

**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**.

**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 8 AM until 3 PM Monday through Friday. Thank you.

Beverly Pollock  
Assistant Code Enforcement Officer

# FOREST COUNTY MUNICIPAL PERMIT/ 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 \_\_\_\_\_

DATE \_\_\_\_\_

TOWNSHIP/BOROUGH \_\_\_\_\_

DATE \_\_\_\_\_

STORMWATER OFFICER \_\_\_\_\_

DATE \_\_\_\_\_

INSPECTION AGENCY \_\_\_\_\_

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.

<b>Cabin Building Construction Site</b>	<hr/> <div>(Street No) (Street Name)</div> <hr/> <div>(City) (State) (Zip)</div> <hr/> <div>(Municipality) (County)</div>
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<b>Building Owner Contact Information</b>	<hr/> <div>(Building Owner Name(s))</div> <hr/> <div>(Street No) (Street Name)</div> <hr/> <div>(City) (State) (Zip)</div> <hr/> <div>(Telephone Number) (Email Address)</div>
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### 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