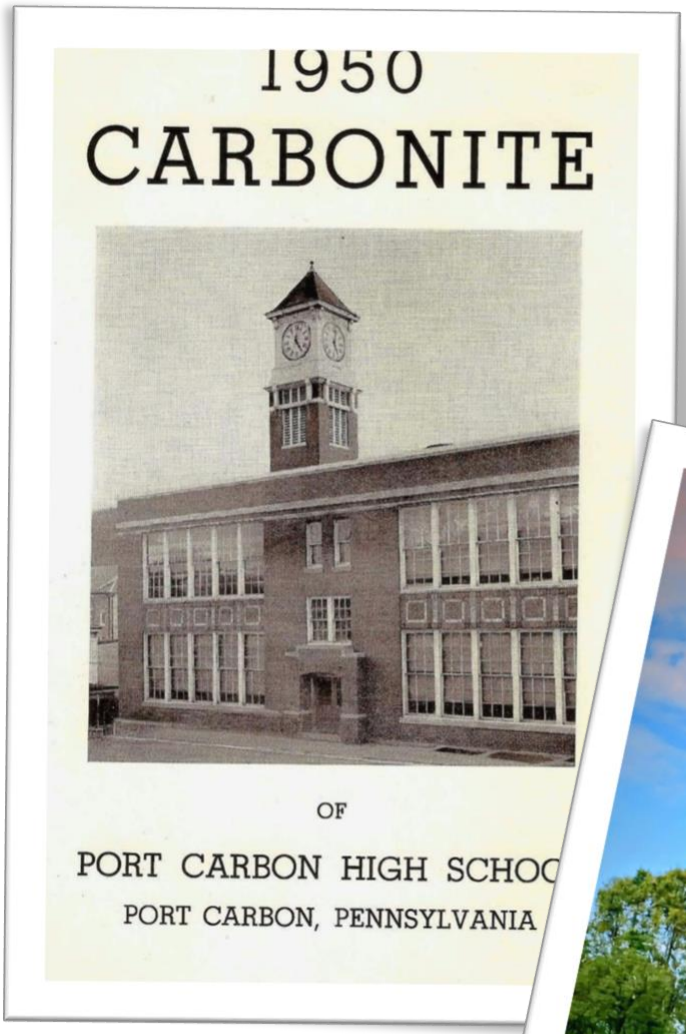
Welcome to the Borough of Port Carbon. We have prepared this permit packet for your convenience







Borough of Port Carbon
Port Carbon Borough Hall
301 1st St. Port Carbon Pa 17965

E-mail: nickbh@hazlettmunicipalserv.com / **Office:** 570.622.2255

Introduction

The Borough of Port Carbon is committed to ensuring safe, lawful, and efficient development for all property owners, contractors, and residents. This Permit Intake Packet has been designed to guide you through the permitting process, ensuring that your project complies with local zoning regulations, the Pennsylvania Uniform Construction Code (UCC), and all other applicable laws.

Before beginning any project, it's crucial to determine what permits are required. This packet serves as a starting point to help identify whether you need a zoning permit, a UCC permit, or both.

What's Included In This Packet?

- A step-by-step guide to the permitting process.
- An intake application to determine which permits you need.
- A checklist to help you prepare your submission.
- A flow chart to simplify the process.
- Contact information for relevant offices.
- Answers to frequently asked questions.

Why is This Important?

Obtaining the proper permits is essential for:

- Ensuring the safety and compliance of your project.
- Avoiding delays, fines, or penalties.
- Protecting your property and the surrounding community.
- Failure to follow these steps can result in work stoppages, fines, and future complications during property transactions.

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1. ***Step-by-Step Guidance***

   a. **Step 1: Define Your Project Scope**
      i. Determine the type and extent of the work you plan to complete. Examples include:
         1. New construction (e.g., homes, garages).
         2. Alterations or additions (e.g., decks, patios).
         3. Demolition or removal of structures.
         4. Changes of property use (e.g., residential to commercial).

   b. **Step 2: Submit the Intake Form**
      i. Submit the completed Permit Intake Application to the Code Enforcement Office. This form will be reviewed to determine if zoning or UCC permits are required.

   c. **Step 3: Follow-Up with Relevant Offices**
      i. Based on the intake form review:
         1. If a zoning permit is required, applicants will be directed to the Schuylkill County Zoning Office.
         2. If no zoning permit is needed, applicants will proceed to the UCC permit

   d. **Step 4: Apply for Necessary Permits**
      i. Obtain additional permits from the respective offices, including zoning, UCC, driveway, and/or demolition permits as required.

   e. **Step 5: Begin Work and Schedule Inspections**
      i. Once all permits are approved, work may begin. Inspections will be required at various stages to ensure compliance.

   f. **Step 6: Project Completion and Final Approval**
      i. After completing your project, schedule a final inspection to obtain a Certificate of Occupancy (if required).

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2. ***Checklist for Submission***

   a. Use this checklist to ensure your submission is complete and avoid delays in processing.

      i. General Requirements

      ☐ Completed Permit Intake Application (signed and dated).

      ☐ Detailed project description and estimated construction cost.

      ☐ Site plan, including:

         Existing and proposed structures.

         Distances to property lines.

         Driveways, easements, and utility lines.

      ii. Zoning Requirements

      ☐ Zoning Permit approval from the Schuylkill County Zoning Office, if required.

      ☐ Documentation of zoning variances (if applicable).

      ☐ Floodplain determination if the property is in a designated flood hazard area.

      iii. UCC Permit Requirements (if applicable)

      ☐ UCC Permit Application (to be submitted after zoning approval).

      ☐ Building plans, including:

      ☐Elevations, floor plans, and structural details.

      ☐Energy compliance data (e.g., REScheck or COMcheck).

      ☐ Worker's Compensation Insurance Certificate or waiver.

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3. ***Acknowledgment Form (owners signature required)***

Port Carbon Borough Permit Acknowledgment Form

As the applicant for this permit, I acknowledge and agree to comply with the following requirements:

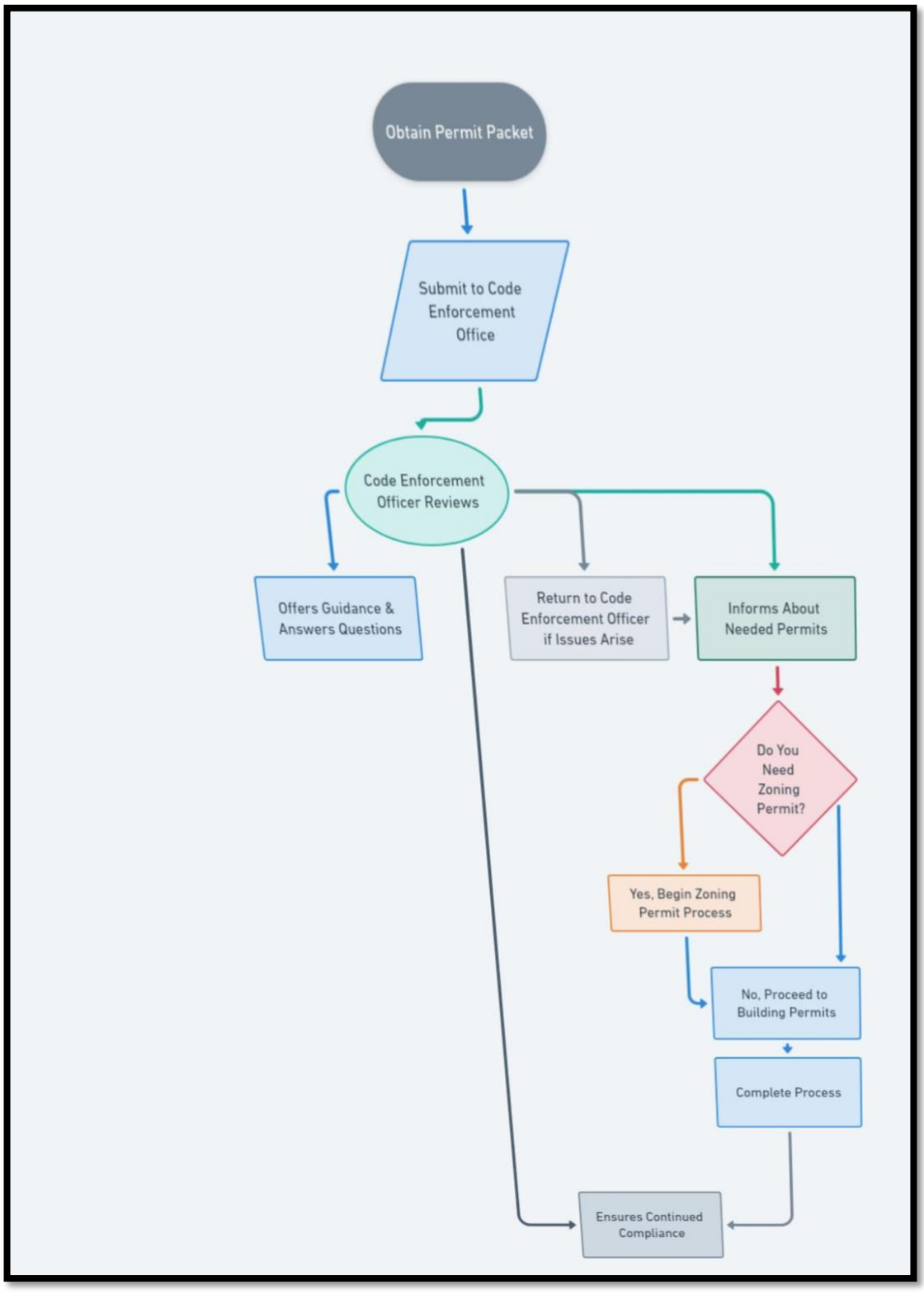
1. Adherence to Laws and Regulations
    a. I will adhere to all laws and regulations of the Port Carbon Borough, including:
        i. Applicable ordinances, resolutions, and regulations of Port Carbon Borough.
        ii. The rules and regulations of the Schuylkill County Planning & Zoning Office
    b. Permitting Requirements
        i. No work shall commence until all required permits are issued by the relevant authorities.
    c. Project Scope and Definitions
        i. The scope of work must be clearly defined and approved before permits are granted.
2. Penalties for Non-Compliance
    a. Failure to comply with the above regulations may result in penalties, including fines, stop-work orders, and legal action.
3. Additional Obligations
    a. I am responsible for obtaining and retaining all necessary approvals.

Signature: _____

Date: _____

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4. Flowchart



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5. ***F.A.Q.***

   a. Q1: When do I need to submit a permit intake form?

   A: For all construction, renovation, demolition, or property use changes.

   Q2: Can I start work before obtaining all permits?

   A: No. Work cannot begin until all required permits are issued

   Q3: What happens after I submit the intake form?

   A: The Code Enforcement Office will review it and guide you on the next steps.

   Q4: How do I schedule inspections?

   A: Contact BIU for UCC inspections or the Zoning Office for zoning

   Q5: Are there additional fees?

   A: Yes, for inspections, resubmissions, or missed appointments.

6. ***Contact Information***

ALL QUESTIONS AND FIRST STEP

Port Carbon Borough Code Enforcement Office

Phone: (570) 622-2255

Email: nickbh@hazlettmunicipalserv.com

ZONING PERMIT

Schuylkill County Zoning Office

Phone: (570) 628-1005

Email: zoning@schuylkillcounty.pa.gov

BUILDING PERMIT

BIU (Building Inspection Underwriters)

Contact for UCC permits

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Port Carbon Borough Permit Intake Application

Guiding your project to success by ensuring compliance and clarity from the start.

Section 1: Property Information

1. Property Address: _____

2. Tax Parcel Number: _____

3. Zoning District: _____

4. Is this property located in a Floodplain? ☐ Yes ☐ No ☐ Unsure

6. Are there any easements on the property? ☐ Yes ☐ No

If yes, describe and attach relevant documents._____

_____

Section 2: Applicant Information

1. Applicant Name: _____

2. Mailing Address: _____

4. Phone Number: _____

4. Email Address: _____

5. Relation to Property: ☐ Owner ☐ Tenant ☐ Contractor ☐ Authorized Agent

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Section 3: Contractor/Designer Information

1. Contractor Name: _____

2. Contractor Address: _____

3. Phone Number: _____

4. PA Home Improvement Contractor Registration Number: _____

5. Architect/Designer Name: _____

6. Architect/Designer Address: _____

7. Phone Number: _____

Section 4: Project Details

1. Type of Work (Check all that apply):

☐ New Construction ☐ Addition ☐ Alteration ☐ Demolition ☐ Change of Use

☐ Electrical ☐ Plumbing ☐ Mechanical (HVAC) ☐ Fire Suppression System ☐

Other: _____

2. Brief Description of Work: _____
3. Estimated Cost of Construction: $_____
4. Estimated Start Date: _____
5. Estimated Completion Date: _____
6. Is the work part of a larger project requiring phased approvals? ☐ Yes ☐ No

If yes, describe: _____

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Section 5: Site Information

1. Lot Size (in square feet): _____
2. Existing Impervious Coverage:

   Dwelling: _____ sq. ft.

   Driveway: _____ sq. ft.

   Other: _____ sq. ft.

3. Proposed Impervious Coverage: _____

4. Setbacks (Provide current and proposed distances):

   Front: _____ ft. (Current) _____ ft. (Proposed)

   Side: _____ ft. (Current) _____ ft. (Proposed)

   Rear: _____ ft. (Current) _____ ft. (Proposed)

5. Is a Site Plan attached? ☐ Yes ☐ No (A site plan is required for all applications.)

Section 6: Compliance Questions

1. Will the project involve any of the following (check all that apply):

   ☐ Electrical Work ☐ Plumbing ☐ Mechanical Systems ☐ Structural Changes

   ☐ Roof Alterations ☐ Foundation Modifications ☐ Fire Protection Systems

   If any are checked, provide additional design details and attach plans.

2. Are construction plans attached? ☐ Yes ☐ No (Required if permits are needed.)

   Include details such as elevations, floor plans, structural layouts, and energy compliance data.

3. Are any utility connections or modifications required? ☐ Yes ☐ No

If yes, describe: _____

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Section 7: Worker's Compensation Information

1. Does the contractor have Worker's Compensation Insurance? ☐ Yes ☐ No

   If no, complete the attached Worker's Compensation Exemption Form.

Section 8: Applicant Certification (owner, contractor, responsible party)

By signing below, I certify that the information provided is accurate to the best of my knowledge. I understand that additional permits, inspections, and approvals may be required to complete this project.

Signature: _____

Date: _____