

City of Bradford
Building/Zoning Department
24 Kennedy Street – City Hall
Bradford, PA 16701

(814) 362-3884, Ext. 121
FAX: (814) 368-3335

Building Permit Application

NO work shall commence until zoning has been approved and the building permit has been issued.

If work requires Department of Labor & Industry approval, NO permit can be issued until approved plans are forwarded to this department.

The undersigned hereby applies for a permit pursuant to do the following work which SHALL be done in accordance with the description, plans, and specifications submitted, and such special conditions as may be indicated on the permit.

Please type or print in ink

Regarding
Address: _____ Date _____

Owner: _____ Applicant: _____

Mail Addr: _____

Phone: _____(H) _____(W) _____(H) _____(W)

FAX: _____ FAX: _____

CONTRACTOR _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP _____

ENGINEER/ARCHITECT: _____ PHONE: _____

MASON: _____ PHONE: _____

PLUMBER/HEATING: _____ PHONE: _____

ELECTRICIAN: _____ PHONE: _____

ELECTRICAL INSPECTOR: _____ PHONE: _____

OTHER: _____ PHONE: _____

What is the existing principal building's type of Occupancy/use: _____

PROPOSED WORK: (Please check, as it applies)

NEW PRINCIPAL BUILDING _____ ACCESSORY BUILDING _____ ADDITION: _____

ALTERATIONS _____ REMODEL: _____ CHANGE OF USE _____ PARTIAL DEMO _____

DESCRIPTION OF WORK:

ELIGIBLE FOR LERTA	YES	NO	LERTA INFO RECEIVED BY APPLICANT	YES	NO
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BUILDING SPECIFICATIONS:

Type of construction (wood or steel frame, masonry): _____

Type of lumber to be used: _____ New or used lumber?

If used, to be used for: _____

Foundation material: _____ Thickness: _____

Footer Material: _____ Thickness: _____ Depth: _____

A minimum of 48" is required on new construction.

Will there be a Cellar or Basement? _____

Floor Material _____ Thickness: _____

Roof – flat or pitched _____, Roof material: _____ If pitched, degree: _____

Size of studs _____ X _____ spacing: O.C. _____

1st floor joists _____ X _____ spacing: O.C. _____

2nd floor joists _____ X _____ spacing O.C. _____

Size rafters _____ X _____ spacing O.C. _____

Exterior Finish: _____ If masonry, thickness: _____

If proposing to erect a garage, will this be attached? _____

Will building be sheathed? NO _____ If YES, material type: _____

Finish of interior walls: _____

Heating type: _____

Will a flue lined chimney be installed?: _____ Will a fireplace/woodstove be installed?: _____

Comments: _____

COST OF CONSTRUCTION: (Include labor, per project) Separate projects and their costs, use additional sheet is necessary.
A copy of the bid or estimate must accompany this Building Permit application.

PORTION OF PROJECT REQUIRING A PERMIT:

If there is a question about what requires a permit, please contact the Building Inspector(s)

Description: _____ \$ _____

PORTION OF PROJECT THAT DOES NOT REQUIRE A PERMIT:

Description: _____ \$ _____

TOTAL COST OF PROJECT (including labor): \$ _____

This figure will be used to calculate the Business Privilege Tax

Does this project exceed 50% of the estimated market value of the structure? _____ Yes _____ No
If the project exceeds 50% of the estimated market value of the structure, the project must be reviewed. A Building/Development Permit Application Must be filled out and reviewed by the Floodplain Administrator. (Per Ordinance 3231.1)

PAYMENT / FEES RELATING TO THIS PERMIT ARE DUE UPON ISSUANCE. THE CITY OF BRADFORD RESERVES THE RIGHT TO WITHHOLD FUTURE PERMITS IF FEES ARE NOT PAID.

I certify that the information supplied on this application is true and correct and that any changes shall be applied for in writing an approved by the Building/Zoning Officer.

I shall comply with any and all requirements as per local and state codes and

I also agree that the Building/Zoning Officer will have access to the property and buildings to perform all the necessary inspections required by law and all required City inspections and

I understand that I am responsible for notifying the Building/Zoning Officer for such inspections if the officer has not already made the necessary inspection(s) and

I agree that all work will cease until inspection(s) have been conducted by the appropriate City Inspector.

Applicant: _____ / _____ / _____
Print Signature Date

Representing: _____

*****APPROVED*****

This permit application has been reviewed and to the best of my knowledge complies with the applicable codes and regulations.

_____ Date: _____
(Building/Zoning Officer)

Building Permit # _____

_____ Dated: _____ Fee: _____

And extension has been granted for Permit # _____ Building Permit expires: _____ / _____ / _____

Is the construction site located in the Historic District? (Yes or No) HARB Approval (Yes or No) Date: _____ / _____ / _____

City Council's Certificate of Appropriateness by Resolution _____ Date: _____ / _____ / _____

Does this permit require Department of Labor & Industry Approval? (Yes or No)

Department of Labor & Industry Approval (Yes or No) Date _____ / _____ / _____

File _____ Index _____

Type _____ Class _____

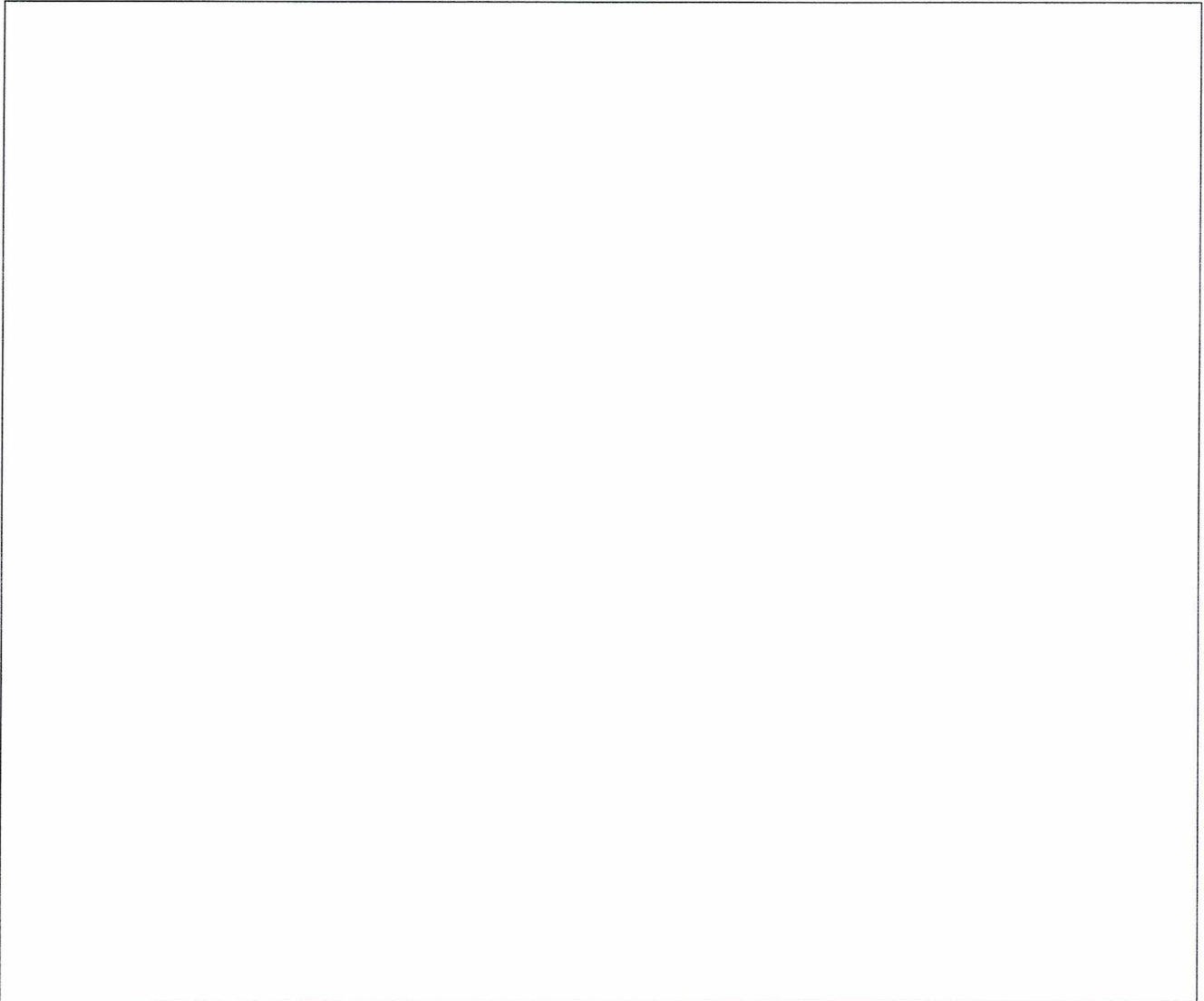
Comments: _____

PLOT PLAN

The bold lines (below) indicate the property boundary lines. All existing structures (ie: buildings, gazebos, etc.) shall be drawn in SOLID LINES and all proposed construction shall be drawn in dashed DASHED LINES (Include their dimensions and measurements from all structures to all property lines.) Also, indicate where the front of the property is located, right, left, and the direction of north. Drawing is to be drawn as though you are looking down onto the property.

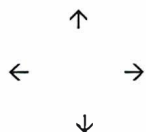
NOTE:

The front property line is to be measured from the inside of the sidewalk (closest to the property, not the street). If there is NO sidewalk, contact us so we may help you.



Proposed construction address: _____

Please indicate (N, S, E & W)



**CITY OF BRADFORD
BUSINESS PRIVILEGE TAX RETURN**

ATTENTION: SERVICES AND LANDLORDS

The Business Privilege Tax is a gross receipts tax. It is levied, under the authority of Ordinance #3101 of December 16, 1986, on all persons or entities carrying on or exercising any trade, service, profession, construction, brokering, communication, consulting or other commercial activity or service attributable to activity, an office or other place of business in the City of Bradford. The rate of this tax is (6) mills (\$6.00 per \$1000.00).

Failure to file this Business Privilege Tax return and pay the tax calculated to be due is a punishable offense. Regulations explaining the application of the Business Privilege Tax are available in the Office of the City Treasurer.

(ALL INFORMATION ON THIS FORM IS CONFIDENTIAL)

Resident and non-resident contractors performing work in the City of Bradford shall, before beginning work, at the same time a building permit is obtained, file a return and pay the tax due thereon based upon the amount they are receiving for performing said contractor.

For office use only:

Building permit # _____ **Parcel #** _____

Address _____

TOTAL COST OF WORK PERFORMED \$ _____

X .006 = TOTAL TAX DUE \$ _____

CONTRACTOR: _____ **Phone #** _____

ADDRESS: _____

(Authorized Signature)

(Date)

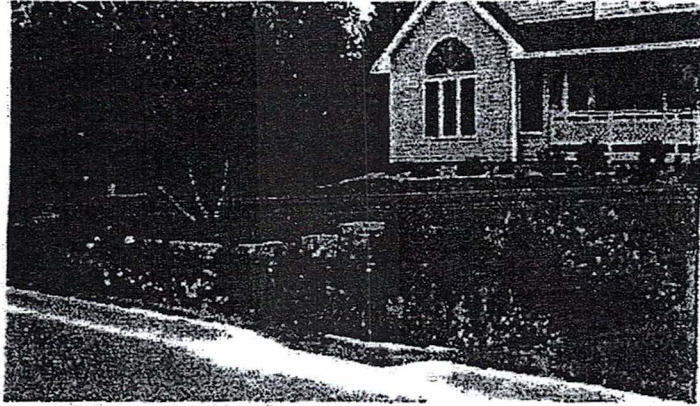
PLEASE MAKE CHECK PAYABLE TO "BRADFORD CITY TREASURER"

City of Bradford
24 Kennedy Street
Bradford PA 16701

Homeowners Guide to Stormwater Management

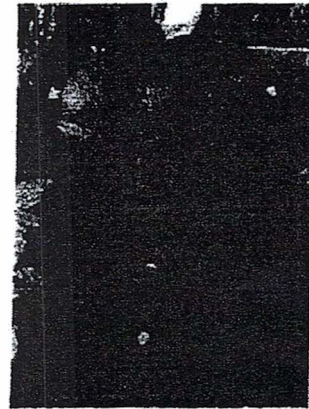
Rain Gardens

Rain gardens are just what they sound like... gardens that soak up rain water, mainly from your roof, but also from your driveway and lawn. They are landscaped areas planted with wildflowers and other native vegetation to replace areas of lawn. The gardens fill with a few inches of water and allow the water to slowly filter into the ground rather than running off to storm sewers. Compared to a patch of conventional lawn, a rain garden allows about 30 percent more water to soak into the ground. Holding back the runoff



Rain Barrel

Rain barrel collects and stores stormwater runoff from rooftops. By detaining (temporarily holding) the stormwater runoff during a rain event, you can help add capacity to the city's sewer system and reduce sewer overflows to our creeks and rivers, our drinking water source. Also, the collected rain water can be reused for irrigation to water lawns, gardens, window boxes or street trees. Rain barrels can be purchased on-line or they can be built.

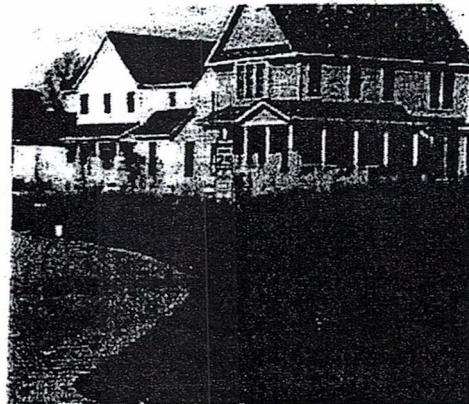


Whether you buy or build a rain barrel, the most important thing to remember is that they are only effective at stormwater management when the stored water is emptied in between storms, making room in the barrel for the next storm.

Vegetated Swales

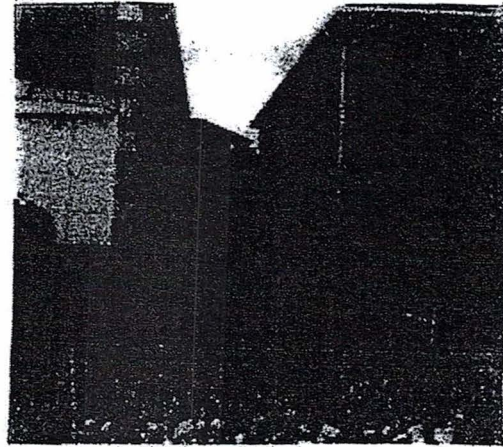
An easily maintained vegetated area designed to slow runoff velocities and filter out sediment and other non-point pollution. These conveyance channels allow rain and snowmelt to infiltrate while providing filtration of runoff. Vegetated Swales reduce the need for curbing and underground SW infrastructure. Rock check dams can be placed within the swales to slow rate and detain/retain volume.

Swales are one of the most commonly used stormwater practices. For many years they have been used along highways, parking lots, along residential streets and in between homes to convey water.



Dry wells

Small, excavated pits, filled with stone or gravel that temporarily stores stormwater runoff until it infiltrates (soaks) into the surrounding soil. The stormwater can come straight off of the roof of your house via a downspout that either indirectly or directly connects to the dry well. It can travel indirectly to the dry well through a grassy swale or it can travel directly into the well through a pipe. Dry wells help protect our rivers and streams in combined and separate sewer areas. They help prevent the stormwater runoff from reaching the system and instead allowing the runoff to soak into the surrounding soil. In separate sewer areas, the impact of stormwater runoff on neighborhood streams is reduced.

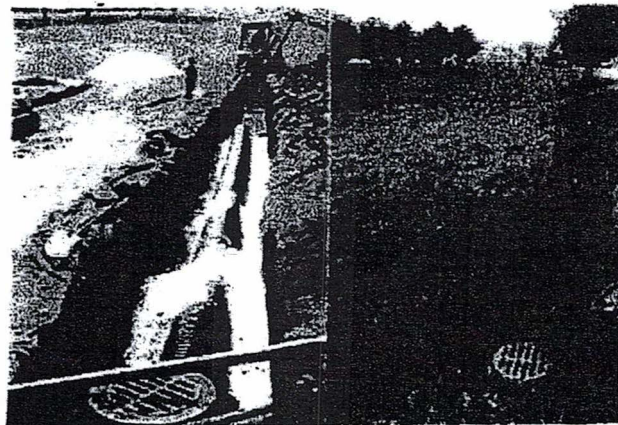


By infiltrating the stormwater runoff on land, the combined (sewage and stormwater) sewer overflows into the watershed are reduced, thereby decreasing pollution in our streams, lessening flooding impacts and improving water quality in our rivers, our drinking water source. Dry wells also recharge groundwater through infiltration, which leads to more flow in streams during dry weather (when it is not raining) and less streambank erosion during wet weather (when it is raining).

Infiltration Trench

An Infiltration Trench is a linear stormwater BMP consisting of a continuously perforated pipe at a minimum slope in a stone-filled trench. Usually an Infiltration Trench is part of a conveyance system and is designed so that large storm events are conveyed through the pipe with some runoff volume reduction. During small storm events, volume reduction may be significant and there may be little or no discharge.

Infiltration Trenches generally have a vegetated (grassed) or gravel surface. Infiltration Trenches also may be located alongside or adjacent to roadways or impervious paved areas with proper design. The subsurface drainage direction should be to the downhill side (away from subbase of pavement), or located lower than the impervious subbase layer. Proper measures should be taken to prevent water infiltrating into the subbase of impervious pavement.



For more information contact:

McKean County Conservation District

17137 Route 6

Smethport, PA 16749

814-887-4001

www.mckeancountypa.org

Stormwater Management Approval Process

New Development below 5,000 square feet of new impervious area:

1. Individual/company contacts municipal secretary for a building permit.
2. Secretary distributes building permit application and includes the Small Project Stormwater Management Application.
3. When building permit application is filed, make sure the Small Project Stormwater Management Application is also completed
4. Secretary checks the Total Impervious Surface Area to be managed (sum of all areas) box. If the number is less than 5,000 square feet then the applicant is exempt from the Stormwater Management Plan and Report requirements.
5. Secretary checks that the owner has signed and dated the Small Project Stormwater Management Application.
6. Attach the Small Project Stormwater Management Application to a copy of the building permit application and/or permit for filing at the municipal office.

New Development at 5,000 square feet or greater of new impervious area:

1. Individual/company contacts municipal secretary for a building permit.
2. Secretary distributes the Small Project Stormwater Management Application which must be completed, signed and dated. Application indicates that the project is **not exempt**.
3. Secretary requests details about the project. If it is a commercial or industrial project, the developer is directed to contact the McKean County Planning Commission, Assistant Planner, Joan Biehler, at 814-887-2348. The project may be considered as a Land Development under the County Subdivision and Land Development Ordinance.
4. If the project is determined to be a Land Development under the jurisdiction of the County Ordinance, then no building permit can be issued until the requirements of the County Ordinance have been met.
5. A Stormwater Management Plan and Report shall be submitted and approved prior to issuing a building permit, whenever a project is creating 5,000 square feet or greater of new impervious area, whether it is considered a land development or not, unless it meets the requirements of Section 302.E for Single Family Residential activities.
6. Copies of the Stormwater Management Plan and Report must be submitted to the municipality (2), the municipal engineer (1), the McKean County Planning Commission (1), and the County Conservation District (1).
7. The McKean County Planning Commission and Conservation District will review the Plan and Report for administrative completeness and send comments back to the municipality. The municipal engineer will also review the Plan and Report and recommend to the municipality that the Plan and Report be approved or revised and resubmitted.
8. Once the municipality has approved the Stormwater Management Plan and Report (at a regular monthly meeting) and the County Planning Commission has approved the Land Development Plan (where applicable), a building permit can be issued.

When in doubt, contact the McKean County Planning Commission at 814-887-2348 for assistance.

City of Bradford Small Project Stormwater Management Application

Per the City of Bradford's Act 167 Stormwater Management Ordinance, an applicant is required to submit this Small Project Application whenever proposing Regulated Activities involving the creation of new impervious surfaces equal to, or greater, than 5,000 square feet. Impervious surfaces are areas that prevent the infiltration of water into the ground and shall include, but not be limited to, roofs, patios, garages, storage sheds and similar structures, and any new streets or sidewalks.

To Calculate Impervious Surfaces Please Complete This Table					
Surface Type	Length	X	Width	=	Proposed Impervious Area
Building (area per downspout)		X		=	
		X		=	
		X		=	
		X		=	
Driveway		X		=	
		X		=	
		X		=	
Parking Areas		X		=	
		X		=	
		X		=	
Patios/Walks		X		=	
		X		=	
		X		=	
		X		=	
Other		X		=	
		X		=	
		X		=	
Total Impervious Surface Area to be managed (sum of all areas)					

For all regulated activities that involve the creation of new impervious surface areas EQUAL to or GREATER than 5,000 square feet, the applicant must submit a Stormwater Management Site Plan & Report as defined in Article VII of the Ordinance and implement volume and rate controls.

If the Total Impervious Surface Area is LESS THAN 5,000 square feet, or the proposed development is a Single Family Residential activity implementing the minimum measures in Section 302.E, read, acknowledge, and sign below.

Based Upon the information you have provided a **Stormwater Management Site Plan & Report IS NOT required** for this regulated activity. The City of Bradford may request additional information and/or a SWM for any reason.

Applicant or Property Owner certifies that Sections 302.A, 302.B, and 302.C have been adequately addressed and acknowledges that a submission of inaccurate information may result in a stop work order or permit revocation. Acknowledgement of such is by signature below. I declare that I am the owner or the owner's legal representative. I further acknowledge that the information provided is accurate and employees of the City of Bradford are granted access to the above described property for review and inspection as they deem necessary.

Owner

Date:

**MCKEAN COUNTY CONSERVATION DISTRICT
PROJECT SCREENING**

The following questionnaire will aid in determining compliance requirements with the Department of Environmental Protection's Chapter 102, Erosion and Sediment Pollution Control Program, Chapter 92, the National Pollutant Discharge Elimination System (NPDES) Program and the Chapter 105, Dam Safety and Waterway Management Program.

- Yes No Does this project disturb more than 5,000 square feet? If yes, the project will need to have an erosion and sediment pollution control plan developed and available on site at all times.
- Yes No Does this project disturb 1 acre and above? If yes, then a NPDES (National Pollution Discharge Elimination System) permit is required, please contact the district.
- Yes No Does this project involve the temporary and/or permanent fill or excavation of wetlands? If yes, please contact the District.
- Yes No Does this project change, expand or diminish the course, current or cross section of a watercourse, floodway or waterbody? If yes, the project is regulated by the DEP, Chapter 105 regulations, please contact the District.
- Yes No Is this project being done by a township, county, government entity, or public utility AND is in the 100 year flood plain shown on a FEMA map? If yes, then the project is regulated by Pennsylvania Department of Environmental protection (DEP) under Chapter 106 of the Floodplain Management Regulation. Please contact the district.

If you answered yes to any of the above questions, please contact Sandy Thompson, District Manager at 814-887-4001 sdthompson@mckeancountypa.org, of the McKean County Conservation District 17137 Route 6, Smethport, PA 16749.

McKean County Planning Commission Project Info

Yes No Does this project involve the sub-division of any parcel of land? Including the combining of lots or re-drawing of boundary lines. If yes, contact the Planning Commission.

Yes No Is this project improving a parcel of land by adding residential buildings or non-residential buildings? This includes the additions to existing non-residential buildings, such as adding to an already existing business. If yes, contact the Planning Commission.

Yes No Is this project in a zoned area? If so, is it an accepted use within that zoning district? Contact the Planning Commission for further information regarding the zoning district and the accepted uses.

For any questions relating to Sub-Divisions, Land Developments, Zoning or the Flood Zone you may have, contact the McKean County Planning Commission for information and PRIOR to beginning any project.

Jeremy S. Morey, Director
814-887-2754
jsmorey@mckeancountypa.org

Laura M. Lord, Assistant Planner
814-887-2348
lmlord@mckeancountypa.org

BUILDING/DEVELOPMENT PERMIT APPLICATION

1 IDENTIFICATION

	NAME	ADDRESS	PHONE
APPLICANT			
OWNER OF LAND			
CONTRACTOR			

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS AGENT.

SIGNATURE OF APPLICANT	ADDRESS	DATE

2 TYPE OF IMPROVEMENTS

A. CONSTRUCTION OR DEVELOPMENT 1 NEW CONSTRUCTION _____ 2 ADDITION _____ 3 ALTERATION _____ 4 REPAIR, REPLACEMENT _____ 5 MOVING (RELOCATION) _____ 6 OTHER (PLEASE SPECIFY) _____		B. TYPE OF SEWAGE DISPOSAL 1 PUBLIC OR PRIVATE COMPANY _____ 2 PRIVATE (SEPTIC TANK, ETC) _____	
		C. TYPE OF WATER SUPPLY 1 PUBLIC OR PRIVATE COMPANY _____ 2 PRIVATE (WELL, ETC) _____	

3 SITE LOCATION

AT (LOCATION) _____

 Number Street

BETWEEN _____ AND _____
 CROSS ST CROSS ST

SUBDIVISION _____ LOT _____ BLOCK _____ LOT SIZE _____

SITE LOCATED OUTSIDE IDENTIFIED FLOOD-PRONE AREA _____

If the proposed activity is to be located outside the identified flood-prone area,
 the applicant is required to complete only sections 4 and 5

SITE LOCATED WITHIN IDENTIFIED FLOOD-PRONE AREA

If the proposed activity is to be located within the identified flood-prone area,
 the applicant is required to complete sections 4, 5 and 6

LOWEST FLOOR ELEVATION _____ 100 YEAR FLOOD ELEVATION _____
 (including basement) (or estimate)

4 BRIEF DESCRIPTION OF PROPOSED PROJECT

ESTIMATED STARTING DATE _____

ESTIMATED COMPLETION DATE _____

ESTIMATED TOTAL COST _____

NOTE: If the proposed work involves modification, alteration, reconstruction or improvement of any kind to an existing structure located within an identified flood-prone area, the building official may require an estimate of the market value for that structure in order to determine the extent of flood proofing required.

ESTIMATED MARKET VALUE _____

5 SITE OR PLOT PLAN

REQUIRED FOR ALL APPLICATIONS

Attach a plan of the site showing the exact size and location of the proposed activity as well as any existing buildings or structures.

REQUIRED WHEN APPLICABLE

Accurately definite any area which is subject to flooding and the location of any existing stream improvements or protective works. Provide adequate documentation showing the extent of protection provided by such improvements or works. Submit copies of all plans and construction specifications for any proposed stream improvements or protective works, as well as all Commonwealth and Federal approvals and permits.

6 MINIMIZATION OF FLOOD DAMAGE

Describe the methods and materials that will be used to minimize flood damage in accordance with all applicable municipal regulations and ordinances. Attach plans and elevations in sufficient detail to enable the Permit Officer to determine that the proposed work will meet such applicable requirements.

I hereby certify that the proposed activity has been adequately designed to protect against flood damage and that the plans for the development of the site are in compliance with all rules and regulations of _____ concerning construction within an identified flood-prone area.

Signature of registered engineer or architect

SEAL

Address

Date

DO NOT WRITE BELOW THIS LINE

7 FEES (Payable to Municipality)

ESTIMATED TOTAL COST \$ _____
ZONING REVIEW FEE \$ _____
BUILDING PERMIT FEE \$ _____
TOTAL FEES \$ _____

8 APPROVAL

DATE APPROVED _____ 20 _____

Building Permit Officer

BUILDING PERMIT CERTIFICATE NUMBER _____
BUILDING PERMIT CERTIFICATE ISSUED _____

OTHER PERMITS REQUIRED:

DEP PERMIT YES NO

ZONING COMPLIANCE CERTIFICATE YES NO

9 DISAPPROVAL

Proposed activity in the above application is disapproved because of the following:

DATE DISAPPROVED _____ 20 _____

BUILDING PERMIT OFFICER