



Ross Township

250 Anchorage Road, P.O. Box 276, Saylorsburg, PA 18353

570-992-4990 | rosstwp@rosstwpmpcpa.gov | www.rosstwpmpcpa.gov

APPLICATION FOR BUILDING PERMIT

Please print legibly. Incomplete or illegible information may result in denial, delay, or rejection.

PROPERTY AND SITE INFORMATION

Property/Site Address:

Complete 911 street address or street and lot number

PIN:

14-digit property identification number

Tax Account:

Zoning District:

LAND AND PROPERTY OWNER

Applicant

Name:

Mailing Address:

Phone Number:

Email:

BUILDING AND STRUCTURE OWNER

Same as land/property owner

Applicant

Name:

Mailing Address:

Phone Number:

Email:

USE

Residential:

Single-Family

Two-Family

Accessory (Garage/Shed/etc.)

Commercial:

Group A: Assembly

Group B: Business

Group E: Educational

Group F: Factory/Industrial

Group H: High Hazard

Group I: Institutional

Group M: Mercantile

Group R: Residential

Group S: Storage

Group U: Utility/Misc.

TYPE OF IMPROVEMENT

New Structure

Addition

Alteration

Repair/Replacement

Pool

Demolition

Fence/Wall

Tenant Fit-Out

Cell Upgrade

Solar Panels

Description of Work to Be Performed:



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CONSTRUCTION DETAILS

Estimated Cost of Improvement: \$

Fair market value including materials and labor

For new structures and additions, if applicable:

Foundation Type: Crawlspace Foundation Slab on grade Piers Other

Stories Above Grade: Height: Length: Width:

New Construction Floor Area (sq. ft.): Use exterior dimensions; include full basement, porch, deck, and attached garage

Residential Bedrooms: Bathrooms:

Principal Framing: Masonry Wood frame Structural Steel Reinforced Concrete
Other Principal Heating Fuel: Gas Oil Electric

Coal Other

Sewage: Public or community Private Water Supply: Public or community Private

CONTRACTOR INFORMATION

Applicant

Business Name: Office Phone:

Business Mailing Address:

Contact Name:

Direct/Cell Number: Email:

PA Home Improvement Contractor (HIC) #: Expiration Date:

Certificate of Insurance naming the municipality as certificate holder must be provided annually or upon request.

ARCHITECT AND ENGINEER INFORMATION

Applicant

Business Name: Office Phone:

Business Mailing Address:

Contact Name:

Direct/Cell Number: Email:

CERTIFICATION

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. 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 local, state and federal laws governing the execution of this project. I certify that the Code Official or representative shall have authority to enter the areas in which this work is being performed at any reasonable hour to enforce the codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief.

Applicant Name:

Applicant Signature: Date:



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ADDITIONAL APPLICANT INFORMATION

Complete this section only if the applicant is not an owner, contractor, architect, or engineer named above.

Business Name:

Office Phone:

Applicant Mailing Address:

Direct/Cell Number:

Email:

REQUIRED DOCUMENTS

IMPORTANT: The application will not be accepted unless all required documents are submitted with it.

New Construction	2 sets of construction plans
Pre-manufactured Construction	Manufacturer specifications for the structure
Interior Alterations	Floor plan of existing conditions and proposed changes, with complete description of work
Swimming Pool	Manufacturer's installation specifications for the pool and pump
Roof Repair or Replacement	Full narrative of work or copy of contract; structural repairs require a plan
Generator	Manufacturer's installation specifications, electrical line drawing, and proposed-location image or drawing
Solar Panels	2 sets of construction plans and roof structural analysis sealed by a PA-licensed architect or engineer

FEE CALCULATIONS - OFFICE USE ONLY

Construction		
Plumbing/Mechanical		
Energy Code		
Electrical		
Plan Review		
Other		
UCC Fee		\$4.50

Total Permit Fees	
Less Deposit	
Balance Due	