

# BUILDING PERMIT APPLICATION

LOCATION/ADDRESS OF PROPOSED WORK:

\_\_\_\_\_

PIN (Property Identification Number): \_\_\_\_\_

PIN Is Listed Upon Your Property Tax Bill Issued By Lazerne County

OWNER'S NAME, MAILING ADDRESS AND PHONE NUMBER:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR'S NAME, MAILING ADDRESS AND PHONE NUMBER:

ALL CONTRACTORS MUST SUBMIT A COPY OF THEIR CERTIFICATE OF INSURANCE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRESENT USE OF PROPERTY: RESIDENTIAL  COMMERCIAL

DOES THIS PROJECT INVOLVE EARTH DISTURBANCE OF 1 ACRE OR MORE AS DEFINED BY PA TILE 25 CHAPTER 102? YES  NO

IF YES, DOCUMENTATION OF NPDES PERMIT APPROVAL MUST BE SUBMITTED WITH YOUR APPLICATION FOR A BUILDING PERMIT.

DESCRIPTION OF PROPOSED WORK: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL COST OF ABOVE DESCRIBED WORK: \$ \_\_\_\_\_

FOR NEW CONSTRUCTION, STRUCTURAL ALTERATIONS AND/OR ADDITIONS,  
You must attach 3 copies of plans & specifications and proof of construction cost, i.e. signed contract for work or receipts for material when work is performed by the owner.

ZONING APPROVAL is required to be submitted for new construction, additions, decks, porches, patios, sunrooms, fences and swimming pools.

Sewer Permit is required to be submitted for all new construction projects.

CERTIFICATION I hereby certify that I am the property owner, equitable owner or authorized agent of the owner for the property and project listed in this application. I further certify that all work will be performed in accordance with the Pennsylvania Uniform Construction Code, the attached plans and specifications, and all other applicable laws and regulations. Finally, I agree that the Building Code Official shall have the authority to enter the property and building described in this permit at reasonable hours to inspect the premises and enforce provisions of the Code and this Permit

DATE \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

**Review and inspection of the construction process is required to assure Code compliance. The following are the minimum inspection approval requirements for new construction:**

1. **Footing** – After excavation and any forming **PRIOR** to concrete pour.
2. **Foundation** – After construction, prior to backfill, complete with foundation drains, damp proofing and embedded anchor bolts and **BEFORE** any framing, including sill plate.
3. **Framing** – After construction, **PRIOR** to insulation and interior wall covering. Plumbing, electrical, etc. shall be “roughed in.”
4. **Insulation and Wallboard** – Prior to wallboard installation, R-Values in exterior walls, ceilings and floors if required must be verified. Wallboard fasteners inspected prior to finish.
5. **Final** – After structural completion, with all fixtures and devices complete and functional.

**To schedule an inspection call: 570-406-0091. Please provide an advanced notice of 48 hours for required inspections.**

**Shefler Inspection Services**  
**522 Slocum Street, Swoyersville, PA 18704**  
**570-406-0091**

---

**BUILDING PERMIT FLAT RATE FEE SCHED**

<b>ABOVE GROUND SWIMMING POOL</b>	<b>\$150.00 X 25%=\$37.50+ \$4.50 =\$192.00</b>
<b>BUILT IN GROUND SWIMMING POOL</b>	<b>\$320.00 X 25%=\$80.00+ \$4.50=\$450.00</b>
<b>RESIDENTIAL ELECTRICAL SERVICE</b>	<b>\$160.00 X 25%=\$40.00+\$4.50=\$204.50</b>
<b>COMMERCIAL ELECTRICAL SERVICE</b>	<b>\$195.00 X 25%=\$48.75+ \$4.50=\$248.25</b>
<b>DEMOLITION</b>	<b>\$100.00 X 25%=\$25.00+ \$4.50=\$129.50</b>

**All UCC or other Inspections will be billed at \$75.00**

**Rate for Code Enforcement Services, \$40.00 per hour, Court Appearances \$75.00**

**THERE WILL BE AND ADDITIONAL CHARGE OF 1% PER TOTAL COST OF CONSTRUCTION FOR COMMERCIAL WORK WITH PLANS FOR REVIEW.**

**ANY INDIVIDUAL OR CONTRACTOR WHO SHALL BEGIN WORK PRIOR TO SECURING A PERMIT SHALL PAY A FEE OF "TWO TIMES" THE FEE THAT WOULD HAVE BEEN CHARGED HAD THEY RECEIVED THE PERMIT PRIOR TO COMMENCEMENT OF WORK.**

**Cost of work will based on the CONTRACT for the work of the Code Officials estimate based on the R.S. Means Co. Inc. "Construction Data Book" most recent edition.**

**SWOYERSVILLE BOROUGH**  
**BUILDING PERMIT FEE SCHEDULE**

Revised  
Dec. 23, 2025

Cost of Work			Permit Fee	Administration Fee	State Fee	Total
\$1.00	to	\$1,000.00	\$81.00	\$20.25	\$4.50	\$105.75
\$1,000.01	to	\$2,000.00	\$108.00	\$27.00	\$4.50	\$139.50
\$2,000.01	to	\$3,000.00	\$135.00	\$33.75	\$4.50	\$173.25
\$3,000.01	to	\$4,000.00	\$162.00	\$40.50	\$4.50	\$207.00
\$4,000.01	to	\$5,000.00	\$189.00	\$47.25	\$4.50	\$240.75
\$5,000.01	to	\$6,000.00	\$216.00	\$54.00	\$4.50	\$274.50
\$6,000.01	to	\$7,000.00	\$243.00	\$60.75	\$4.50	\$308.25
\$7,000.01	to	\$8,000.00	\$270.00	\$67.50	\$4.50	\$342.00
\$8,000.01	to	\$9,000.00	\$297.00	\$74.25	\$4.50	\$375.75
\$9,000.01	to	\$10,000.00	\$324.00	\$81.00	\$4.50	\$409.50
\$10,000.01	to	\$11,000.00	\$373.51	\$93.38	\$4.50	\$471.39
\$11,001.00	to	\$12,000.00	\$387.00	\$96.75	\$4.50	\$488.25
\$12,001.00	to	\$13,000.00	\$400.51	\$100.13	\$4.50	\$505.14
\$13,001.00	to	\$14,000.00	\$414.00	\$103.50	\$4.50	\$522.00
\$14,001.00	to	\$15,000.00	\$427.51	\$106.88	\$4.50	\$538.89
\$15,001.00	to	\$16,000.00	\$441.00	\$110.25	\$4.50	\$555.75
\$16,001.00	to	\$17,000.00	\$454.51	\$113.63	\$4.50	\$572.64
\$17,001.00	to	\$18,000.00	\$468.00	\$117.00	\$4.50	\$589.50
\$18,001.00	to	\$19,000.00	\$481.51	\$120.38	\$4.50	\$606.39
\$19,001.00	to	\$20,000.00	\$495.00	\$123.75	\$4.50	\$623.25
\$20,001.00	to	\$21,000.00	\$508.51	\$127.13	\$4.50	\$640.14
\$21,001.00	to	\$22,000.00	\$522.00	\$130.50	\$4.50	\$657.00
\$22,001.00	to	\$23,000.00	\$535.51	\$133.88	\$4.50	\$673.89
\$23,001.00	to	\$24,000.00	\$549.00	\$137.25	\$4.50	\$690.75
\$24,001.00	to	\$25,000.00	\$562.51	\$140.63	\$4.50	\$707.64
\$25,001.00	to	\$26,000.00	\$576.00	\$144.00	\$4.50	\$724.50
\$26,001.00	to	\$27,000.00	\$590.71	\$147.68	\$4.50	\$742.89
\$27,001.00	to	\$28,000.00	\$603.00	\$150.75	\$4.50	\$758.25
\$28,001.00	to	\$29,000.00	\$616.51	\$154.13	\$4.50	\$775.14
\$29,001.00	to	\$30,000.00	\$630.00	\$157.50	\$4.50	\$792.00
\$30,001.00	to	\$31,000.00	\$643.51	\$160.88	\$4.50	\$808.89
\$31,001.00	to	\$32,000.00	\$657.00	\$164.25	\$4.50	\$825.75
\$32,001.00	to	\$33,000.00	\$670.51	\$167.63	\$4.50	\$842.64
\$33,001.00	to	\$34,000.00	\$684.00	\$171.00	\$4.50	\$859.50
\$34,001.00	to	\$35,000.00	\$697.51	\$174.38	\$4.50	\$876.39
\$35,001.00	to	\$36,000.00	\$711.00	\$177.75	\$4.50	\$893.25
\$36,001.00	to	\$37,000.00	\$724.51	\$181.13	\$4.50	\$910.14
\$37,001.00	to	\$38,000.00	\$738.00	\$184.50	\$4.50	\$927.00
\$38,001.00	to	\$39,000.00	\$751.51	\$187.88	\$4.50	\$943.89
\$39,001.00	to	\$40,000.00	\$765.00	\$191.25	\$4.50	\$960.75
\$40,001.00	to	\$41,000.00	\$778.51	\$194.63	\$4.50	\$977.64

# SHEFLER INSPECTION SERVICES

522 Slocum Street

Swoyersville, PA 18704

570-406-0091

RETURN THIS FORM WITH YOUR COMPLETED BUILDING PERMIT APPLICATION, A COPY OF A COST ESTIMATE OR A SIGNED CONTRACT OF ALL WORK TO BE COMPLETED, THREE(3) SETS OF PLANS AND SPECIFICATIONS, ZONING, AND SEWER APPROVAL IF REQUIRED AND THE REQUIRED FEE.

DATE: \_\_\_\_\_

PROPERTY ADDRESS OF WORK: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Tenant's Name and Phone: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

TOTAL COST OF ALL WORK: \_\_\_\_\_

PERMIT FEE ( Based on cost of work, see fee schedule ) \$ \_\_\_\_\_

ADMINISTRATUON FEE (25%Of above fee) \$ \_\_\_\_\_

STATE FEE \$ 4.50

TOTAL PAYMENT TO REMIT \$ \_\_\_\_\_

\*\*\*\*\*ALL FEES ARE NON-REFUNDABLE\*\*\*\*\*

MAKE CHECK OR MONEY ORDER PAYABLE TO :  
RETURN TO: SHEFLER INSPECTION SERVICES