



City of Bradford

Permits Department

24 Kennedy Street
Bradford, PA 16701
814-362-3884 ext. 121 / Fax 814-368-3335
Email: M.Verolini@bradfordpa.com



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.

Date of Application: ____/____/____ **Residential:** ____ **Commercial:** ____

(Please type or print in ink)

Regarding Address: _____

Owner: _____ Applicant: _____

Mail Address: _____

Phone: _____ Phone: _____

Email Address: _____ Email Address: _____

CONTRACTOR _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP _____

ENGINEER/ARCHITECT: _____ 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

***Payment / Fees relating to this Permit are due upon issuance.
The City of Bradford and/or KNA Inspections, LLC reserves the right to
withhold future permits if fees are not paid.***

Total cost of construction (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 packet can be obtained from the City of Bradford
permitting office. The permit application must be filled out and reviewed by the Floodplain
Administrator. (Per ordinance 3231.1)***

**I certify that the information supplied on this application is true and correct and that any changes shall
be applied for in writing and approved by the KNA Inspections, LLC**

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

**I also agree that KNA Inspections, LLC will have access to the property and buildings to perform all
the necessary inspections required by law.**

**I understand that I am responsible for notifying KNA Inspections, LLC for such inspections if the
inspector has not already made the necessary inspection(s).**

I agree that all work will cease until the inspection (s) have been conducted by KNA Inspections, LLC.

Applicant:

(Print)

/

(Sign)

Date

____ / ____ / ____

***** Office Use Only *****

Received By:

City of Bradford ~ Permitting Office

Date:

____ / ____ / ____

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

Date:

(Michael Cleveland / KNA Inspections, LLC.)



KNA Inspections, LLC
 309 Interstate Parkway
 Bradford, PA 16701
 phone: 814-313-4350
 email: KNAinspections@gmail.com
 fax: 814-343-1050

RESIDENTIAL APPLICATION FOR PENNSYLVANIA U.C.C. BUILDING PERMIT

Municipality:		Parcel ID:	
Owner Name and Address:		Applicant Name and Address: <input type="checkbox"/> same as owner	
Site Address: <input type="checkbox"/> same as owner mailing		Applicant Contact Information	
		Primary Phone:	
		Email:	
		Other:	
General Contractor Name and Address:		General Contractor Contact Information	
		Phone:	
		Fax:	
		Email:	
Type of structure: <input type="checkbox"/> Single Family Home <input type="checkbox"/> Two Family Home <input type="checkbox"/> Townhouse <input type="checkbox"/> Other			
Type of Project Check all that apply	<input type="checkbox"/> New Stick Built Home <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Modular Home <input type="checkbox"/> Swimming Pool <input type="checkbox"/> New Single Wide Home <input type="checkbox"/> Deck (w/o roof) <input type="checkbox"/> Used Single Wide Home <input type="checkbox"/> Deck or Porch (w/ roof) <input type="checkbox"/> New Double Wide Home <input type="checkbox"/> Addition <input type="checkbox"/> Used Double Wide Home <input type="checkbox"/> Structural Alteration <div style="text-align: center;"><input type="checkbox"/> Demolition</div> <input type="checkbox"/> Other _____		
Total Cost (materials + labor) \$ _____		Bill to: <input type="checkbox"/> Owner <input type="checkbox"/> Applicant	

Description of proposed project:

Applicant is responsible to obtain the following permits when required:

- Street or driveway cut or Occupancy (Municipal, County, or PennDot)
- On lot or Municipal sewer connection
- Conservation District - More than 5000 sq. ft. of land disturbance
- Any work in a Floodway or Flood plain (DEP)
- County and/or Local Zoning
- Local Municipal permit (Land use, Assessment, or other)
- Subdivision or multiple dwellings on single lot – Planning Commission

Detailed drawings are required to be submitted prior to the application being approved. The following is what will be required dependent on the scope of the work being performed.

Drawing	Information to be included on drawing
Site Plan	Structure location on property and distance to other buildings, lot lines, utilities, steep banks, roads, right of ways, accessible route with elevations, etc.
Foundation	Type and size of all footing, walls, slab, drainage, etc. (Frost depth is 42")
Floor Plan	Shall include all levels and areas, windows, doors, decks, etc.
Framing	Size, length, and spacing of all structural members (including sheeting and headers). All framing lumber shall be graded.
Electrical	Include every circuit location with receptacles, lighting, smoke detectors, service, and wire sizes and types. Indicate Ground Fault Circuit Interrupters and Arc Fault Interrupters.
Plumbing	Include location of all fixtures, drain, supply, and vent pipe size, type and length
Mechanical	Include location and type of water heaters, heating & cooling systems, ventilation
Energy	Include type of insulation and R-value for all areas (including basement and slab)

Certification

As the owner or the authorized agent of the project for which this application is filed, I certify that:

1. All information provided on this application is correct.
2. The structure will not be used or occupied until the required Certificate of Occupancy has been issued.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with the Municipality.
5. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.
6. I am the owner of record or I have been authorized by the owner to complete this application on their behalf.
7. I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by this application at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant

Date

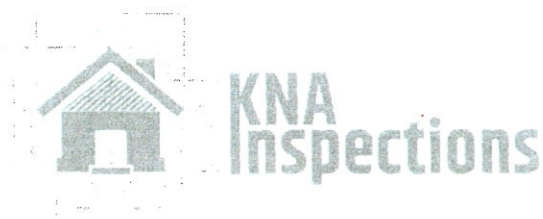
Printed Name of Applicant

----- office use only -----

Signature of Building Code Official

Date

Notes attached for applicant to review: ☐ YES ☐ NO



KNA Inspections, LLC
 309 Interstate Parkway
 Bradford, PA 16701
 phone: 814-313-4350
 email: KNAinspections@gmail.com
 Fax: 814-343-1050

COMMERCIAL APPLICATION FOR PENNSYLVANIA U.C.C. BUILDING PERMIT

Municipality:		Parcel ID:	
Owner Name and Address:		Applicant Name and Address: <input type="checkbox"/> same as owner	
Site Address: <input type="checkbox"/> same as owner mailing		Applicant Contact Information	
		Phone:	
		Email:	
		Other:	
General Contractor Name and Address:		General Contractor Contact Information	
		Phone:	
		Fax:	
		Email:	
Type of Project Check all that apply	<input type="checkbox"/> New Structure <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Renovation <input type="checkbox"/> Demolition <input type="checkbox"/> Repair <input type="checkbox"/> Sign <input type="checkbox"/> Equipment <input type="checkbox"/> Change of Occupancy <input type="checkbox"/> Other _____		
Type of Construction	<input type="checkbox"/> IA <input type="checkbox"/> IB <input type="checkbox"/> IIA <input type="checkbox"/> IIB <input type="checkbox"/> IIIA <input type="checkbox"/> IIIB <input type="checkbox"/> IV <input type="checkbox"/> VA <input type="checkbox"/> VB		
Existing Occupancy Group Circle classification letter & number	A B E F H I M R S U 1 2 3 4 5		
New Occupancy Group Circle classification letter & number	A B E F H I M R S U 1 2 3 4 5		
Estimated construction cost: \$ _____		Bill to: <input type="checkbox"/> OWNER <input type="checkbox"/> APPLICANT	
Proposed start date: ____/____/____		Proposed completion date: ____/____/____	

Description of proposed project:

Applicant is responsible to obtain the following permits when required:

- Street or driveway cut or Occupancy (Municipal, County, or PennDot)
- On lot or Municipal sewer connection
- Conservation District - More than 5000 sq. ft. of land disturbance
- Any work in a Floodway or Flood plain (DEP)
- County and/or Local Zoning
- Local Municipal permit (Land use, Assessment, or other)
- Subdivision or multiple dwellings on single lot – Planning Commission

Detailed drawings with dimensions and calculations of the following work must be submitted and approved prior to permit being issued. All drawings shall bear the seal and signature of a PA licensed Architect or Engineer.

Drawing	Information to be included on drawing
Site Plan	Structure location on property and distance to other buildings, lot lines, utilities, steep banks, roads, right of ways, accessible route with elevations, etc.
Foundation	Type and size of all footing, walls, slab, drainage, etc. (frost depth is 42")
Floor Plan	Shall include all levels and areas – Finished or Unfinished
Structural	Size, length, and spacing of all building elements
Electrical	Include every circuit location with receptacles, lighting, smoke detectors, and service, and wire sizes and types. Indicate Ground Fault Circuit Interrupters
Plumbing	Include location of all fixtures, drain, supply, and vent pipe size, type and length
Mechanical	Include location and type of water heaters, heating & cooling systems, ventilation
Energy	Include type of insulation and R-value for all areas
Accessibility	Include location and type of all accessibility features with detailed dimensions
Fire Protection	Include location and type of all features

Certification

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” construction documents and the PA Act 45 of 1999 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and the applicant 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 the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator’s authorized representative shall have the authority to enter areas covered by this application at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

_____ Signature of Applicant	_____ Date	_____ Printed Name of Applicant
----- office use only -----		

_____ Signature of Building Code Official	_____ Date	Plan review notes attached: <input type="checkbox"/> YES <input type="checkbox"/> NO
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City of Bradford

Business Privilege Tax Return



Attn: Services & 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 \$1,000.00)

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 by calling Berkheimer @ 1-610-599-3140 or visiting the website @ hab-inc.com.

Resident & non-resident contractors performing work in the City of Bradford shall, before beginning work, at the 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.

* If Applicant is the Owner & Contractor of property that is requiring a permit ~ No BPT will be applied *

**** All Information on this form is Confidential ****

For office use only:

Building permit #: _____ Parcel ID#: _____

Address: _____

Total cost of work performed \$ _____

x's .006 = Total Tax Due \$ _____

Contractor: _____ **Phone#:** _____

Address: _____

(Authorized Signature)

(Date)

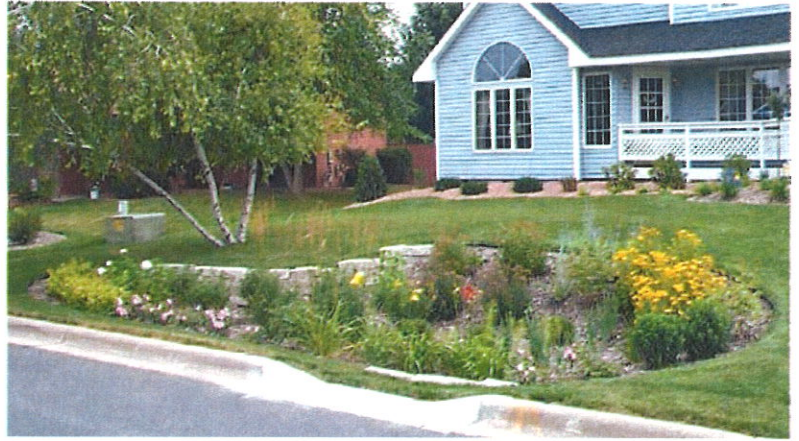
Please make checks payable to: Bradford City Treasurer

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 sewered areas. They help prevent the stormwater runoff from reaching the system and instead allowing the runoff to soak into the surrounding soil. In separate sewered 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

McKean County

Small Project Stormwater Management Application

Per City of Bradford 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)					

If 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. 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 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 water source, 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 the McKean County Conservation District 17137 Route 6, Smethport, PA 16749 at 814-887-4001 or sdthompson@mckeancountypa.gov

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.

Richard Fry, Director
814-887-2754
RFry@mckeancountypa.gov

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