HISTORY LIVES IN DUNCANSVILLE

315 14th Street Duncansville, PA 16635 | P: 814-695-9548 | Duncansvillepa.gov

Building and Zoning Steps to Follow:

1. **Submit a Plot Plan:** Provide a detailed plot plan showing the exact location of your proposed project on your property. Your zoning district (residential single/multi-family, commercial, manufacturing, or agricultural) dictates where structures like sheds, decks, patios, porches, and fences can be placed.
2. **Determine Flood Zone Status:** Identify whether your proposed project falls within a designated flood zone.
3. **Floodplain Review:** If your project is located in a flood zone, you must submit an application for a floodplain review conducted by the Borough engineer. The application fee is $130.00. This review specifies required elevations above the 100-year floodplain, anchoring methods, or venting requirements.
4. **Project Cost Valuation:** Determine the total estimated cost of your project, as the cost of the final building permit is based directly on this amount.
5. **Permit Issuance:** The final permit will only be issued as the last step after all plans and details are confirmed to be in full conformance with local regulations.
6. **Zoning Variances:** If your property lacks the required space or cannot meet standard setbacks, you may apply for a variance. The application fee for a variance is $500.00.
7. **Insurance Requirements:** If you are hiring a contractor, they must submit a Certificate of Insurance. If you are completing the work yourself, you must fill out and notarize a worker's compensation insurance exemption form. This paperwork must be received before the permit can be issued.
8. **Subdivision and Land Development Ordinances:** For projects involving subdivision or land development, the step-by-step regulatory ordinance guidelines can be purchased for $5.00.
9. **Subdivision Application Fees:** The application fee for a subdivision or land development is $100.00 paid to the Borough, plus $75.00 or more to the Blair County Planning Commission (depending on project size). Additionally, an escrow deposit of $350.00 is required by the Borough for engineering inspections and reviews, along with the $130.00 floodplain review fee if applicable.

Scott A. Schultz
Zoning Officer

I, _____ of _____
have fully read and understand the steps required to obtain a zoning and building permit.

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APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE

Applicable Codes: 2009 IBC/IRC, 2012 IBC Ch. 11, 2009 ICC A11 7.1

Please print legibly. Incomplete or illegible applications may be delayed or rejected.

Permit Application Date: _____ | **Permit Application No:** _____

1. PROPERTY INFORMATION

Project Site Address: _____

Mailing Address: _____ **City:** _____ **ST:** ____ **Zip:** _____

Tax Map / Parcel No: _____ | **Municipality / County:** Duncansville Borough, Blair

Use: ☐ Single-Family/Duplex ☐ Multi-Family ☐ New Manufactured Home
☐ Relocated Manufactured Home ☐ Commercial ☐ Other

Improvement Type: ☐ New ☐ Addition ☐ Alteration ☐ Repair/Replace ☐ Relocation ☐ Other

Floodplain Present? ☐Yes ☐ No

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2. BUILDING OWNER INFORMATION

_____

First Name Mi. Last Name Phone No:

_____

Street Address City state Zip

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3. PROJECT DETAILS & ESTIMATES

Description of Work: *(Include all improvements and approx. distances to lot lines on your attached plot plan)*

_____
_____
_____
_____

Total Lot Area: _____ Sq. Ft. / Acres **Estimated Cost of Construction:** $_____

ICC Use Group: _____ | **ICC Construction Type:** _____

Estimated Start Date: ____/____/____ | **Estimated Completion Date:** ____/____/____

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4. CONTRACTOR INFORMATION

Please list additional general contractor information on a separate sheet if needed.

☐ Additional sheet(s) attached

Name of Contractor: _____ **Phone No:** _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Person in Charge of Work: _____ **Phone No:** _____

Email Address: _____ **Cell No:** _____

Workers' Compensation Insurance: ☐ Provided ☐ Exempt

PA Home Improvement Contractor Reg. #_____

5. PROJECT TYPE

Trades Involved:
☐ Building ☐ Electrical Work ☐ Plumbing Work ☐ Mechanical Work (HVAC) ☐ Fire Suprs./Alarm
Foundation Type: ☒ Crawlspace ☐ Foundation ☐ Slab at Grade ☐ Piers ☐ Other: _____
Heat Source *(if applicable)*: _____ **Fuel Type:**_____

6. SUBCONTRACTOR INFORMATION

Please list ALL subcontractors for major trades. Use a separate sheet if needed.
☐ Additional sheet(s) attached

Contractor	Address	Phone	PA HIC #:
Contractor	Address	Phone	PA HIC #:
Contractor	Address	Phone	PA HIC #:

7. APPLICANT CERTIFICATION

I certify that I am the owner of record or an authorized representative. I assume full responsibility for establishing official property lines and required setbacks prior to construction. I agree to conform to all local, state, and federal laws. I grant the Code Official authority to enter the work area at any reasonable hour to enforce applicable codes. All information provided is true and correct to the best of my knowledge (Ref. 18 Pa. Cons. Stat. § 4903).

Applicant Signature: _____ | **Date:** ____/____/____

Print Name Legibly: _____ | **Phone:** _____

Applicant Address: _____

8. OFFICE USE ONLY

Application Fee: $_____ **Issuance Date:** _____ / _____ / _____
Permit Fee: $_____ **Expiration Date:** _____ / _____ / _____
Inspection Fees: $_____ **Extension Date:** _____ / _____ / _____
Total Fees: $_____
Application Status: ☐ GRANTED ☐ DENIED ☐ INCOMPLETE: _____

Signature of Permit Officer: _____ **Date:** _____ / _____ / _____

THE APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING THE BUILDING INSPECTOR FOR ALL REQUIRED INSPECTIONS.

LAND USE PERMIT CHECKLIST – Duncansville Borough – Blair County

Note: All applicable items must be completed prior to building permit submission. Failure to complete applicable items is grounds for denial. Contact Duncansville Borough Zoning at (814-695-9548) or Commonwealth Code Inspection Service, Inc. at 814-317-5455.

Land Use Permit #: _____ **Tax Map Location:** _____
Work Site Address: _____
Contact Person: _____ **Address:** _____
Telephone _____ **Email:** _____
Type of Construction: _____
Est. Start Date: _____ **Est. date of completion:** _____
Est. Value of Construction: $_____ **New** _____ **Addition/Repairs** _____
Number of Additional Bedrooms: _____

APPLICANT CERTIFICATION & SIGNATURE

I certify that I am the owner of record or have been authorized by the owner to submit this application. I agree to conform to all applicable local, state, and federal laws. I grant the Code Official authority to enter the work areas at any reasonable hour to enforce applicable Codes. I assume full responsibility for establishing official property lines for required setbacks prior to construction.

Applicant's Signature: _____ **Date:** _____

PRELIMINARY REQUIREMENTS & APPROVALS

*(Mark **N/A** if an item is not applicable to your project)*

Status / Module	Permit / Reference #	Date of Approval
[ ] Sewage Facilities Planning Module	DEP Planning Code #: _____	_____
[ ] Sub-division & Land Development	Municipal Resolution #: _____	_____
[ ] Sewage Permit (from SEO)	Permit #: _____	_____
[ ] Storm Water Management Module	Approved By: _____	_____
[ ] Conservation District Notification	Per Chapter 102 Compliance	_____
[ ] NPDES Permit _____	For earth disturbances 1 acre or more	_____
[ ] Driveway Permit,	Penn DOT # ____orLocal# _____	_____
[ ] Public Water Tap	Permit #: _____	_____
[ ] Public Sewer Tap	Permit #: _____	_____
[ ] Historical Architec Review Board	[ ] Check for Special Conditions	_____
[ ] Zoning Permit# _____	[ ] Check for Special Conditions	_____
[ ] Other(Sluice pipe, road alt., etc.)	[ ] Check for Special Conditions	_____
[ ] Floodplain Mapping	[ ] Project may contain floodplain	Date of Review: _____
[ ] Municipal Setback Clearances	[ ] Check for Special Conditions	Date of Approval: _____
[ ] Aviation Flight Path / Airport Impact	[ ] Check for FAA or PaDOT Approval	Date Approved: _____

Extra Pages Attached to describe special conditions. ☐ No ☐ Yes — # of extra pages: _____

_____ _____
Municipal Official's Signature & Title: *Date:* (SEAL)

SUBMISSION INSTRUCTIONS: Take this completed checklist to the **Commonwealth Code Inspection Service, Inc.** in Hollidaysburg office to apply for your building permit:

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DUNCANSVILLE BOROUGH

FLOODPLAIN REVIEW REQUEST

APPLICANT NAME: _____ **PHONE NUMBER:** _____

SITE ADDRESS: _____

DATE REQUESTED: _____ **AMOUNT DUE:** $130.00

APPLICANT SIGNATURE: _____

Before you can have a floodplain review done by an engineer, you must submit a sketch of the project. The sketch needs to show property lines with dimensions, the tax parcel number, building offset/setback dimensions, existing structures with dimensions, proposed structures with dimensions, and sufficient details of the proposed work so that the engineer or most people can understand what is to be done. If requests for a floodplain review lack the needed information, the request will be returned and marked incomplete.

The applicant has a choice as to whether or not they want to use the Borough Engineer to do the floodplain review.

If the applicant wants to hire their own engineer or surveyor to prepare and produce a "Certificate of Compliance" via letter or standardized form, they can do so, as long as the proper documents are submitted to the Borough Office when the review is complete.

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