

Borough of Clearfield – PERMIT APPLICATION

6 S. Front Street, Clearfield, PA 16830

Phone: 814-765-7817

Permit No. _____

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Municipality: _____

Tax Parcel # _____

Site Address: _____

Lot# _____ Subdivision/Land Development: _____ Phase: _____ Section: _____

Owner: _____ Phone# _____ Fax# _____

Mailing Address: _____ Email: _____

Principal

Contractor: _____ Phone# _____ Fax# _____

Mailing Address: _____

Architect: _____ Phone# _____ Fax# _____

Mailing Address: _____ Email: _____

TYPE OF WORK OR IMPROVEMENT (Circle all that apply)

New Building Addition Alteration Repair Demolition Relocation

Change of Use Plumbing Electrical Mechanical Other _____

Describe the Proposed work: _____

ESTIMATED COST OF CONSTRUCTION (Reasonable fair market value) _____

DESCRIPTION OF BUILDING USE (Check one then complete applicable info)

☐ **RESIDENTIAL**

Single Family Dwelling

Duplex

Townhouse

Total Sq. ft. of finished living space _____

☐ **NON-RESIDENTIAL (Commercial)**

Specific Use _____

Use Group: _____ Construction Type: _____

Change of Use (indicate former and proposed): _____

Maximum Occupant Load: _____

Maximum Live Load: _____

Sprinkler system to be installed: (Check one) Yes _____ No _____

BUILDING DIMENSIONS

Existing Building Area: _____ sq. ft. Number of Stories: _____
Proposed Building Area: _____ sq. ft. Height Above Grade: _____ ft.
Total Building Area: _____ sq. ft. Area of Largest Floor: _____ sq. ft.

FLOODPLAIN INFORMATION

Is the site located within an identified flood plan area? (Check one) Yes _____ No _____

Note: All proposed development shall be in accordance with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act.

HISTORIC DISTRICT INFORMATION

Is the site located within a Historical District? (Check one) Yes _____ No _____

Note: If yes, you must provide proper Historical District certification per the UCC Law.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” construction documents and PA Act 45 – Uniform Construction Code and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, right of ways, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant hereby certifies he/she understands all applicable codes, ordinances and regulations.

Application for a permit shall be made by the **owner or lessee of the building or structure, or authorized agent of either, or by the authorized registered Design Professional** employed in connection with the proposed work.

I certify that the Code Administrator or the Code Administrator’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the applicable codes to such permit.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address: _____

Date: _____

Directions to Worksite: _____

OFFICE USE ONLY below

Permit Fee: \$ _____

Plan Submittal Checklist Attached: yes _____ no _____

Plan Review Approval Date: _____

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MUNICIPAL PRIOR APPROVAL CHECKLIST

Name of Municipality_____

Name of Applicant_____

Parcel#_____ Lot#_____

This Section below to be completed by the Authorized Municipal Representative

CHECKLIST ITEMS

Is the project site located in a Flood Area? (Check one) yes_____ no_____

(Circle one)-----Residential Project or Commercial Project

Description of Work: _____

Zoning or Land Use Permit	Approved_____	Not applicable_____
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Stormwater Management	Approved_____	Not applicable_____
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Street cut/ Driveway	Approved_____	Not applicable_____
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Sewage/Onlot Permit	Approved_____	Not applicable_____
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Water Permit	Approved_____	Not applicable_____
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PennDot Highway Occupancy	Approved_____	Not applicable_____
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Floodplain Permit	Approved_____	Not applicable_____
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Other_____	Approved_____	Not applicable_____
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I certify that all required Municipal Codes, Ordinances and Regulations have been met and approval thereby is granted to issue the requested Permit.

Authorized Municipal Representative signature:_____

Date:_____

****NOTE THAT THIS PERMIT APPLICATION PACKAGE MUST BE COMPLETED AND THEN SUBMITTED WITH THE PROJECT CONSTRUCTION PLANS AND THE CORRESPONDING SUBMITTAL CHECKLIST****

Borough of Clearfield

PLAN SUBMITTAL HANDOUT for COMMERCIAL RENOVATIONS, ALTERATIONS, CHANGE OF OCCUPANCY TO EXISTING BUILDINGS OR SMALL ADDITIONS

The Project Submittal package is required to include all information on this handout. Check each applicable item. If not applicable, then mark item n/a. This form must be submitted with attached project drawings.

- ☐ Permit Application
- ☐ Municipal Prior Approval
- ☐ Two full sets of Building Plans drawn to scale
- ☐ Existing Certificate of Occupancy (if available)

****The following items are required to be included on the Building Plans****

(Check every item that will be included in the project or marked n/a as not applicable)

- ☐ Provide site plan.
- ☐ Designate design code used.
- ☐ Drawings must include all portions of the building affected by the construction project.
- ☐ Provide code compliance path (ie: IBC Chapter 34 or International Existing Building Code).
- ☐ Designate level of work as per code.
- ☐ All floor plans including basement (both existing and newly proposed must be included).
- ☐ Provide overview layout and detail of all structural elements.
- ☐ Dimensions of all rooms and areas of building/structure.
- ☐ Designate occupant load for each room and total for entire building.
- ☐ All exterior elevations of building (existing buildings may substitute photographs of all sides)
- ☐ Provide typical wall-section.
- ☐ Designate type of construction and use group for all portions of building on the plan.
- ☐ Designate all fire walls and separations.
- ☐ Stairways, stair towers, ramps, fire escapes, etc.
- ☐ Provide door schedule, include fire door ratings.
- ☐ Emergency lighting systems, fire alarm systems and fire extinguishing equipment.
- ☐ Indicate building means of egress, exit arrangement and sizes, corridors, doors, stairs, etc.
- ☐ For all projects that contain plumbing, electric, mechanical or fire system installation or alteration, a detail and scope of work for each discipline must be provided.
- ☐ Exit signs and means of egress lighting.
- ☐ Include all Handicapped accessibility provisions and details.
- ☐ Provide energy code information and compliance path (for example: Comcheck)
- ☐ If project is "Change of Use or Occupancy", indicate present use and new proposed use.
- ☐ Drawings must be a minimum size of 15"x24" and drawn to a scale not less than 1/8" per ft.
- ☐ List the plan designer with all contact information. Include phone, fax and email.

****THIS COMPLETED FORM MUST BE SUBMITTED WITH PROJECT PLANS****