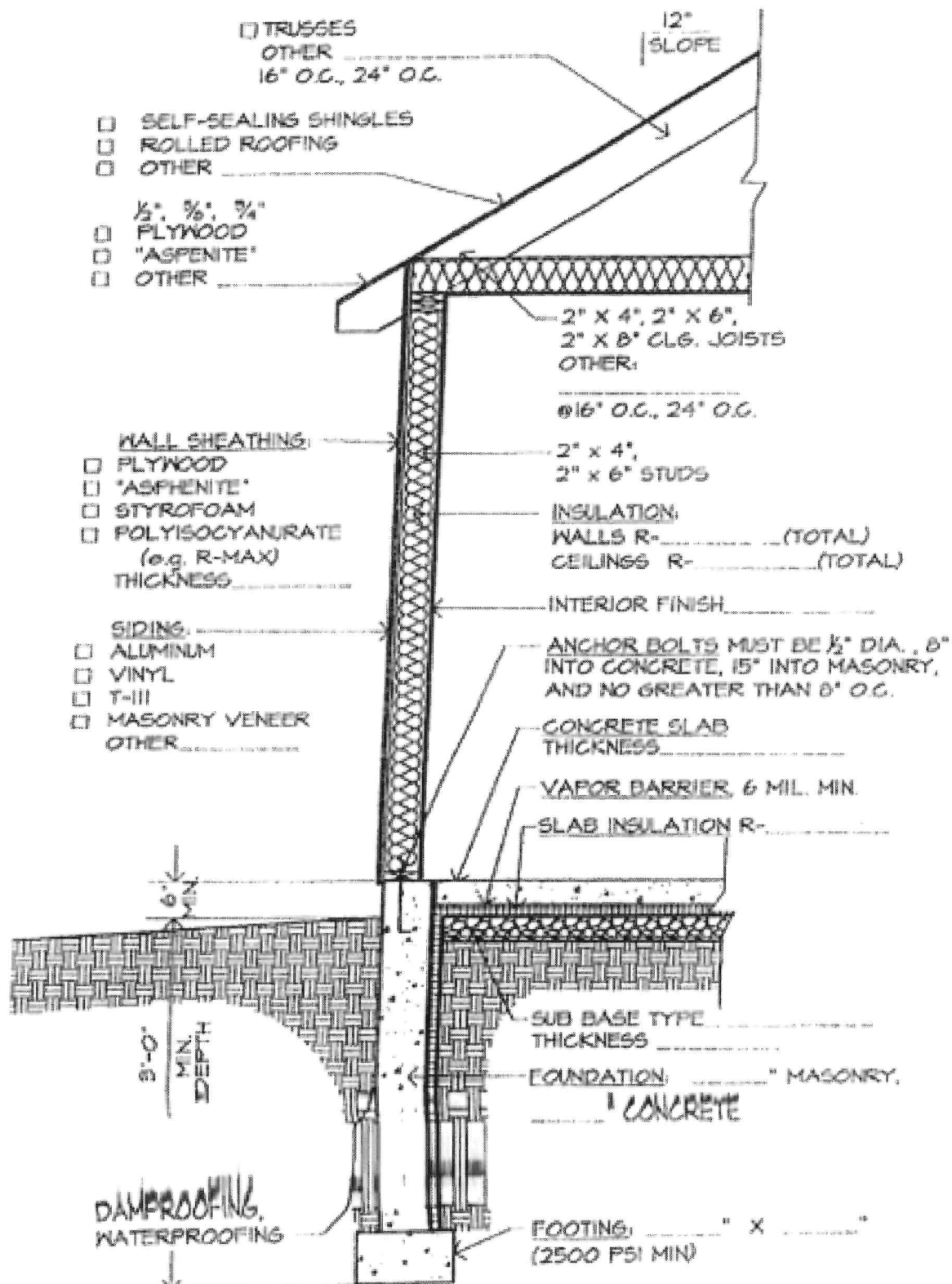


ADDITION:

POURED CONCRETE FOUNDATION

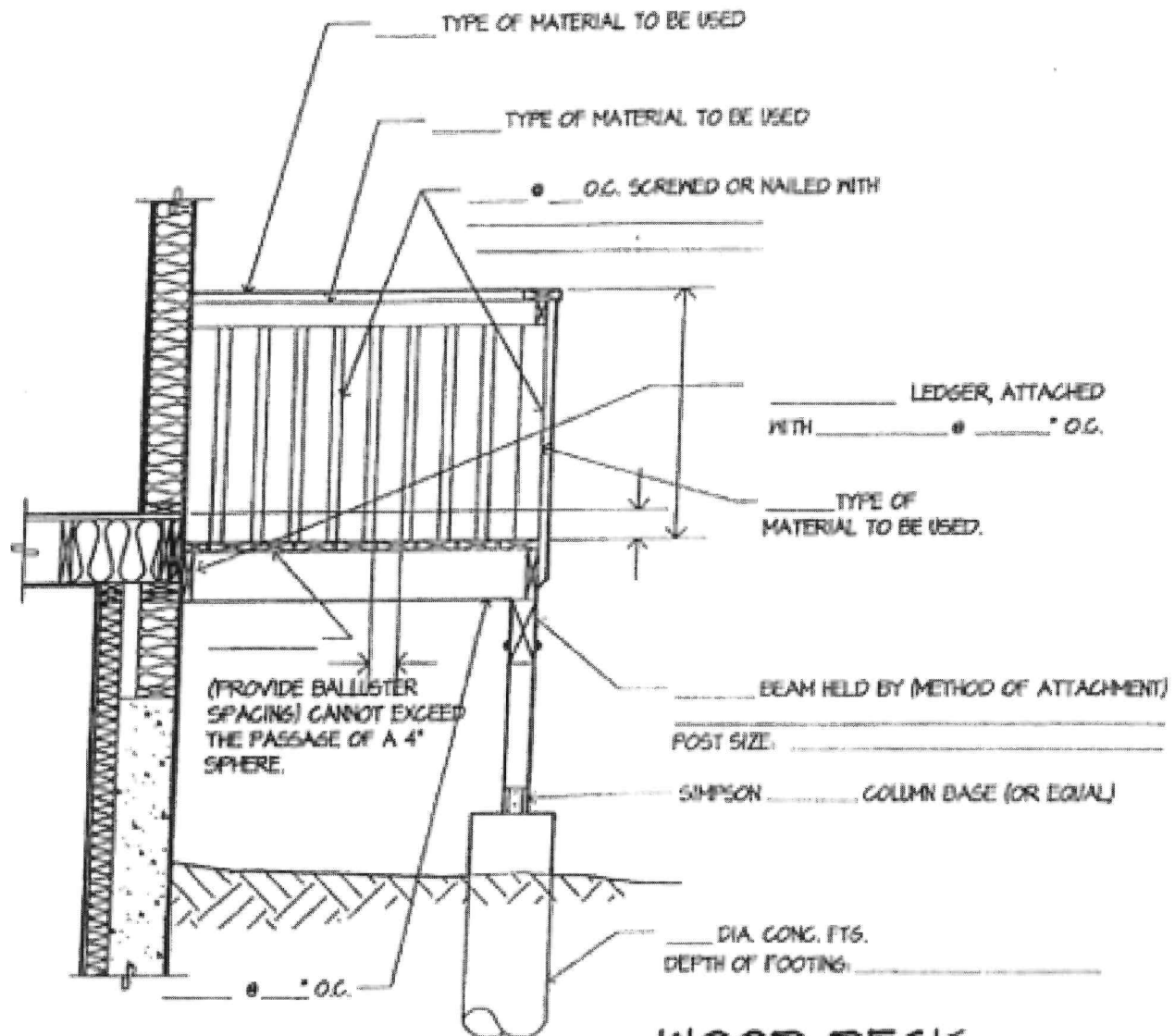


INDICATE YOUR CONSTRUCTION MATERIALS BY CHECKING BOXES, FILLING IN SPACES OR CIRCLING BUILDING MATERIAL.



## GARAGE:

### CLAR WITH FROST FOUNDATION



## WOOD DECK

### DIRECTIONS:

PROVIDE SIZING AND SPACING OF MEMBERS IN BLANK SPACES ON THE DIAGRAM ABOVE.

PROVIDE DIMENSIONS WHERE DIMENSION LINES WITH ARROWS ARE SHOWN.

WHERE STEPS ARE REQUIRED, PROVIDE THE FOLLOWING INFORMATION:

1. HEIGHT OF RISER: \_\_\_\_\_
2. DEPTH OF TREAD: \_\_\_\_\_
3. HEIGHT OF HANDRAIL (FROM FRONT EDGE OF STEP) \_\_\_\_\_
4. CLEAR WIDTH OF STAIR \_\_\_\_\_
5. HEIGHT OF GUARD (IF REQUIRED): \_\_\_\_\_
6. PROVIDE FLOOR PLAN WITH OVERALL DIMENSIONS ON A SEPARATE SHEET.



DESIGN TEMPERATURES IN THIS AREA MUST BE BASED ON ANALYSIS OF LOCAL CLIMATE AND TOPOGRAPHY

For SI:  $^{\circ}\text{C} = [(^{\circ}\text{F}) - 32] / 1.8$ .

**FIGURE R301.2(1)**

**ISOLINES OF THE 97<sup>1</sup>/<sub>2</sub> -PERCENT WINTER (DECEMBER, JANUARY AND FEBRUARY) MEAN TEMPERATURES**

**TABLE R301.2(1)**

**CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA**

GROUND SNOW LOAD	WIND SPEED <sup>d</sup> (mph)	SEISMIC DESIGN CATEGORY <sup>f</sup>	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP <sup>e</sup>	ICE BARRIER UNDERL REQUIRE
			Weathering <sup>a</sup>	Frost line depth <sup>b</sup>	Termite <sup>c</sup>		
Table R301.2(5)	90	See Section R301.2.2.1 and Figure R301.2(2)	Severe	42" See Note b	Figure R301.2(6)	See Note e	Yes

For SI: 1 pound per square foot = 0.0479 kN/m<sup>2</sup>, 1 mile per hour = 1.609 km/h.

- Weathering may require a higher strength concrete or grade of masonry than necessary to satisfy the weathering index (i.e., "negligible," "moderate" or "severe") for concrete (see Section R301.2(3)). The grade of masonry units shall be determined from ASTM C34, C55, C62, C73, C90.
- The frost line depth may be modified as provided in Section R403.1.4 of the code.
- The jurisdiction shall fill in this part of the table to indicate the need for protection depending on the site conditions.
- The jurisdiction shall fill in this part of the table with the wind speed from the basic wind speed on a site-specific basis in accordance with Section R301.2.1.4 of the code.
- The winter design temperature criteria shall be taken from Appendix D of the Michigan plumbing code.
- Design category determined from Section R301.2.2.1 of the code.

## UpCodes Premium

Leverage the full code compliance platform.

FAST & EASY FREE TRIAL

LEARN MORE

# TYPICAL INSTALLATION FOR RESIDENTIAL ABOVE GROUND POOL

NOTE: NOT ALL CODE INFORMATION OR  
INSTALLATION METHODS ARE SHOWN.  
PLEASE CALL WITH SPECIFIC QUESTION.

