

HOWE TOWNSHIP, Forest County
Building Permit Application Instructions

Complete every line of the application and return with a **\$20.00** (completed without mailing) or \$25.00 (through the mail) check or money order made **payable to Howe Township** - if you're mailing it the address is 7947 Route 666, Sheffield, PA 16347. If construction has been started prior to obtaining the necessary permit the fee will be \$100.00 **payable to Howe Township**. The **Stormwater Section** requires an additional **\$25.00** check made out to the **Forest County Conservation Department**. unless you are building over 5000 square feet please see enclosed paperwork.

You must, the County requires you to, attach a **drawing of your construction with measurements to the nearest road and property lines**. You must be 10ft from property lines, 30ft from the center of a twp road, and 40ft from the center of a state road.

On the Workers' Compensation form, if you're doing the work yourself mark A. No and sign at the bottom – do not notarize and return or, If a contractor is doing the work have them complete and sign B. or C., notarize if needed and return,

On the Building Permit Compliance form sign at the bottom that you have read the sewage requirements and return.

If your property is a recreational **cabin, cottage or camp** have your **signature notarized for the Recreational Cabin Affidavit** and return, All forms need to be returned together before approval of the permit can be granted,

After I received the completed forms I can issue you a temporary approval until the next board meeting,

You will need to hang this in your window until you pick up the placard,

After approval is granted at a Supervisors meeting you will receive by picking up a receipt signed and a building permit placard that is to be hung in your window facing the road during the construction.

Please retain the placard in your possession for two years before disposing.

If you have any questions, please call me at (814) 968-4203 from 7:30 AM until 3:30 PM Tuesday through Friday.

Jessica Mohr
Assistant Code Enforcement Officer

Forest County Municipal Permit Application Directions

1. Fill in Township/Borough and Date; Permit No. is for Conservation District/Township use only.
2. County Parcel/Map no. (This may be found on your tax bill.) Ordinance No. is for Township use only.
3. Building Permit Fee is Township use, and Stormwater Permit Fee \$25.00. (Permit and fee may be mailed to Forest County Conservation District, 526 Elm Street Box 4, Tionesta PA 16353.)
4. 911 Address – This blank must be filled in with the correct address. You may call 755-2995 if you are not sure of your 911 address.
5. Lot Size (**Acreage**) This blank must be filled in. Please put acreage only. Camp Name is optional.
6. Owners Name, Address, City, State, Zip, Phone No., Email or Cell No. These blanks must be filled in.
7. Applicants Name (Fill out if you are a contractor filing this permit for the owner.) Applicant must be a contractor or an owner listed on the deed.
8. Description of Project. (New porch, new addition, etc.)
9. Estimated Cost and Other Structures on Property. (please fill out if known)
10. Type of: Framing, etc. Please fill out with the new construction information only.
11. Stormwater Management Section – **THIS SECTION MUST BE FILLED IN OR THE PERMIT WILL NOT BE APPROVED.** Please fill in the applicable lines for the new construction only. Do not fill in with any existing structure information.
12. A sketch must be attached showing the new construction and the distance to all the property lines.
13. Additional Required Permits. Please check any additional permits that you are also applying for.
14. The permit must be signed and dated by the applicant.
15. Dial 8-1-1 or 1-800-242-1776 not less than 3 business days or more than 10 business days prior to the start of excavation.

If you have any questions about filling out this permit, please call 814-755-3450, or email Donna Lynn Zofcin
dzofcin@forestcountypa.gov

FOREST COUNTY STORMWATER PRIOR APPROVAL APPLICATION

FOREST COUNTY TWP / BORO _____ PERMIT NO. _____ DATE _____
COUNTY PARCEL / MAP NO. _____ ORDINANCE NO. _____
BUILDING PERMIT FEE \$ _____ STORMWATER PERMIT FEE \$ _____
911 ADDRESS / LOCATION OF PROJECT _____
LOT SIZE (Acreage) _____ CAMP NAME _____

OWNERS NAME (Print) _____ ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE NO. _____ EMAIL OR CELL NO. _____

APPLICANTS NAME (Print) _____ ADDRESS _____
CITY _____ STATE _____ ZIP _____ PHONE NO. _____

TYPE OF PROJECT : _____ RESIDENTIAL _____ NEW CONSTRUCTION _____ REMODEL _____ COMMERCIAL
_____ SEASONAL _____ DEMOLITION/REMOVAL _____ OTHER, specify _____

DESCRIPTION OF PROJECT : _____

**** Mobile Homes - need MFG, YEAR, VIN, NO, and DIMENSIONS ****

ESTIMATED COST \$ _____ OTHER STRUCTURES ON PROPERTY _____

TYPE OF : FRAMING _____ HEATING _____ NUMBER OF STORIES _____
SIDING _____ NUMBER OF BEDROOMS _____ WATER public/private/well/other _____
ROOFING _____ NUMBER OF BATHS (FULL) _____ (HALF) _____ SEWAGE _____

STORMWATER MANAGEMENT SECTION

SURFACE TYPE	LENGTH	X	WIDTH =	PROPOSED SURFACE AREA	TYPE OF SURFACE
BUILDING/GARAGE					
PORCH/DECK					
SHED					
DRIVEWAY/STREET					
PARKING AREA					
SIDEWALKS					
OTHER					
TOTAL IMPERVIOUS AREA :					

IMPORTANT : A sketch showing existing buildings / new construction and distances to property lines **MUST** be attached...

ADDITIONAL REQUIRED PERMITS (IF APPLICABLE)

_____ SEWAGE PERMIT NO. _____ DATE ISSUED _____ Applicable/Not Applicable

FOR EXISTING SEWAGE, DESCRIBE SYSTEM _____

_____ HIGHWAY PERMIT (As required by section 420 of the state highway law P.L. 1242 No. 428) Applicable/Not Applicable

_____ FLOOD PLAIN? _____ YES _____ NO

CONSTRUCTION NOT COMPLETED WITHIN _____ SHALL REQUIRE AN EXTENSION, IF APPROVED BY
THE MUNICIPALITY OR INSPECTION AGENCY. VARIOUS PERMIT FEES APPLY.

**** NOTIFY ISSUING OFFICER UPON COMPLETION OF PROJECT.**

OWNER / APPLICANT _____
TOWNSHIP/BOROUGH _____
STORMWATER OFFICER _____
INSPECTION AGENCY _____

DATE _____
DATE _____
DATE _____
DATE _____

Small Project Stormwater Management Application Fee Schedule

1 square foot impervious surface - 5,000 square feet	\$25.00
>5,000 square feet	\$150.00
Waiver Request Fee	\$100.00

Stormwater Management Plan
Review Fee \$300.00*

*When needed, an independent Qualified Engineer may be used, AS APPROPRIATE, for review of technical portions of Stormwater Management Plans, Any & All Engineering Review Fees shall then be assessed to the applicant.

NO PLAN SHALL BE APPROVED PRIOR TO FULL PAYMENT OF FEES

Workers' Compensation Insurance Coverage Information
(attach to building permit application)

A. The applicant is

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

_____ Yes _____ No

If the answer is "no", mark no and sign below on the right.

If the answer is "yes," mark yes and complete Sections B and C below as appropriate

B. Insurance Information

Name of Applicant _____

Federal or State Employer Identification No. _____

Applicant is a qualified self-insurer for workers' compensation.

_____ *Certificate attached*

Name of Workers' Compensation Insurer _____

Workers' Compensation Insurance Policy No. _____

_____ *Certificate attached*

Policy Expiration Date _____

C. Exemption

Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated

_____ Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.

_____ Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this
_____ day of _____ 20____

(Signature of Notary Public)

My commission expires _____

(Seal)

(Signature of applicant)

Address _____

County of _____

Municipality of _____

HOWE TOWNSHIP
Forest County

SITUATIONS REQUIRING SEWAGE PERMITS
Todd Fantaskey, Sewage Enforcement Officer - 814/723-3775

Sewage permits are required for:

1. All new residences, regardless of the acreage involved. There is an exemption for tracts that are 10 acres and larger, unless the municipality requires a permit by ordinance. To qualify for the exemption, the property must have been owned prior to January 10, 1987 and the proposed dwelling must be for the owner of the property or blood relatives.
2. All repairs to existing systems (tank and field replacements).
3. All commercial developments (including State and Federal Governments).
4. All new and/or replacement privies (useful for camps that do not have water under pressure in the dwelling).
5. All lots in previously approved subdivisions.
6. Existing systems that have been abandoned for more than one year (these systems need certification before reconnection is allowed).
7. All proposed subdivisions require evaluation and approval for sewage suitability, and ultimately the approval by the Township, Forest County Planning & Zoning and DEP (sewage permits can only be issued after subdivisions have been approved by the three agencies).

Sewage permits are not required where:

1. There is a proposed addition to an existing structure that already has a sewage system in place. The sewage system can be a conventional system (in ground, sand mound, IRSIS or other permitted system) or a privy where there is not piped water under pressure within the dwelling. If there are known sewage problems the Supervisors can request that the system be approved before building permits for expansion are issued.
2. There is a dwelling that is proposed to be replaced with another dwelling, and the existing dwelling has not been abandoned or deteriorated to the point that it could be considered abandoned. If there is a known sewage problem or the Supervisors want the system approved before reuse that is appropriate action. If the structure has deteriorated to the point that it presently is not livable, a sewage permit is essential before issuing a building permit.
3. Generally, small additions and things such as porches and sheds that would not involve sewage.

Bureau Veritas North America

Uniform Construction Code Cabin Affidavit

This form may be utilized to satisfy one of the conditions for excluding a recreational cabin from the construction requirements of the UCC, as provided for in Act 92 of 2004. Complete entire form and submit to the municipality in which the cabin will be constructed. Submission of this form does not satisfy all requirements of the Act related to this UCC exclusion.

Cabin	_____
Building	(Street No) (Street Name)
Construction	(City) (State) (Zip)
Site	(Municipality) (County)

Building	_____
Owner	(Building Owner Name(s))
Contact	(Street No) (Street Name)
Information	(City) (State) (Zip)
	(Telephone Number) (Email Address)

Owner Attestation:

By signing this statement in the presence of a notary, I attest to the fact that the cabin to be constructed at the site listed above:

1. Will be utilized for recreational activities only.
2. Will not be utilized as a domicile or residence by myself or any other person for any period of time.
3. Will not be used for any commercial purposes.
4. Will not exceed two stories in height (excluding the basement, if any).
5. Will not be used as a place of employment.
6. Will not be mailing address for bills or correspondence.
7. Will not be listed as any individual's place of residence on a tax return, driver's license, vehicle registration or voter registration.

Over

(Owner Signature)

(Date)

(Borough/Township Signature)

(Date)

(Sewage Signature)

(Date)

(Storm water Signature)

(Date)

(Notary Name)

(Date Commission Expires)

HOWE TOWNSHIP
Forest County
Building Permit Compliance

By applying for this permit, I/we hereby consent to the inspection of my/our property, by the Howe Township Code Enforcement Officer, Howe Township Supervisor, or designee to determine compliance with the terms of the building permit and all Township Ordinances relating to the condition, health, or safety of the property.

I/we attest that I/we have received a copy of "Situations Requiring Sewage Permits" and of Building Permit Extension Ordinance 05-3.

Applicant(s)

Howe Township Representative