

GREENFIELD TOWNSHIP ZONING ENFORCEMENT OFFICE

BUILDING PERMIT APPLICATION

PROPERTY OWNER / LOCATION	PROJECT INFORMATION
<i>OWNER NAME</i>	<i>TYPE OF STRUCTURE</i>
<i>LOCATION</i>	<i>TYPE IMPROVEMENT</i>
<i>OWNER ADDRESS</i>	<i>LOT SIZE</i> ACRES FT. WIDE FT. DEEP
<i>CITY</i>	<i>STRUCTURE SIZE</i> FT. WIDE FT. DEEP FT. HIGH
<i>STATE / ZIP</i>	<i>SETBACKS (FEET)</i> ' FRONT ' REAR ' LEFT ' RIGHT
<i>TELEPHONE</i>	<i>ESTIMATED COST OF CONSTRUCTION</i>
<i>TAX MAP NUMBER</i>	

CONTRACTOR INFORMATION	
<i>COMPANY</i>	<i>CONTACT PERSON</i>
<i>ADDRESS</i>	<i>PHONE NUMBER</i>
<i>CITY</i>	<i>FAX NUMBER</i>
<i>STATE/ZIP</i>	

<i>SEWER PERMIT NUMBER</i>		<i>ON LOT SYSTEM</i>		<i>CENTRAL SEWER SYSTEM</i>
<i>STATE DRIVEWAY PERMIT NUMBER</i>				
<i>TWP DRIVEWAY PERMIT NUMBER</i>				

ADDITIONAL INFORMATION

THE APPLICATION MAY BE FILLED OUT ON COMPUTER AS RECEIVED THEN FAXED TO THIS OFFICE FOR PRELIMINARY TOWNSHIP REVIEW.

ALONG WITH THE APPLICATION A PLOT PLAN FOR THE PROJECT MUST BE SUBMITTED. (PLOT PLAN SHOULD BE DRAWN TO SCALE AND SHOW ALL EXISTING BUILDINGS WITH DIMENSIONS AS WELL AS SET BACK DISTANCES FROM PROPERTY LINE SHOWN.)

2 COPIES OF CONSTRUCTION PLANS SHOWING FOUNDATION, BUILDING, ELECTRICAL, PLUMBING DETAILS.

1 COPY EACH OF SEWER AND DRIVEWAY PERMITS

1 COPY OF THE CONTRACTORS "WORKERS COMPENSATION" INSURANCE (NOT CONTRACTORS' LIABILITY).

WHEN ALL OF THE PROJECT REQUIREMENTS ARE SUBMITTED THEY ARE SENT TO BIU OF SCRANTON, AN INDEPENDENT INSPECTION FIRM. IF THEY ARE APPROVED 1 SET OF PLANS ARE RETURNED AND A PERMIT IS ISSUED BY THIS OFFICE.

THIS OFFICE HAS NO CONTROL OF THE TIME IT TAKES FOR A PLAN REVIEW. HOWEVER USUALLY THEY ARE RETURNED IN ONE WEEK.

PLEASE ALLOW PLENTY OF TIME TO COMPLETE THE PERMIT PROCESS. WE WILL MAKE EVERY EFFORT TO ISSUE THE PERMIT AS SOON AS POSSIBLE

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