



**CHESTNUTHILL TOWNSHIP**  
PO Box 243, 271 Route 715  
Brodheadsville, PA 18322  
570.992.7247  
mneeb@chestnuthilltwp-pa.gov

# Residential Change of Use: Zoning Permit Application

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**Fee: \$50.00**

Make checks payable to Chestnuthill Township

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14 Digit Parcel Identification Number:

Is the 911 Address Posted Correctly:

Yes      No

Select Zone/District:

RR	R-1	R-2	R-3	RS	CR	LIC	BP
VC	GC	GI	I				

Property Owner Name:

Property Owner Phone Number:

Property Owner Address:

Applicant Name:

Applicant Phone Number:

Applicant Address:

Nature of Change:

Current Use:

Proposed Use:

**A Change of Use Zoning Application Requires a Site Plan and Information Regarding the Following:**

Existing Square Footage: \_\_\_\_\_ Square Footage of Any Proposed Improvement to the Property: \_\_\_\_\_

Are bedrooms being added to the property: \_\_\_\_\_ Highway Occupancy Permit Number (If located on a State Road): \_\_\_\_\_

If yes, number of additional bedrooms: \_\_\_\_\_ Are any bathrooms being added: \_\_\_\_\_

Contractor Name & Phone Number: \_\_\_\_\_

**Attach an Approved Septic Application by the Sewage Enforcement Officer**

*I fully understand the provisions of this application and hereby certify that all information submitted is true and correct to the best of my knowledge*

Applicant Signature: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

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**LEAVE THIS SECTION EMPTY: TO BE COMPLETED UPON REVIEW OF THE ZONING OFFICER**

License (Permit Number): \_\_\_\_\_ Date of Application: \_\_\_\_\_

Permit Status: \_\_\_\_\_ Reason (If Denied): \_\_\_\_\_

Approved

Denied

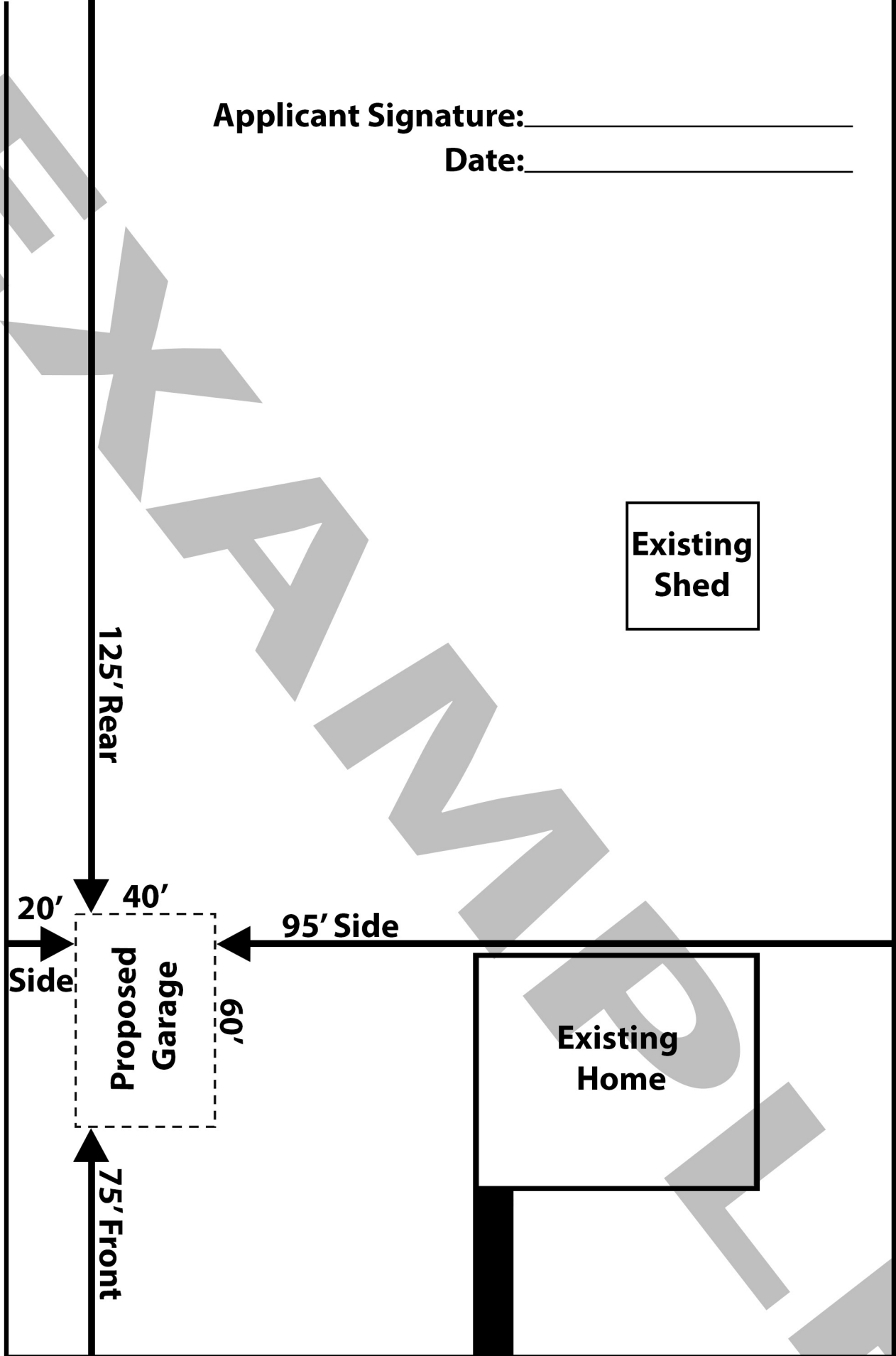
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Matthew T. Neeb  
Zoning Officer

Revised: 01/24

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Road Name**

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Road Name**

BUILDING  
PERMIT  
APPLICATION



**BUREAU VERITAS NORTH AMERICA INC.**  
 PO Box 243, 271 Route 715  
 Brodheadsville, PA 18322  
 570.594.7747  
 cody.craig@us.bureauveritas.com

# Building Permit Application

## Residential or Non-Residential

UCC Building Permit # \_\_\_\_\_ Zoning Permit # \_\_\_\_\_  
 (Issued by the Building Code Official) (Issued by the Zoning Officer)

**LOCATION of PROPOSED CONSTRUCTION or IMPROVEMENT:**

Site Address: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Fax # \_\_\_\_\_

Principal Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Fax # \_\_\_\_\_

**TYPE OF WORK OR IMPROVEMENT (Check One)**

- New Building  Addition  Alteration  Repair  Demolition  Deck  Fence
- Foundation Only  Change of Use  Above ground Pool  Inground pool  Electric Service
- Sign *Sign permit applications must include a site plan showing the location of the sign and measurements from any road or driveway, a detailed drawing of the sign showing all dimensions, and if the sign is internally or externally lighted. The sign must meet the Township Driveway Ordinance for sight distances from any driveway or intersecting road.*

Describe the proposed work: \_\_\_\_\_

\_\_\_\_\_

**ESTIMATED COST OF CONSTRUCTION** (reasonable fair market value) \$ \_\_\_\_\_

**DESCRIPTION OF BUILDING USE (Check One)**

RESIDENTIAL

- One-Family Dwelling
- Two-Family Dwelling

NON-RESIDENTIAL

- Specific Use: \_\_\_\_\_
- Updated Certificate of Occupancy

**LIST ALL BUILDINGS CURRENTLY ON THE PROPERTY (include pools)**

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

**BUILDING / SITE CHARACTERISTICS**

- Terrain:  Flat  Moderate Slopes  Steep Slopes  
 Mechanical: Indicate Type of Heating (i.e., electric, gas, oil, etc.) \_\_\_\_\_ Air Conditioning  Yes  No  
 Water Service: (Check)  Public  Private  
 Sewer Service: (Check)  Public  Private (Septic Permit # \_\_\_\_\_)

Does or will your building contain any of the following:

Fireplace(s) : Number \_\_\_\_\_ Type of Fuel \_\_\_\_\_ Type Vent \_\_\_\_\_

Elevator/Escalator/Lifts/Moving Walks: (Check)  Yes  No

Sprinkler System:  Yes  No

**FLOODPLAIN** (The Floodplain Maps can be found at the Township Building or online: [www.floodmaps.fema.gov](http://www.floodmaps.fema.gov))

Is the site located within an identified flood hazard area? (Check One)  Yes  No

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved permit required by the Township. The property owner/applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Township or Regulatory Agencies. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the design professional or contractor employed in connection with the proposed work.

**I certify that the Building Code Official or the Construction Code Official or their Authorized Representatives shall have the authority to enter areas covered by this permit at any reasonable or mutually agreed time to enforce the provisions of the code(s) applicable to this permit.**

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

\_\_\_\_\_  
Address  
\_\_\_\_\_

\_\_\_\_\_  
Date

Reviewed By and Date	Description	
	Permit Fee	
	Administration Fee	
	State Fee	
	Total	

## WORKERS COMPENSATION AFFIDAVIT

I, \_\_\_\_\_, do solemnly swear that I will not  
Employ/hire any other persons for the project for which I am seeking a building permit.

After receipt of the building permit, if I employ any other persons, I must notify the  
Township Office and provide proof of Workers Compensation coverage within three (3)  
working days.

I understand that failure to comply will result in a stop work order and that such order  
may not be lifted until proper coverage is obtained, as provided by Section 302 (e) (4) of  
the act of June 2, 1915 (P.L. 736), known as The Pennsylvania Workmens'  
Compensation Act, reenacted and amended June 21, 1939 and amended December 5,  
1974 and amended July 2, 1993. (P.L. ).

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
My Commission expires





# CHESTNUTHILL TOWNSHIP

P.O. Box 243, 271 Route 715  
Brodheads ville, PA 18322  
Phone: 570-992-7247  
Fax: 570-992-2225

[www.chestnuthilltwp-pa.gov](http://www.chestnuthilltwp-pa.gov)  
email: [info@chestnuthilltwp-pa.gov](mailto:info@chestnuthilltwp-pa.gov)



## PERMITTING PROCESS FOR CHESTNUTHILL TOWNSHIP

All permit applications get submitted to the Township at the same time (one stop shop).

1. The Zoning fees are due at the time of application submission, payable by credit/debit card or by check/money order to "Chestnuthill Township".
2. Once we receive the permit applications, we will forward the building permit (UCC application) to Bureau Veritas North America Inc, if needed.
  - Please note that three (3) sets of plan copies are required to be submitted with the building permit application. In most cases signed & sealed plans are necessary.
3. Once the Building Code Official issues the building permit, the Township will contact you, letting you know that both the zoning and building permits are completed, along with the invoice fee for the Building Permit. The building permit fees will be due when all permits are completed and ready for pick-up. The building permit fee can be made payable by check or money order to: "BVNA".

### **Chestnuthill Township's Zoning Officer:**

Matthew T. Neeb  
[mneeb@chestnuthilltwp-pa.gov](mailto:mneeb@chestnuthilltwp-pa.gov)  
(570) 992-7247

### **Chestnuthill Township's Building Code Official and Building Code Inspector:**

Bureau Veritas North America Inc.  
Cody Craig  
[cody.craig@us.bureauveritas.com](mailto:cody.craig@us.bureauveritas.com)  
(570) 594-7747

### **Chestnuthill Township's Sewage Enforcement Officer:**

Hanover Engineering  
Scott J. Brown, S.E.O.  
[sbrown@hanovereng.com](mailto:sbrown@hanovereng.com)  
(610) 217-5944

## WHY IT IS IMPORTANT TO CLOSE OUT YOUR ZONING PERMITS WHEN COMPLETED:

The importance for applicants to call when their zoning projects are completed is multi-faceted.

- Zoning Permits expire within one year of the issued date, and by calling to let the Zoning Department know that the project is complete, you are assuring that the permit will not expire, and additional fees are not charged to renew that permit.
- You are assuring that the project receives a Zoning Compliance letter, so that if in the future the home changes ownership, all permit records are complete. This is a good selling tool and will reassure the prospective buyer that the house is in compliance with zoning and building codes.

# If we can't find you, we can't help you!

## Correct Placement



## Incorrect Placement



## Some DOs and DON'Ts to help you with proper sign placement

### Do place your sign...

- With 4 inch numbers
- At least 3 feet but no greater than 6 feet above the ground surface
- On the same side as your driveway
- So it is adequately visible from both directions of travel
- At least 4 feet off of the edge of the paved roadway
- Call 811 (One Call) before your dig!

### Don't...

- Purchase a sign with 3 inch numbers
- Place the sign across the street from your driveway
- Place the sign below 3 feet as it may be obscured by snow in the winter.

Chestnuthill Township Ordinance 2011-03 requires reflective emergency response signs be placed at all driveway entrances to occupied structures. Be sure your sign measure 6" by 18" reflective green with 4" reflective white numbers on both sides. Signs can be purchased at any retail store which carries the 6" x 18" reflective green sign and 4" reflective white numbers.