City of Bethlehem
Bureau of Code Enforcement

Application for Permit

This section for office use only: Permit No._____

Ward_____ Block_____Zoning District_____ Permit Fee $_____

Use Group_____ Construction Type_____ Code Year_____ Occupancy Load_____

Description:_____

_____

_____

NOTICE TO TAXPAYERS: Under the provisions of Article 342, as amended, you may be entitled to a property tax exemption on your contemplated new construction. An application for exemption may be secured from the City of Bethlehem and must be filed with the City at the time a building permit is secured.

Please Print Clearly **Application Date:**_____

Address of Construction:_____

☐RESIDENTIAL ☐COMMERCIAL Construction Cost $_____

Brief description of work:_____

_____

Check where appropriate:

☐Reroof	☐New Building	☐Fire Alarm	☐Swimming Pool
☐Siding	☐New Addition	☐Sprinkler	☐Sign
☐Deck	☐Tent	☐Footer/Foundation	☐Accessory Building_____
☐Fence	☐Interior Alteration	☐Razing	☐Other _____

Two (2) sets of construction drawings and three (3) site plans must be submitted with this application.
Note: The City of Bethlehem has the right to request a property survey if applicable.

Property Owner's Name:_____ Phone #_____

Property Owner's Address:_____
City State Zip

Applicant:_____ Phone #_____

Applicant's Address:_____
City State Zip

Applicant's Email Address:_____

Contractor:_____ Phone #_____

Contractor's Address:_____
City State Zip

IMPORTANT: A current ***Certificate of Insurance for Workers Compensation*** and a Business Registration/Mercantile License application must be submitted with this application if not already on file with the City of Bethlehem.

PERMIT APPLICATION CHECKLIST
(Must be completed and submitted with application)

Yes	No	*Checklist Item*
		1. Submit 2 copies of detailed construction drawings. This shall include footer, foundation and surface finishes, framing, and insulation details. This is required for all new structures, decks, additions, new interior walls, patio roofs, alterations or replacements of existing structures, and removal of existing.
		2. Do the 2 submitted drawings have the existing and the proposed work clearly identified? This shall include an existing and proposed floor plan for the interior modifications involving any layout changes with dimensions and locations of any required or proposed egress and net clear egress opening sizes.
		3. Do the 2 submitted drawings include elevations drawings for any proposed additions, patio roofs or any other exterior structural change?
		4. If the application is for a deck, are the lateral load and uplift connectors, any specialty hardware and ledger bolts specified for the project?
		5. If exterior work is proposed, then include the site plan depicting lot boundaries, all structures with building footprint dimensions, and the new structure with dimensions to the side and rear lot lines. (Commercial - submit most recently approved site plan)
		6. Are the drawings required to be stamped by a licensed Pennsylvania Design Professional as per the PA UCC?
		7. Completed permit applications for each specific trade associated with the project. If electrical, mechanical or plumbing work is part of the project then the applications for that work must be completed and filed at the time of the application for Building Permit.
		8. The completed Electrical Permit application should include any electrical alteration, modifications or upgrades. Electrical Permits are not required for the changing of existing receptacles or switches when they are not being relocated.
		9. Completed Plumbing Permit applications shall include the relocation or addition of any fixtures, changing of existing sinks, dishwashers, water heaters, bathtubs and showers. This would not apply to replacing toilets and lavatory sinks in existing locations.
		10. The completed Mechanical Permit application shall include the installation of a new mechanical system, replacing, extending, or altering any existing system. Mini split systems and gas insert fireplaces <u>do require permits.</u>
		11. Has the contractor provided a current certificate of insurance with workers compensation insurance or has a sworn affidavit as proof of exemption been provided?
		12. Does the contractor have a current City of Bethlehem Business Privilege License?