

INSTRUCTIONS FOR A PRE-CONSTRUCTION PERMIT

1. COMPLETE THE APPLICATION INCLUDED WITHIN THIS PACKET. BECAUSE THIS IS AN ALL PURPOSE PACKET, YOU NEED ONLY COMPLETE THE STEPS THAT PERTAIN TO YOUR PROJECT.
2. SUBMIT A SKETCH ON THE ENCLOSED FORM SHOWING THE EXISTING OR PROPOSED BUILDING ON THE LOT AND ALSO FRONT, REAR, AND SIDE SETBACKS, ANY ACCESSORY STRUCTURES. THE SKETCH SHOULD SHOW ALL DIMENSIONS AND SHOULD BE SIGNED AND DATED (SEE ATTACHED EXAMPLE SHEET).
3. OBTAIN A SEWER PERMIT FROM THE FISHING CREEK TOWNSHIP SEWAGE ENFORCEMENT OFFICER. (GENE POWLUS – 570-594-0952)
4. SUBMIT AN APPLICATION FOR A DRIVEWAY PERMIT WHICH MUST BE REVIEWED AND APPROVED BY THE FISHING CREEK TOWNSHIP ROADMASTER.
5. PAY ALL APPLICABLE FEES.
6. SUBMIT AN APPLICATION TO THE TRI COUNTY COG IBC OFFICE FOR A PERMIT. A PERMIT MAY NOT BE NECESSARY IN ALL CASES. THE NUMBER FOR THE COG OFFICE IS 570-784-8654. (Inspection Regulations attached)
7. THE TRI COUNTY COG IBC OFFICE WILL PERFORM ALL BUILDING INSPECTIONS INCLUDING THE EXTERIOR SEWER LINE.

I THE UNDERSIGNED, HEREBY CERTIFY THAT I AM AWARE OF THE RULES AND REGULATIONS OF FISHING CREEK TOWNSHIP AND HEREBY AGREE TO ABIDE BY THEM WITH FULL KNOWLEDGE THAT ANY VIOLATION OF SAID RULES AND REGULATIONS WILL BE CAUSE FOR THE REVOCATION OF THIS PERMIT.

SIGNATURE _____ DATE _____

IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT IN ALL CASES TO FURNISH ADEQUATE INFORMATION AND TO CERTIFY THAT THE PROPOSED USE WILL COMPLY WITH ALL REQUIREMENTS OF THE FISHING CREEK TOWNSHIP AND ALL OTHER APPLICABLE FEDERAL, STATE, OR LOCAL REGULATIONS.

THE PERMIT MUST BE VISIBLY POSTED ON THE SITE FOR THE DURATION OF THE PROJECT.

THE CONTRACTOR AND SUBCONTRACTORS PERFORMING THE WORK STATED IN THIS BUILDING PERMIT WILL BE HELD LIABLE FOR ANY DAMAGE RESULTING TO TOWNSHIP PROPERTY DURING THE COURSE OF THEIR WORK. THIS INCLUDES, BUT IS NOT LIMITED TO, ROADS, DITCHES, SWALES, EASEMENTS, AND RIGHT OF WAYS. DAMAGED TOWNSHIP PROPERTY MUST BE RETURNED TO ORIGINAL OR BETTER CONDITION BEFORE COG WILL ISSUE AN OCCUPANCY PERMIT.

APPLICATION FOR PRE-CONSTRUCTION PERMIT

FISHING CREEK TOWNSHIP, COLUMBIA COUNTY, PENNSYLVANIA

Date Submitted _____ Permit Number _____

IS THIS PROPERTY IN THE FLOOD ZONE? YES _____ NO _____ (If yes, see addendum "A")

Property Owner _____ Phone Number _____

Property Owner Address _____

Property Location _____

Property Parcel # _____ Long/Lat/Elevation _____

The undersigned applicant hereby applies for a permit to:

Proposed use:

- | | | | |
|---|-----------------------------------|--|---|
| <input type="checkbox"/> New Home | <input type="checkbox"/> Pool | <input type="checkbox"/> Recreational Cabin** | <input type="checkbox"/> Single Family Dwelling |
| <input type="checkbox"/> Addition to Home | <input type="checkbox"/> Fence | <input type="checkbox"/> Elevation (Not in Flood Zone) | <input type="checkbox"/> Recreational Cabin** (Notarized Affidavit) |
| <input type="checkbox"/> Remodel/Solar Panels | <input type="checkbox"/> Sign | <input type="checkbox"/> Elevation (In Flood Zone) | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Deck/Porch | <input type="checkbox"/> Driveway | <input type="checkbox"/> Demolition | |
| <input type="checkbox"/> Garage/Shed/Carport | | | |

Submitted herewith is a dimensioned plan on the enclosed form of the lot showing proposed work and/or existing structures.
Description of proposed work _____

Estimated cost of proposed work _____

Signature of Applicant or Agent _____

Contractor _____

Address _____

PERMITS

Building/Pre-Construction Permits

\$0.00 to \$2,000 ---\$40.00

Each additional \$1000 or part thereof beyond the first \$2000 for either type permit --- \$2.00

Driveway Permits ___ \$35.00

Demolition Permits --- \$40.00

Floodplain Permits: (Requires Additional Permits/Fees)

\$0.00 to \$2000 --- \$50.00 (See addendum "A")

No construction of any kind in the Floodplain should be started without permits and approval from the Floodplain

Administrator of Fishing Creek Township

Auxiliary structures under 500 square feet without electric or septic - A permit is required, but there is no permit fee required.

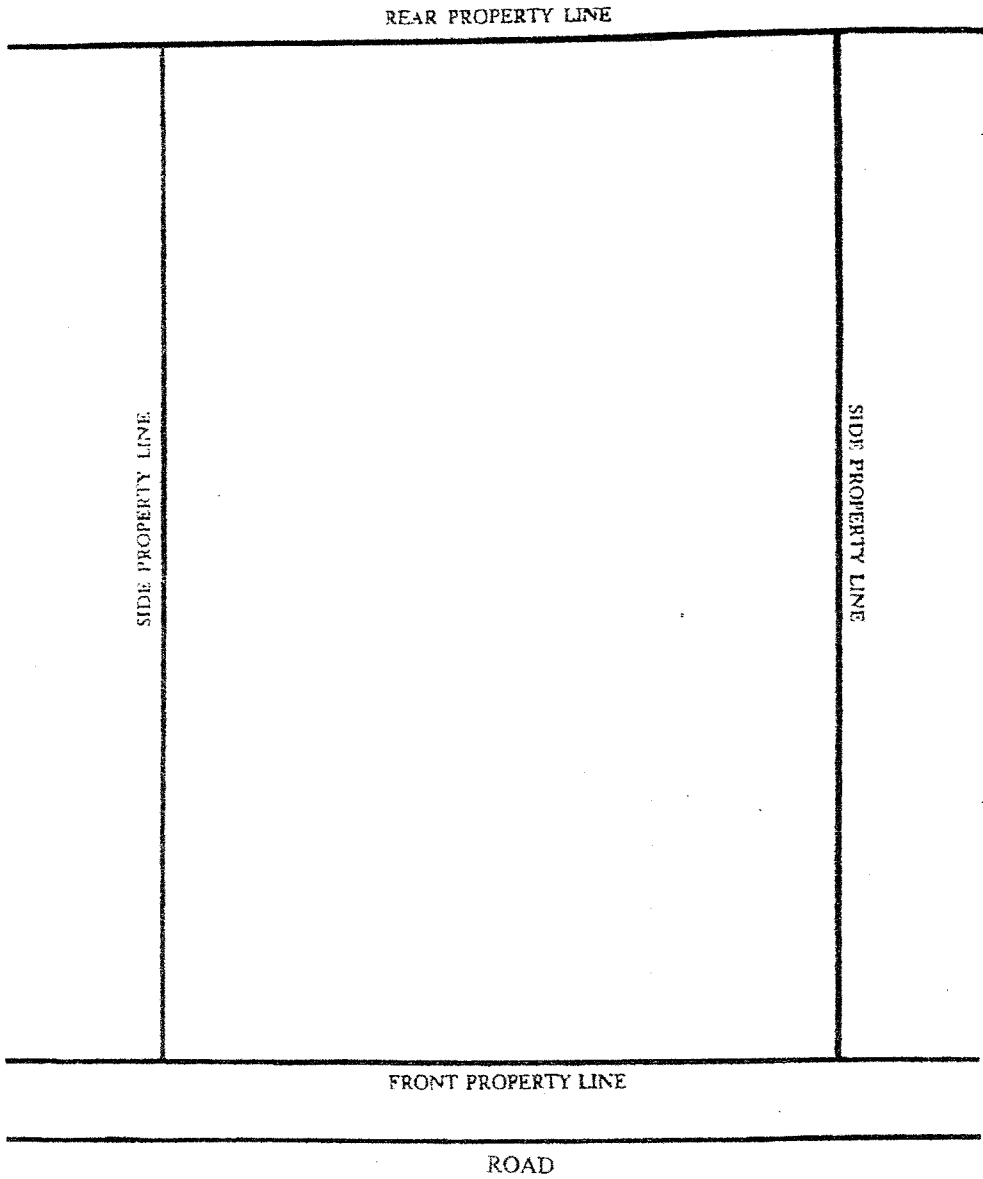
Please Note: Any construction started without proper permits will result in the doubling of fees!

Coralee Kindt, Pre-construction Permit Officer (non-floodplain permits)

Date

Total Permit Fee _____ Cash

Check # _____



Locate all structures with a solid line.
Locate proposed structures with broken line.

DESCRIPTION _____

Address _____ Date _____

FISHING CREEK TOWNSHIP
3188 SR 487
ORANGEVILLE, PA 17859
PHONE: 570-683-5900
EMAIL: fishingcreektownship@gmail.com

A. The Contractor is a contractor within the meaning of the Pennsylvania Workers' Compensation Law.

Yes

No

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

B. Insurance Information OR Furnish Certificate of Insurance from Insurance Agent.

Name of Contractor _____

Federal or State Employer Identification Number _____

Name of Workers' Compensation Insurer _____

Workers' Compensation Insurance Policy Number _____

Policy Expiration Date _____

C. Exemption

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

The undersigned affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania 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 Fishing Creek Township.

Religious exemption under the Workers' Compensation Law.

Signature _____

Print Name _____

Address _____



FISHING CREEK TOWNSHIP

PRE-CONSTRUCTION PERMIT ADDENDUM "A" – FLOOD ZONE

Property Owner: _____ Phone Number: _____

Property Address: _____

Is property located within 50' of creek/stream bank? Yes _____ No _____

General Provisions:

1. No work may start until a permit has been issued.
2. The permit may be revoked if:
 - a. Any false statements are made herein;
 - b. The effective Flood Insurance Rate Map has been revised;
 - c. The work is not done in accordance with the Floodplain Ordinance of the presiding jurisdiction or other local, state and federal regulatory requirements;
 - d. The work is different than what is described and submitted to the community as part of this application;
3. If revoked, all work must cease until permit is reissued. If the permit cannot be reissued, applicant acknowledges that they will be responsible to correct the issue which may require removal of any development that may have occurred.
4. Development shall not be used or occupied until the project has received final inspection.
5. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements and acknowledges that it is their responsibility to ensure that all necessary permits are obtained.
6. Applicant hereby gives consent to the local Floodplain Administrator and his/her representative to make reasonable inspections required to verify compliance.
7. Applicant acknowledges that the project will be designed to minimize any potential drainage onto surrounding properties and will be responsible for any drainage issues that may arise.
8. I, the applicant, certify that all statements herein and in the attachments to this application are, to the best of my knowledge true and accurate. Furthermore, I have read and understand the relevant Floodplain Ordinance for my community and will adhere to the Ordinance and will or have already obtained all necessary state, federal and local permits for the proposed development.

Applicant Name: _____ Date: _____

Applicant Signature: _____

Prior to any Permit being issued the following documents must be submitted to the Floodplain Administrator:

1. Maps and/or plans showing the location, scope and extent of development;
2. Elevation Certificate (pre-construction);
3. Grading plans (if applicable);
4. Non-Conversion Agreement (attached).

Permit Action:

- Permit Approved: The information submitted for the proposed project was reviewed and is in compliance with approved floodplain management standards.
- Permit Approved with Conditions: The information submitted for the proposed project was reviewed. In order for the proposed project to be approved, certain restrictions or conditions must be met per the attached.
- Permit Denied: The proposed project does not meet approved floodplain management standards (explanation on file).
- Appropriate Permit Fees submitted.

Signature of Community Official: _____

Date: _____

Carolyn Coats – Flood Plain Administrator

**NONCONVERSION AGREEMENT
FOR CERTAIN STRUCTURES IN THE FLOODPLAIN**

Whereas, Permit # _____ has been issued to construct, improve, or repair the property at _____ in the Township of Fishing Creek, PA, and

Whereas, the permitted building has the lowest floor elevated above the base flood elevation plus one and one-half feet and the design and construction of the building meets current building code and flood damage prevention ordinance requirements, and

Whereas, as a condition of a Certificate of Occupancy, the owner must agree to not alter the building at a later date so as to violate the building code or flood damage prevention ordinance requirements,

Now, therefore, the undersigned owner of said property hereby agrees to the following:

1. That the enclosed area below the lowest floor shall be used solely for parking of vehicles, limited storage, or access to the building and will never be used for human habitation without first becoming fully compliant with the flood damage prevention ordinance in effect at the time of conversion.
2. That all interior walls, ceilings, and floors below the base flood elevation plus one and one-half feet shall be unfinished or constructed of flood-resistant materials.
3. That mechanical, electrical, or plumbing devices that service the building shall not be installed below the base flood elevation plus one and one-half feet.
4. That the openings in the walls of the enclosed area below the lowest floor shall not be blocked, obstructed, or otherwise altered to reduce the size of the openings or restrict the automatic entry and exit of floodwater.
5. That any variation in construction beyond what is permitted shall constitute a violation of this agreement and Fishing Creek Township Ordinance # _____.
6. That the owner and subsequent owners understand that the Township of Fishing Creek has a right to inspect inside the premises at any time to verify compliance with this agreement.
7. That this Agreement shall be recorded with the deed to the above property so that subsequent owners are made aware of these restrictions.

Signature of Property Owner

Witness

Printed name: _____

Printed Name: _____

Date: _____

Date: _____

Phone

TRI-COUNTY COG IBC INSPECTION SERVICE

170 TRAIN STREET

BLOOMSBURG, PA 17815

PHONE 570-784-8654

TOLL FREE 866-784-8654

FAX 570-784-8656

EMAIL tccog@ptd.net



You will need a building permit from Tri-County COG IBC Inspection Service for the following:

- ** New home construction – Checklist of document you will need when applying for your permit is attached.
- ** Any additions to an existing home, changing the foot print of the existing structure.
- ** Detached structures over 1000 sq. ft., example: garage, carport, pole building or pavilion. (In Fishing Creek Township it is 500 Sq feet)
- ** Improvements/repairs that affect the height, width and length of your home.
- ** Adding or replacing a deck or porch that is supporting a roof.
- ** Adding or replacing a deck or porch over 30 inches in height.
- ** Installing or replacing a mobile, manufactured or modular home.
- ** Fences over 6ft. in height.
- ** Retaining walls over 4 ft. in height.
- ** In-ground pools.
- ** Spas or above ground pools over 24 inches.
- ** Any modifications to a structure that requires relocating or installing a header.

You will not need a permit for the following:

- ** Interior improvements/repairs unless it effects the structure of the building.
- ** Roof replacement unless it effects the structure (replace trusses).
- ** Siding replacement.
- ** Window replacement unless it effects the structure of your home, example if you have to move the header above the window. You will then need a building permit and an inspection.

You will need an inspection for electrical service.

Most important, if you are not sure if you need a building permit, please call. We will be glad to answer any questions for you.