

**WATSONTOWN BOROUGH
UCC BUILDING PERMIT APPLICATION
COMPLETENESS CHECKLIST**

The individual completing the application should use the checklist below to assure that all items are included in the application package. The Building Codes Officer will confirm that the required items have been included within 5 days of receipt.

- Completed Application with applicant's name, signature and date
- Two (2) sets of project plans and specifications,(including plot plan) with all required information to verify code compliance **
- Engineer's Seal on drawings (required for commercial work and special residential situations)
- On-Lot Sewage Permit from Sewage Enforcement Officer
- Letter of intent to serve the project from the public water supplier (if applicable)
- Municipal Driveway Permit (for access to township roads)
OR
PennDOT Highway Occupancy Permit (for access to state or federal roads)
- Tax Parcel ID# required on application
- Zoning Permit from Zoning Officer
Contact: Jeff Kanezo (Light-Heigel & Associates, Inc.) 570-524-7742
- Completed Worker's Compensation Insurance Coverage Form
- Municipal fee added to Fee Schedule Worksheet
- Completed Fee Schedule Worksheet with re-inspection fee notice acknowledged and initialed
- Total Permit Fee enclosed (made payable to Light-Heigel & Associates, Inc.)

Completeness Signature of Building Code Official

Date Submittal Determined Complete