



DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4193 • FAX: 570-348-4171

APPLICATION FOR A BUILDING PERMIT

1. Address of Job Site: \_\_\_\_\_

2. Is the Property Condemned? Yes No

CITY USE
M YES M NO

- If yes, is the city treasurer holding a performance bond or cashier's check until the improvements are completed and approved? Yes No
If yes, did this Department conduct an inspection at this location? Yes No

3. Property Map Id Number(Required) \_\_\_\_\_

4. Name of Listed Property Owner: \_\_\_\_\_

- if the owner is other an a individual such as a company, corporation or other fictitious name, the applicant must provide proof the application is being made by an authorized corporate officer of a Corporation/Company or authorized partner of a Partnership, LP or LLP.

5. Authorized Agent of Property \_\_\_\_\_

6. Address of Property Owner: \_\_\_\_\_

7. Owner Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

8. Is the Property Located in a Flood Zone? Yes No

9. Is the property Currently Fire Damaged? Yes No

- If yes, is the city treasurer holding insurance proceeds until the improvements are completed and approved? Yes No

10. Is Existing use of Property a Single Family Dwelling? Yes No

- If multi dwelling, how many units? \_\_\_\_\_

CITY USE/REGISTERED
M YES M NO

11. Is the Property/Space a New or Existing Business? Yes No

- What type of business? \_\_\_\_\_
If yes, is there a certificate of occupancy on file/filed for? Yes No

12. Has this property been vacant for the past six (6) months? Yes No

13. Were Construction Prints Submitted by a Licensed Architect/Engineer? Yes No N/A

- If yes, are plans approved? Yes No \_\_\_\_\_

NO WORK IS TO BE STARTED UNTIL APPLICANT RECIEVES AN APPROVED PERMIT AND IT IS POSTED AT THE JOB SITE.

**\*For New Structures, Additions, Decks, Patios, Driveways, Sidewalks, Pools Only-A Plot Plan Must Also Be Attached**

14. The new structure will have a max width of \_\_\_\_\_ feet and a max depth of \_\_\_\_\_ feet and will occupy \_\_\_\_\_ square feet of the land after construction or alteration is completed.

15. The nearest distance of the new structure from the property boundary line of the lot will be as follows: \_\_\_\_\_ feet from the rear lot line; \_\_\_\_\_ feet from the left lot side line; \_\_\_\_\_ feet from the right side lot line; \_\_\_\_\_ feet from the front lot line.

16. **Detailed** description of building work (*only*) being performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Total cost of the proposed building portion (***not including electrical, mechanical or plumbing, for which separate permits are required***) of all labor and materials for construction:

\$ \_\_\_\_\_

**\*\*NOTE: ALL WORK SHALL COMPLY WITH THE PENNSYLVANIA UNIFORM CONSTRUCTION CODE, ACT 45 OF 1999\*\***

**\*\*ALL PERMITS ARE TO BE FILLED OUT IN FULL. FAILURE TO DO SO MAY RESULT IN THE RETURN OF THE PERMIT. \*\***

**PERMITS WILL BE ISSUED TO LICENSED CONTRACTORS OR HOME OWNER OCCUPANTS ONLY, HOME OWNER MUST LIVE AT THE PROPERTY IN ORDER TO PERFORM APPROVED WORK.**

**ALL LICENSED CONTRACTORS APPLYING FOR A PERMIT MUST SUBMIT A COMPLETE EXECUTED COPY OF THEIR CONTRACT AND INSURANCE FOR THE PROPOSED WORK BEFORE THE PERMIT IS ISSUED.**

18. Contractor Identification- To be completed by all applicants. (***To be filled out in full***)

Contractor's Name (Not business name) \_\_\_\_\_

Contactors Address \_\_\_\_\_

Contractor's Business Name: \_\_\_\_\_

Contractor's Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

City of Scranton Contractor's License Number \_\_\_\_\_

Contractor's PA Registration Number \_\_\_\_\_

