

**City of Bradford  
Building/Zoning Department  
24 Kennedy Street – City Hall  
Bradford, PA 16701  
814-362-3884 Ext. 21  
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:

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

**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. \_\_\_\_\_

1<sup>st</sup> floor joists \_\_\_\_\_ X \_\_\_\_\_ spacing: O.C. \_\_\_\_\_

2<sup>nd</sup> 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 CONTRCTION:** (Include labor, per project) Separate projects and their costs, use additional sheet is necessary.

Description: \_\_\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_ \$ \_\_\_\_\_

**Total cost of construction (including labor)** \$ \_\_\_\_\_

**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 prform 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.

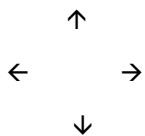
### NOTE:

The front property line is to be measured from the inside edge 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  
FOR PERMITTING PURPOSES**

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