

Permit # _____	Tax Parcel # _____
Fee Pd _____	Ck. # _____
Date Received _____	Issued _____

**CONEWAGO TOWNSHIP
APPLICATION FOR ZONING PERMIT**

PROPERTY INFORMATION

LOCATION: _____

PRESENT USE: _____

OWNERS NAME: _____

OWNERS ADDRESS: _____

OWNERS TELEPHONE NO: (Home) _____ (Work) _____

OWNERS SIGNATURE _____ DATE _____

PROPOSED WORK

TYPE OF CONSTRUCTION: _____

PURPOSE OF CONSTRUCTION: _____

APPROXIMATE COST OF WORK: \$ _____

AMOUNT OF NEW IMPERVIOUS SURFACE: _____
 Number of Structures Proposed _____ Height of Proposed Structures _____

WRITTEN DESCRIPTION OF WORK (Attach Sketch of Proposed Work) _____

CONTRACTOR INFORMATION

CONTRACTORS NAME: _____

CONTRACTORS ADDRESS: _____

TELEPHONE NO: _____ FAX NO: _____

CONTRACTORS CERTIFICATE OF INSURANCE ATTACHED _____ YES _____ NO

WORKERS COMP.INS.COVERAGE INFO. ATTACHED _____ YES _____ NO

CONTRACTORS SIGNATURE _____ DATE _____

FOR TOWNSHIP USE ONLY

ZONING DISTRICT: _____

CERTIFICATE OF USE REQUIRED? _____ YES _____ NO

PERMITS AND/OR APPROVALS REQUIRED			<u>DATE RECEIVED</u>
EROSION AND SEDIMENTATION CONTROL	yes	no	_____
STORMWATER MANAGEMENT	yes	no	_____
TOWNSHIP DRIVEWAY PERMIT	yes	no	_____
PENNDOT DRIVEWAY PERMIT	yes	no	_____
SEWAGE PERMIT (SEO)	yes	no	_____
OTHER			
_____	yes	no	_____
_____	yes	no	_____
_____	yes	no	_____

FIRST REVIEW: _____ BY: _____
DATE

FINAL REVIEW: _____ BY: _____
DATE

CERTIFICATE OF USE ISSUED: _____ APPROVED BY: _____
DATE

INSTRUCTIONS FOR SUBMITTING AND IMPLEMENTING A BUILDING PERMIT

After a building permit has been granted by the Township, the following steps must be followed for compliance with the Township Zoning Ordinance, Article XVII and/or Building Ordinance #1986-2.

1. It is the responsibility of the Owner and/or Applicant to provide to the Township all necessary information, including plans, drawings, specifications, sketch plans and field locations, in order that the Building Permit application may be acted upon.
2. Actions taken upon the Building Permit application will be based on the accuracy or inaccuracies of the information provided by the Owner and/or Applicant. The Owner and/or Applicant is solely responsible for the accuracy or inaccuracies of the information. Actions by the Township, its officials and/or agents in no way imply verification of information provided.
3. No changes of any kind shall be made to the construction, plans, specifications, etc. during the life of the Building Permit without written approval. Requests for changes shall be in writing and submitted to the Township for approval. Changes not approved will delay issuance of a Certificate of Use until a written request for approval is submitted and approved by the Zoning Officer. Any changes constructed without approval will be at the owner's risk.
4. The Zoning Officer must make a site review at the beginning of construction. The permittee must notify the Township when work is to begin. A written record shall be made of the time and date of the inspection and the findings of the Zoning Officer regarding the conformance of the construction with the Building Permit application.
5. If the construction in progress does not conform to the Building Permit application, a written notice of violation will be issued by the Zoning Officer and construction will be stopped. Upon correction of the violation and receipt of written notice from the Zoning Officer, construction may proceed.
6. The Zoning Officer will make another site review at the end of construction. The permittee must notify the Township at the completion of work. A written record of the time and date of the site review and the findings of the Zoning Officer regarding the conformance of the building to the Zoning Ordinance will be made and placed in the building permit file.
7. After final site review and prior to occupancy, a Certificate of Use shall be issued by the Zoning Officer. Occupancy may not take place until the Certificate is issued. The Certificate will set forth that the building, structure, parcel and/or use of land complies with the provisions of the Zoning Ordinance.
8. All Building Permits are good for 1 year. Applicants have the right to request a time extension. Extensions should be requested in writing thirty (30) days prior to the expiration of the permit.
9. Failure to comply with the provisions of the Township Ordinances will result in a written notice being issued by the Zoning Officer. Any person violating the Township Ordinances may be subject to a fine of not more than five hundred dollars (\$500). Each day that a violation is continued will constitute a separate offense.

PROPOSED PLOT PLAN OF LOT/STRUCTURE

(Either Draw or Attach Plan)

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 "yes," complete Sections B and C below as appropriate.

B. Insurance Information

Name of Applicant _____

Federal or State Employer Identification No. _____

Application 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 worker's compensation insurance.

The undersigned swears or affirms that he/she is not required to provide worker's 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 the township.

Religious exemption under the Workers' Compensation Law.

Signature of Applicant _____

Address _____

County of _____

Municipality of _____

A COPY OF THESE INSTRUCTIONS SHALL BE PROVIDED TO EACH BUILDING PERMIT APPLICANT **AND IF THE APPLICANT IS NOT THE OWNER**, SHALL BE MAILED TO THE OWNER, AT THE OWNER'S ADDRESS AS REFLECTED ON THE BUILDING PERMIT APPLICATION.

I/WE HAVE READ, UNDERSTAND, AND RECEIVED A COPY OF THE FOREGOING INSTRUCTIONS.

DATE

CONTRACTOR

DATE

OWNER(S)

WITNESS

OR

Copy mailed to owners on _____.