**When is a Permit Required?**

Any time one of these activities occurs a permit must be obtained:

1) construct or alter a structure (including roofs)

2) construct an addition to an existing structure (this includes decks)

3) demolish or move a structure

4) make a change in occupancy of a structure

5) install or alter any equipment which is regulated by the building code

Examples include:

a) heating equipment

b) air conditioning

c) plumbing

d) electrical service

6) Move a lot line, which affects an existing structure

ORDINARY REPAIRS do not require a permit. Some examples of such would be new gutters, painting, replacement of windows where the existing opening in the structure isn't altered.

NOT included in ordinary repairs are:

1) cutting away of any wall, partition, or potion thereof

2) the removal, replacement, re-enforcement or cutting of any structural beam or loadbearing support

3) the removal or change of any required means of egress

4) the rearrangement of parts of a structure affecting the means of egress

5) addition to, alteration of, or replacement or relocation of any water supply, sewer, drainage, gas, soil, waste, vent or similar piping

6) addition to, alteration of, or replacement or relocation of any electrical

wiring

7) addition to, alteration of, or replacement or relocation of any mechanical

equipment

The simple acid test to apply to a question about whether or not work requires a permit is this:

Does common sense dictate that the proposed work could affect the public health, safety, and welfare by compromising structural strength, means of egress, sanitary equipment, light and ventilation, and fire safety of the building?

The permit process is designed to ensure that the erection, repair, removal,

demolition, or change of occupancy of a building be accomplished in compliance with the building code.

BUILDING PERMIT

* Available at Jermyn Borough Building or at www.jermynpa.com
* A certificate of insurance is provided in the name of Jermyn Borough (can be faxed or emailed)

PLUMBING PERMIT-includes water, sewer, and mechanical systems (ex. heaters, air conditioning)

• Must complete Plumbing or Mechanical Sub-Code Application

* Must be licensed.

• Must arrange for work to be inspected before it gets buried underground or closed up in walls.

ELECTRICAL PERMIT

• Electrician must be licensed.

• Must complete Electrical Sub-Code Application

PROGRESS INSPECTIONS DURING A BUILDING CONSTRUCTION

PROJECT

Individuals who have a building permit for new construction or a major renovation are required to contact us to arrange an inspection of specific portions of their work. They should be calling a minimum of 24 hours in advance; however changing weather conditions may result in their calling and asking for a "hurry-up" inspection (ex. they have holes dug for footings and its going to rain the next day). If their "hurry-up" reason sounds valid, it is valid to have the Building Inspector come without 24 hours advance notice.

The following is the copy of a page, which we give to those taking out building permits for significant work:

BOROUGH OF JERMYN

CODE ENFORCEMENT DEPARTMENT

MANDATORY INSPECTIONS

(NECESSARY TO MAINTAIN VALIDITY OF BUILDING PERMIT)

The following intermediate inspections must be conducted by our office to maintain the validity of your building permit. Inspections may be scheduled by calling 570-280-2111 at least 24 hours in advance of the anticipated need for a particular inspection. Work performed without the required inspection(s) will be required to be demolished to the extent necessary for the code enforcement office to perform the required inspection(s). Trenches & excavations backfilled without the required inspections will be required to be re-excavated so that the necessary inspection(s) can be performed.

FOOTINGS

FOUNDATION

FOUNDATION/DAMP PROOFING/ANCHORAGE/FOOTER DRAINS

ROUGH FRAME

ROOFING

ROUGH PLUMBING, MECHANICAL, ELECTRICAL

ELECTRICAL SERVICE

SLABS/DECKS

DRAFTSTOP & FIREBLOCKING & INSULATION

LATERALS

SHEETROCK

FINAL

If during the course of construction, activities not specifically mentioned above would cause a feature to be closed up such that it was no longer visible for inspection, then that feature must be inspected prior to its being closed up. Such inspection may be scheduled by calling 570-280-2111 at least 24 hours in advance.

When in doubt, call. We'd rather decide beforehand whether or not we need to inspect rather than coming out after the fact and having you tear out/down something you've constructed.

We look forward to your co-operation in constructing a quality, code-compliant project.