

Instructions for Porch, Patio or Deck.

*Required Fields

***Applicant** : Full name and mailing address with a minimum of one contact number.

Owner : Only needed if different than the above applicant.

***Contractor** : Name of person or company who will perform the construction duties of said building. Complete address and a minimum of one contact number is required. If work is to be performed by owner/applicant then put **self** on this line.

***Location** : Physical address where building will be built.

Subdivision : Your plan or development, if known.

Parcel : If known

Zoning : Determined by Community Development Department.

Tax Map Number : Starts with 55 and can be found on your property tax documents.

Size of Lot : Length & width dimensions of subject property in feet.

Deed Book : Not applicable.

Volume : Not applicable.

Owned Since : Date of purchase of subject property by current owner.

***Type of Sewage** : Check appropriate box. On lot refers to septic tanks, sand mounds, etc... Public is serviced by P.T.S.A. or another municipal service.

***Type of Water** : Check applicable box. Private refers to wells, cisterns, etc... Public is serviced by M.A.W.C. etc...

***Project Description** : Under residential check box # 05 labeled porch, patio, deck

***Cost of Improvement** : This is the total cost of materials and labor to bring the project to a completed state.

***Building Measurements** : These are the dimensions in length, width and height of the finished structure. Measurements must be in feet and inches.

***Square Footage of Proposed Structure** : Multiply structures finished length by it's finished width to arrive at this measurement in square feet.

***Plot Plan** : This is a detailed and accurate drawing (may be hand drawn) of the subject property that shows all property lines and dimensions, all building locations and dimensions, all accessory structures and dimensions along with proposed building location on lot with dimensions from building location to lot lines and existing structures. **These dimensions must be accurate.**

***Two Complete Sets of Building Plans** : Please provide a construction drawing of the proposed structure. (This may be hand drawn for decks only. see example at end of instructions)

***Copy of Deed for Property** : If deed is not available, proof of ownership in the form of property tax receipt is acceptable.

Copy of Workers Compensation Insurance : If a contractor with employees will be performing work on the building, proof of insurance will be required.

Completed Excavation Permit : After review of completed building permit, you will be notified if this step is necessary.

Impact Fee : Not applicable.

PA One Call Serial # : Before any excavation work is performed, you should notify them at the listed number. They in turn will give you a call serial number, record it here.

***Application must be signed and dated to be considered complete.**

No application will be processed without the required fields completed.