



Borough of West Hazleton

100 South 4th Street

West Hazleton, PA 18202

570-455-7851 (v) 570-455-4223 (f)

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UCC Check List

Building Permit Requirements

Repairs, Renovations, Minor Alterations, Garages, Sheds, Pools, Signs and Fences

GENERAL APPLICATION:

READ ALL INSTRUCTIONS

FILL OUT COMPLETELY

(If you believe something does not apply use NA)

ATTACH:

- SIGNED CONTRACTOR'S ESTIMATE—copy is sufficient
- PLOT PLAN—REQUIRED FOR: Fences, Signs, Accessory Building {garages, sheds, pools, decks}
 - Must show all metes and bounds of lot
 - Proposed structure with all dimensions
 - All existing structures
 - All Setbacks
 - E&S Best Management Practices—If land disturbance is over 5,000 square feet.
- SOIL & EROSION PLAN—approved copy or letter from Luzerne County Conservation District or DEP (If earth disturbance is over 5,000 square feet)
- CONSTRUCTION DRAWINGS—If Required
- DEED OR LEASE—If required (Usually if land or structure is being leased or rented)
- ANY OTHER AGENCY PERMITS, REQUIRED OR DOCUMENTATION -If Needed

RETURN PACKAGE TO CODE OFFICIAL:

Building Code Officer will review application. Applicant will be informed of results within 15 business days of the filing date or sooner unless extended by the Building Official and / or the Permit Applicant.