



# COMMERCIAL/RESIDENTIAL BUILDING PERMIT APPLICATION

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Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Location of Property: \_\_\_\_\_  
\_\_\_\_\_

Subdivision: \_\_\_\_\_ Block & Lot # (Parcel ID): \_\_\_\_\_

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Name of Owner: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Architect or Engineer Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Professional License #: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

In 2008, the Pennsylvania Legislature passed the Home Improvement Consumer Protection Act. The law requires that all contractors who perform at least \$5,000 worth of home improvements per year register with the Attorney General's Office. PA HIC # \_\_\_\_\_



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**Type of Construction:**

Please check all that apply

- |   |                                     |                                |
|---|-------------------------------------|--------------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Renovation | <input type="checkbox"/> Shed  |
| <input type="checkbox"/> Single Family    | <input type="checkbox"/> Alteration | <input type="checkbox"/> Pool  |
| <input type="checkbox"/> Multi-Family     | <input type="checkbox"/> Addition   | <input type="checkbox"/> Deck  |
| <input type="checkbox"/> Commercial       | <input type="checkbox"/> Demolition | <input type="checkbox"/> Fence |

Other: \_\_\_\_\_

Construction Cost: \_\_\_\_\_

Building Gross Footage Area (GFA): \_\_\_\_\_

Zoning Information: \_\_\_\_\_

Plan Review: \_\_\_\_\_

**Permits Required:**

Building Permit

Electrical Permit

Mechanical Permit

Plumbing Permit

Energy Permit

Accessibility Permit

Estimated Construction Time: \_\_\_\_\_ Project Cost: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*Baldwin Borough Internal\*\***

Date Received: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Baldwin Permit #: \_\_\_\_\_

Received By: \_\_\_\_\_

Approved this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Building Code Official



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**Allegheny County Department of Health Division of Plumbing:**

- 1) Has the applicant applied for ACHD Plumbing Permit? \_\_\_\_\_
- 2) ACHD Plumbing Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_
- 3) Who is the ACHD Plumbing Inspector? \_\_\_\_\_

**CONTRACTOR:**

Are there other required PERMITS or LICENSURE for this application prior to Occupancy?  
(Department of Agriculture, Health, Department of Public Welfare, ACHD)

List: \_\_\_\_\_

**NAMES of SUB CONTRACTORS:**

(List all names of known sub- contractors & trades who will be working under this application)

- |          |          |
|----------|----------|
| 1) _____ | 2) _____ |
| 3) _____ | 4) _____ |
| 5) _____ | 6) _____ |
| 7) _____ | 8) _____ |



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## Contractor or Sub Contractor Information:

Owner or Responsible Party must submit to Baldwin Borough, a list of all known Contractors and Sub-Contractors who will be associated with the above application.

In addition, Commonwealth of Pennsylvania does require a certificate or proof of Workman's Compensation for all workers outside sole proprietors, general liability certificate, and certificate or proof of State of Pennsylvania Home Improvement Contractor registration prior to issuing any Building Permit.

ALL applicants must submit proof of current Workman's Compensation or an approved and NOTARIZED affidavit waiving the right to Workman's Compensation. If the General Contractor (GC) does not have Workman's Compensation, all sub-contractors must submit proof of insurance.

## Applicant's Certification

As the owner or the authorized agent for the project which this application is filed, I certify that:

1. The description of use, estimated construction cost, and all others information provided as part of this application for a building permit is correct.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from the municipality.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with the Borough or the Borough's third party plan review firm, prior to constructive efforts.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to the Borough or the Borough's third party plan review firm.
6. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.
7. If signed by someone other than the construction owner, this work has been authorized by the owner of record and I have been authorized by the owner to complete this application on his behalf. I will be acting on behalf of the owner as:

\_\_\_Architect      \_\_\_Engineer      \_\_\_Contractor      \_\_\_Agent/Other: \_\_\_\_\_

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

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



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**When working on your project in Baldwin Borough, please follow these best management practices:**

**Construction Entrances:**

- Remove mud and dirt from the tire of construction vehicles before they enter a paved roadway
- Properly size entrance BMP's for all anticipated vehicles
- Make sure that the construction entrance does not become buried in soil

**Dirt Stockpiles:**

- Be sure to cover or seed dirt stockpiles that are utilized over long periods of time

**Storm Drain Inlet Protection:**

- Use rock or other appropriate material to cover the storm drain inlet to filter out trash and debris
- Make sure the rock size appropriate
- If you use inlet filters, maintain them regularly

**Silt Fencing:**

- Inspect and maintain silt fences after each rainstorm
- Make sure the bottom of the silt fence is buried in the ground
- Securely attach the material to the stakes
- Don't place silt fences in the middle of a waterway or use them as a check dam
- Make sure stormwater is not flowing around the silt fence

**Protect Natural Features:**

- Minimize clearing and the amount of exposed soil
- Identify and protect areas where existing vegetation, such as trees, will not be disturbed by construction activity
- Protect streams stream buffers, wild woodlands, wetlands, or other sensitive areas from any disturbance or construction activity by fencing or otherwise clearly marking these areas

**Construction Phasing:**

- Sequence construction activities so that the soil is not exposed for long periods of time
- Schedule or limit grading to small areas

**Site Stabilization:**

- Vegetate, mulch, or otherwise stabilize all exposed areas as soon as long alterations have been completed