

**Glen Rock Borough**  
**Application for Residential Building Permit**  
**Uniform Construction Code Building Permit Application**

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Applicant Information

Applicant's Name (Contact Person) \_\_\_\_\_ Company Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Owner Information

Property Owner's Name \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_

Parcel ID Number \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Contractor Information

Contractor Name \_\_\_\_\_ License # \_\_\_\_\_

Contractor Address \_\_\_\_\_

Contractor Phone Number \_\_\_\_\_

**ALL APPLICATIONS ARE TO BE SUBMITTED TO MUNICIPALITY - UNLESS OTHERWISE SPECIFIES**

**TYPE OF WORK**

**Building Code Proposed Work**

Please check the type of work proposed.

**Residential**

- New Construction  Addition  Alteration  
 Demolition  Roofing

- Repair/Replace  Deck Over 30" Basement finish  
 In Ground pool  
 Roof mounted solar  Ground mounted solar  
 Above Ground Pool  Above ground pool with deck  
 Agricultural building exemption  Attached Accessory Structure  In law quarters  
 Other \_\_\_\_\_

Description of the proposed work to be performed:

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

**Estimated Cost of Construction (Required)** \_\_\_\_\_

FILL IN ALL CONSTRUCTION CODE DISCIPLINE DESCRIPTIONS OF WORK BEING DONE THAT APPLIES. FAILURE TO SUBMIT THE REQUIRED ITEMS MAY RESULT IN PERMIT DENIAL.

Electrical Permit Section

New Electrical Service  Temporary Electric Service Type Service: \_\_\_\_\_ underground \_\_\_\_\_ overhead \_\_\_\_\_ amps  
Phase \_\_\_\_\_ Power Company \_\_\_\_\_  New Home  Addition Adding to Existing Circuit  New circuits for addition  Pool Electric  Electric Heat \_\_\_\_\_

Description of the proposed work to be performed: **Provide panel schedule**

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

Electrician Information

Contractor Name \_\_\_\_\_ License # \_\_\_\_\_

Contractor Address \_\_\_\_\_

Contractor Phone Number \_\_\_\_\_

Plumbing Permit Section

Description of the proposed work to be performed:

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

Type of Fixtures and Number of Each Installed:

\_\_\_\_ Washer \_\_\_\_ Bathtub \_\_\_\_ Bidet \_\_\_\_ Dishwasher \_\_\_\_ Laundry Tray \_\_\_\_ Service Sink \_\_\_\_ Sink \_\_\_\_ Shower \_\_\_\_  
Water Closet \_\_\_\_ Water Heater \_\_\_\_  
Other \_\_\_\_\_

Plumbing Contractor Information

Contractor Name \_\_\_\_\_ License # \_\_\_\_\_  
Contractor Address \_\_\_\_\_ Contractor Phone Number \_\_\_\_\_

HVAC / Mechanical Permit Section

Description of the proposed work to be performed:

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

Unit Location: \_\_\_\_\_

Application For:  New Unit  Replace Existing Unit  New Fuel Type  Other \_\_\_\_\_

Type of Unit:  Oil  Gas  Electric  Boiler  Forced Air  Steam  Other \_\_\_\_\_

HVAC / Mechanical Contractor Information

Contractor Name \_\_\_\_\_ License # \_\_\_\_\_  
Contractor Address \_\_\_\_\_ Contractor Phone Number \_\_\_\_\_

By signing this Application, I certify that the Application and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of the Township and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities. I hereby authorize the designated Glen Rock Borough official to investigate, inspect, and examine the property set forth herein, including land and structures, to determine compliance with the Glen Rock Borough Zoning Ordinance and to determine the accuracy of the statements contained herein. The issuance of a Zoning Permit is based upon the facts stated and representations made in this application. A Zoning Permit may be revoked if use and/or structure for which it has been issued violate any applicable Township, County, State, or Federal law or regulation, including but not limited to the Glen Rock Borough Zoning Ordinance. This Permit may also be revoked if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the property owner.

The Property Owner bears all responsibility for ensuring compliance with all applicable Township, County, State, and Federal laws and regulations. The owner assumes all responsibility for the establishment of official property lines, right-of-way lines, easements, and property corners prior to design and construction. Approval can be revoked in the future if it is determined that information provided of these facts was misrepresented. Omission of any required information constitutes misrepresentation and subsequently may result in the revocation of any approvals granted.

I am aware that I cannot commence excavation or construction until a Zoning Permit has been issued by the Glen Rock Borough Codes Enforcement Officer. I am aware that I cannot use the property or change the use of the property herein until I have applied for and received a Zoning Permit for the such proposed use. I am aware that prior to the occupancy or use of the property for which this Zoning Permit Application has been made, I must apply, in writing, for a Certificate of Use and Occupancy. I am aware that the Application for a Certificate of Use and Occupancy must be made at least fourteen (14) days prior to the date upon which I wish to commence the use and occupancy of the property. I understand that moving personal belongings into the property constitutes a use of the property and if I move such personal belongings into the property, I understand that I am violating the Glen Rock Borough Zoning Ordinance and the terms of this Zoning Permit.

As the owner of the parcel, I accept all insurance responsibilities for this permit (if Certificate is not provided).[1] As the owner of the parcel or authorized agent. By signing below, I am verifying all that information, to the best of my knowledge, is accurate. The property owner is responsible for procuring all other necessary approvals such as HOA approval. PennDOT HOP permits. Sewer & Water permits, etc

**As the owner of the parcel, I accept all insurance responsibilities for this permit (if Certificate is not provided). Provide Certificate of Insurance showing Worker Comp Coverage and listing the applicable municipality as certificate holder (\$1,000,000.)**

**PERMIT MUST BE APPROVED, PERMIT ISSUED, AND POSTED ON THE JOB SITE PRIOR TO BEGINNING WORK!**

**Building Code Contact:** Dependable Construction Code Services

Phone: 717-759-5906 Email: [Info@dependablecodes.com](mailto:Info@dependablecodes.com)

**Signature of Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

As the owner of the parcel. I accept all insurance responsibilities for this permit (if Certificate is not provided).[1] As the owner of the parcel or authorized agent. By signing application, I am verifying that all information, to the best of my knowledge, is accurate. The property owner is responsible for procuring all other necessary approvals such as HOA approval, PennDOT HOP permits, Sewer & Water permits, etc.

SITE PLAN (Required)

**Must Include:**

- PROPERTY LINES
- EXISTING STRUCTURE(S) ON PROPERTY
- (IF APPLICABLE) LOCATION OF SEPTIC SYSTEM
- LOCATION OF PROPOSED STRUCTURE(S)
- DISTANCE LABELED FROM PROPERTY LINES TO PROPOSED STRUCTURE(S)
- DIMENSIONS OF PROPOSED STRUCTURE(S)
- IF STRUCTURE IS A FENCE, THE HEIGHT MUST BE LABELED

**ANY MISSING INFORMATION WILL RESULT IN THE RETURN OF THE APPLICATION**

