

Revised 1-1-07

PASONICK, INC.
CONSTRUCTION MONITORING SERVICES
165 NORTH WILKES-BARRE BOULEVARD
WILKES-BARRE, PA 18702
PHONE (570) 823-4712 FAX (570) 823-4727

HARVEYS LAKE BOROUGH BUILDING PERMIT PACKET

Pages 1& 2: Building Permit Application

Page 3: Fee Schedule

Page 4: Administrative Fees

Page 5: Payment Form

Page 6: Supplemental Payment Form

FOR BUILDING PERMITS YOU MUST COMPLETE AND RETURN PAGES 1, 2 AND 5.

FOR SUPPLEMENTAL SERVICES YOU MUST COMPLETE AND RETURN PAGE 6.

PRIOR TO COMPLETING YOUR APPLICATION, PLEASE READ THE INSTRUCTIONS ON PAGE 3 AND PAGE 4.

For Additional Information or Questions

or

For Scheduling Inspection of Work

Call (570) 778-5993

ZONING APPROVAL IS REQUIRED PRIOR TO SUBMITTING AN APPLICATION FOR A BUILDING PERMIT. ANY QUESTIONS REGARDING ZONING APPROVAL SHOULD BE DIRECTED TO HARVEYS LAKE BOROUGH: (570) 639-3302

**HARVEYS LAKE BOROUGH
LUZERNE COUNTY, PA**

Revised 1/1/07

DATE: _____

BUILDING PERMIT APPLICATION

BUILDING PLUMBING ELECTRICAL HEATING OTHER

LOCATION/ADDRESS OF PROPOSED WORK:

PIN (Property Identification Number): _____
PIN Is Listed Upon Your Property Tax Bill Issued By Luzerne County

OWNER'S NAME, MAILING ADDRESS AND PHONE NUMBER:

CONTRACTOR'S NAME, MAILING ADDRESS AND PHONE NUMBER:
ALL CONTRACTORS MUST SUBMIT A COPY OF THEIR CERTIFICATE OF INSURANCE
AND THEIR CURRENT HARVEYS LAKE CONTRACTOR'S LICENSE

LICENSE NUMBER OF CONTRACTOR: _____

PRESENT USE OF PROPERTY:

SINGLE FAMILY RESIDENTIAL MULTI FAMILY RESIDENTIAL

COMMERCIAL INDUSTRIAL INSTITUTIONAL OTHER

DESCRIPTION OF PROPOSED WORK (Attach additional sheets if needed):

TOTAL COST OF ABOVE DESCRIBED WORK: \$ _____

FOR NEW CONSTRUCTION, STRUCTURAL ALTERATIONS AND/OR ADDITIONS, YOU MUST ATTACH FOUR COPIES OF PLANS & SPECIFICATIONS AND PROOF OF CONSTRUCTION COST, i.e., SIGNED CONTRACT FOR WORK OR RECEIPTS FOR MATERIAL WHEN WORK IS DONE BY THE OWNER.

PRIOR TO ISSUING A BUILDING PERMIT, ZONING APPROVAL BY THE MUNICIPALITY IS REQUIRED FOR NEW CONSTRUCTION, STRUCTURAL ALTERATIONS AND ADDITIONS, INCLUDING DECKS, PATIOS, SUNROOMS FENCES AND SWIMMING POOLS.

FOR ANY OF THE ABOVE WORK YOU MUST:
ATTACH A COPY OF YOUR MUNICIPAL ZONING APPROVAL.

ATTACH A COPY OF YOUR MUNICIPAL APPROVAL FOR SEWAGE FOR ALL NEW CONSTRUCTION PROJECTS.

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 _____

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

The following are the minimum inspection approval requirements for new construction:

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.”
4. **Insulation and Wallboard** – Prior to wallboard installation, R-Values in exterior walls, ceilings and floors if required must be verified. Wallboard fasteners inspected prior to finish.
5. **Final** – After structural completion, with all fixtures complete and functional.

To schedule an inspection call: (570) 778-5993. Please provide an advanced notice of 48 hours for required inspections.

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HARVEYS LAKE BOROUGH FEE SCHEDULE
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Building Permits: Based on the Total Cost of Work

Cost of Work	Fee
\$1.00 to \$1000.00	\$45.00
\$1,000.00 to \$2,000.00	\$60.00
\$2,000.00 to \$3,000.00	\$75.00
\$3,000.01 to \$4,000.00	\$90.00
\$4,000.00 to \$5,000.00	\$105.00
\$5,000.01 to \$6,000.00	\$120.00
\$6,000.01 to \$7,000.00	\$135.00
\$7,000.01 to \$8,000.00	\$150.00
\$8,000.01 to \$9,000.00	\$165.00
\$9,000.01 to \$10,000.00	\$180.00

Over \$10,000.01 valuation, the fees shall be \$200.00 plus \$7.50 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 6 FOR ANY OF THE SERVICES LISTED BELOW:

New Electrical Service & Electrical Service Upgrade \$100.00 permit & one inspection Re-Inspections \$100.00 per inspection All other Inspections \$100.00 per inspection

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Attach a copy of the estimate or copy of contract with total cost of project.

FOR WORK OVER \$10,000.00
TOTAL COST OF ALL WORK, ROUND UP TO NEAREST THOUSAND. EXAMPLE:

New Home - \$178,344 - Round up to \$179,000.00. \$179,000 Minus \$10,000 = \$169,000.00. \$169,000 divided by 1,000 = 169. 169 X \$7.50 per thousand = \$1,267.50. \$1,267.50 plus \$200.00 (For first \$10,000) = \$1,467.50. \$1,467.50 X .25 (Administrative Fee) = \$366.87.

\$1,467.50
366.87
4.00 (State Fee)
\$ 1,838.37

Make Check or Money Order Payable To: Pasonick, Inc.

MAIL TO:

Pasonick Inc.
165 North Wilkes-Barre Boulevard
Wilkes-Barre, PA 18702

-Plan Review of Design Changes: 25% of total amount of original permit fee

-Court Appearance: \$100.00 per hour, minimum one hour

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**HARVEYS LAKE BOROUGH
PAYMENT FORM**

RETURN THIS FORM WITH YOUR COMPLETED BUILDING PERMIT APPLICATION, A COPY OF A COST ESTIMATE OR A SIGNED CONTRACT OF ALL WORK TO BE COMPLETED, FOUR (4) SETS OF PLANS AND SPECIFICATIONS, ZONING AND SEWER APPROVAL IF REQUIRED AND THE REQUIRED FEE.

Date: _____

PROPERTY ADDRESS OF WORK: _____

Owner's Name: _____

Address: _____

Phone: _____

Tenant's Name and Phone: _____

Contractor's Name: _____

Address: _____

Phone: _____

TOTAL COST OF ALL WORK: _____

See example on prior page for completing this form:

FOR NEW, UPGRADE OR RELOCATE ELECTRICAL SERVICE USE PAGE 6

PERMIT FEE (Based on cost of work, see fee schedule) \$ _____

ADMINISTRATION FEE (25% of above permit fee) \$ _____

STATE FEE \$ 4.00

TOTAL PAYMENT TO REMIT \$ _____

******* ALL FEES ARE NON-REFUNDABLE *******

MAKE CHECK OR MONEY ORDER PAYABLE TO: PASONICK INC.
RETURN TO: 165 NORTH WILKES-BARRE BLVD.,
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HARVEYS LAKE BOROUGH
SUPPLEMENTAL PAYMENT FORM

IF YOU HAVE SUBMITTED AN APPLICATION FOR A BUILDING PERMIT, ALL INSPECTIONS AND THE CERTIFICATE OF OCCUPANCY ARE INCLUDED IN THE COST OF YOUR BUILDING PERMIT. NO SEPARATE PAYMENT FOR ANY INSPECTION SERVICES IS REQUIRED.

Date: _____

PROPERTY ADDRESS OF WORK: _____

Property Owner's Name & Phone No.: _____

Property Owner's Mailing Address: _____

Tenant's Name and Phone: _____

Contractor's Name & Phone: _____

Contractor's Address: _____

Description of work: _____

Total cost of all work: _____

Electrical Work Order No.: _____

NEW, UPGRADE OR RELOCATE ELECTRICAL SERVICE INCLUDES PERMIT & ONE INSPECTION \$100.00 PER SERVICE \$ _____

ALL OTHER INSPECTIONS \$100.00 PER INSPECTION \$ _____

SUBTOTAL FOR ALL ABOVE CHECKED ITEMS \$ _____

ADMINISTRATIVE FEE (25% of above subtotal) \$ _____

STATE FEE - \$4.00 (Call 823-4712 to verify if the State Fee is applicable) \$ _____

TOTAL PAYMENT TO REMIT: \$ _____

*****ALL FEES ARE NON-REFUNDABLE*****

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