

For Municipal Use Only

Name: _____

Date: _____

Inquirers Name: _____

Date: _____

Phone #: _____

Address: _____

Municipal Checklist

If any of the questions listed below are answered yes, the corresponding agency should be contacted before any permits or authorizations are given. This checklist may also apply to 811 calls.

Potter County Planning Office: (814) 274-8254

- 1.) ___ Will this project include multiple residential buildings on a single parcel of land?
- 2.) ___ Will the new building or addition to an existing building be intended for business or industrial use?
- 3.) ___ Does the property owner plan to split the property into new lots?

Potter County Conservation District: (814) 274-8411 ext. 4

- 1.) ___ Will this project require one acre or more of earth disturbance to complete? (Earth disturbance includes site access, utilities, spoil areas, etc.)
- 2.) ___ Are there streams, rivers, ponds, or other surface waters present within 50 feet of the project?
- 3.) ___ Are there potential wetlands within or near the project site?

UCC Building Permits (Erb Inspections, Inc.): (570) 827-3474 – See Back for requirements

Floodplain Permits (Erb Inspections, Inc.): (570) 827-3474 -Tara

- 1) ___ Is any portion of the parcel to be changed in a Special Flood Hazard Area?

Sewage Enforcement Officers: Terry Meyers (814) 258-0301

Roger Bickleman (814) 698-2457

Before issuing a building permit all agencies must be contacted and all approvals must be obtained before building permits are issued.

Before giving local approval for UCC Building Permits all applicable agencies must be contacted and all approvals must be obtained before your approval is given.

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***This checklist is not all inclusive. If you have further questions please feel free to reach out.**

Residential Building Permit Requirements

The Following Items DO Require A UCC Building Permit

1. ___ New Dwellings/Homes
2. ___ Any addition to or demolition of a dwelling
3. ___ Any structure less than 3' away from another structure
4. ___ Any structure more than 3' away from another structure that is 1000 square feet or more. (Such as garages, sheds, and pole barns etc.)
5. ___ New or used single wide & double wide homes.
6. ___ Fences over 6' high.
7. ___ Retaining Walls over 4' high.
8. ___ Decks 30" or more above grade
9. ___ Any Porch (deck or patio with roof)
10. ___ Swimming pools of any type that hold more than 24" of water.
11. ___ Alterations that make structural changes or change the means of egress *AS PER ACT 92 of 2004* (means of egress is rearranging space like moving or adding walls)
12. ___ New Door Opening
13. ___ Change window location or size
14. ___ Child day-care facilities providing services for 4 to 12 children.
15. ___ Change of Use. (Such as add apartment or open office to employees or public etc.)

Commercial Building Permit Requirements

The Follow Items DO NOT Require a UCC Building Permit

*** Churches and Campgrounds ARE Commercial ***

- 1.) ___ Installation of Aluminum or Vinyl Siding
- 2.) ___ Painting, Papering, Floor Covering, Cabinetry, and Similar Finishing Work
- 3.) ___ Moveable Cases, Counters and Partitions 69" or less in height
- 4.) ___ Anything Else Please Call and Ask

***This is not a complete list if you are still unsure please call us at 570-827-3474 someone is always in the office to answer questions Monday-Friday 8AM to 4PM**