ANIMAL & ANIMAL SHELTER PERMIT APPLICATION

1. Complete this application legibly and submit it along with the required application fee and information detailed below. The applicant for a permit may be the owner or the owner's agent (contractor, architect, etc.). Please note that although the application fee is non-refundable, it will be applied toward the total cost of your permit(s), with the balance due at pick-up.

2. If you have any questions concerning your application, please contact Kraft Municipal Group at (610) 777-1311. If no one is available when you call, please leave a message stating your name, municipality, address, contact information and details pertaining to your permit application.

3. Permits will be reviewed upon submission of a completed application. Reviews will take place in accordance with state, municipal and zoning requirements. (Note: unreadable applications will be deemed incomplete and denied accordingly)

4. PLEASE NOTE: No construction may begin without paying for and receiving your approved permit. Performing work without a permit will result in the doubling of permit fees.

REQUIRED DOCUMENTS CHECKLIST

Along with this completed Permit Application, the following information should be included (as applicable):

- ☐ **Application Fee**: Applications received without the required application fee will be considered incomplete and will not be processed until the applicable fee is submitted. Please see Permit Review Information for more details.
- ☐ Proof of contractor workers' compensation insurance or notarized exemption form.
- ☐ Proof of homeowners or renters insurance that covers animals.
- ☐ Two (2) sets of drawings including the following:
  - ☐ Plot plans detailing (as applicable) …
    - ☐ All lot lines and dimensions from the proposed project to front, side & rear property lines
    - ☐ All existing improvements (buildings, fences, sheds, patio, pools, etc.) on the property and the separation distances between them and the proposed project
    - ☐ The height of existing improvements and the proposed project
    - ☐ Area dimensions (in square feet) of all existing buildings and impervious areas (patios, driveways, etc.) as well as dimensions for the proposed project at the property
    - ☐ Streets (public/private)
    - ☐ Location of any well and/or septic system (tank, drain field, etc.)
    - ☐ Location of any clear sight triangle, easement, and/or right-of-way
    - ☐ Other information as may be required by the Zoning Officer to confirm code compliance

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GENERAL INFORMATION

(*) = Required Field

PROJECT INFORMATION:

Municipality in which work will be performed (*): _____

Project Address [Street/City/State/ZIP] (*): _____

_____

Description of Proposed Work [attached additional pages if needed] (*):

_____

_____

_____

_____

Cost of Improvement (*): _____ Lot Size: _____ Lot #: _____

Subdivision Name: _____ Current Use of Property (*): _____

Please identify (☒) who the permit applicant is and complete the following information as applicable:

PROPERTY OWNER INFORMATION: □ Permit Applicant

Owner (*): _____ Phone # (*): _____

Owner Address [Street/City/State/ZIP] (*): _____

Email (*): _____

CONTRACTOR INFORMATION: □ Permit Applicant □ Same as Property Owner

Company (*): _____

Contact Person (*): _____ Phone # (*): _____

Company Address [Street/City/State/ZIP] (*): _____

Email (*): _____

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ZONING PERMIT REVIEW INFORMATION

Please check the appropriate answer to the following questions to determine what reviews and documentation the Code Official will require as part of your permit application.

If the property in question is a residential property, the application fee is $50.00.

If the property in question is a non-residential property, the application fee $150.00

ANIMAL INFORMATION:

Animal(s) Type: _____

Number of Animal(s): _____

Gender of Animal(s): _____

Genus/Species of Animal(s): _____

□ YES □ NO : Is/Are the Animal(s) poisonous?

*If yes, the animal will be located in the residence in the flowing area _____

Description of Security Measures and/or Enclosures to Prevent Animal Escape: _____

_____

ZONING REVIEW:

Should you answer yes to any of the following criteria, zoning approval will be required for this project.

The proposed project will include…

1. □ YES □ NO : a change of use of a structure or land or the expansion of an existing use (additional use, conversions, new use, etc.)
2. □ YES □ NO : the creation of an additional use (add additional dwelling unit, business, etc.)
3. □ YES □ NO : the creation of an accessory use (shed, fence, retaining wall, home occupation, etc.)
4. □ YES □ NO : the erection, construction, movement, placement or extension of a structure, building or sign
5. □ YES □ NO : timber harvest
6. □ YES □ NO : on lot water connection
7. □ YES □ NO : on lot sewer connection

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AGREEMENTS

By applying for this permit, I acknowledge that all information provided in this application is accurate and that the work performed will comply with the approved permit as well as local and state laws. I understand that by submitting this application, I am not permitted to begin work until approval has been granted and that the fees for the permit may be doubled if work starts without a permit. I understand that if I give false information regarding this permit application that any permits issued based on this information will be invalid and the municipality could initiate legal proceedings against me, which could result in fines, imprisonment, the improvement being removed at my expense or any other legal remedy appropriate under the circumstances. I certify that the code administrator or the code administrators' authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

I assume the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of any municipal ordinances or any other governing agency. I hereby certify that I understand the applicable codes, ordinances, and regulations.

I certify that I am fully aware of and acknowledge that construction on or use of any property may be significantly restricted or totally prohibited by Federal Law. Lands that are identified as "wetlands" by the United States Army Corps of Engineers cannot be used unless and until a permit is issued by the Corps. Before commencing subdivision, construction or any other improvement of any land, the owner or their agent should contact either the Corps of Engineers or a qualified professional to determine whether or not said land could be considered either in whole or in part a "wetland." The Corps has the authority to require the removal of any improvement placed within a "wetland" by the owner of such land regardless of the cost of the removal or other effect upon the landowner. No agent or employee of the municipality in which this work will be performed has made any effort to determine whether or not all or a portion of said land constitutes a "wetland". The granting of a building permit, occupancy permit, onsite sewage disposal permit, or subdivision approval by the municipality does not in any way imply that the land does not constitute a "wetland," or that a permit has been issued by the corps to place an improvement upon the land, or that it is not necessary to determine if any portion of the land constitutes a "wetland." Any person who proceeds with subdivision, construction, or the placing of any building or structure upon land without prior Corps review and/or approval does so at their own risk without any responsibility on the part of this municipality, its agents, or employees.

I further certify that I have not buried any solid waste on the property of this application. I acknowledge that the Commonwealth of Pennsylvania Solid Waste Management Act specifically prohibits the disposal of solid waste except at legally permitted landfills. I understand that violation of this act may result in prosecution by appropriate agencies of the Commonwealth.

_____

Signature of Permit Applicant

_____

Print Name

_____

Date

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PENNSYLVANIA WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION FORM

Please complete all applicable sections of this form paying special attention to the documentation requirements listed in each section. The building and/or zoning permit that you are requesting will not be issued until this form is completed properly.

1. Are you the homeowner/property owner performing the work (as requested in this application) yourself?

☐ No - go to question #2

☐ Yes – read this exemption statement, sign to indicate your understanding and submit this form with your application "Homeowner swears/affirms that they will be performing all work on this project and no outside contractors will be employed on this project."

Signature: _____ Date: _____

2. Are you the homeowner/property owner who has hired a contractor to perform the work as requested in this application?

☐ No – go to question #3

☐ Yes – please have your contractor complete Sections A & B

3. Are you the contractor hired by the homeowner/property owner to perform the work as requested in this application?

☐ Yes – complete Sections "A" & "B"

☐ No – please explain: _____

A. Name of Company: _____

Contact person: _____ Phone #: _____

Address of company: _____

Federal or State Employee Identification # _____

Please select **ONE** of the following options:

☐ Applicant is a qualified self-insurer for workers' compensation

**Please attach a copy of the insurance certificate listing the municipality in which the work will be performed as a certificate holder.*

☐ Applicant carries workers' compensation coverage with an insurance company

**Please attach a copy of the insurance certificate listing the municipality in which the work will be performed as a certificate holder.*

☐ Applicant is exempt from providing workers' compensation insurance because:

☐ The contractor is the sole proprietorship without employees (The contractor is prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the municipality).

☐ All of the contractor's employees on the project claim an exemption based on religious grounds as defined in Section 304.2 of the Workers' Compensation Act.

Note: If you are requesting an exemption from the Workers' Compensation Act requirements, you must sign in Section B in front of a notary public.

Will you be using any subcontractor(s) on this project? ☐ No ☐ Yes (if yes, all subcontractors must present proof of insurance as required under the Pennsylvania Workers' Compensation Act.)

B. My signature as the contractor indicates my understanding of the requirements to provide proof of Workers' Compensation insurance as needed and verifies that all statements made above are true. **I understand that if I am a contractor requesting an exemption under the Workers' Compensation Act that I must sign this form in front of a notary public.**

Signature: _____ Date: _____

Address: _____

NOTARIZATION REQUIRED FOR CONTRACTORS REQUESTING EXEMPTION FROM PROVIDING WORKERS COMPENSATION INSURANCE

County: _____ Municipality of _____

My commission expires: Subscribed and sworn to before me this-

_____day of _____20___.

SEAL _____