

**BROAD TOP TOWNSHIP**  
124 HITCHENS ROAD - PO BOX 57, DEFIANCE, PA 16633  
814-928-5253

**CHECKLIST OF PRELIMINARY REQUIREMENTS FOR OBTAINING A BUILDING PERMIT**

**NOTE TO APPLICANT:**

Applicable items on the Checklist shall be completed prior to your submission of an Application for a Building Permit. Failure to complete any applicable item on this Checklist shall be sufficient grounds for denial of the Building Permit Application. Please contact the Township office if you have any questions about the process for obtaining a Building Permit.

**A. IDENTIFICATION (to be filled out by applicant)**

1. Applicant's Name \_\_\_\_\_  
Phone \_\_\_\_\_ (day) \_\_\_\_\_ (evening)
2. Landowner's Name \_\_\_\_\_ Tax ID \_\_\_\_\_
3. Applicant's address \_\_\_\_\_
5. Work site address (911): \_\_\_\_\_
6. Brief description of proposed work: \_\_\_\_\_
7. **Please draw a sketch plan of the site & project on the back of this sheet.**
8. Is the site in an identified flood plain or within 700 feet of any watercourse? \_\_\_\_yes \_\_\_\_no.
9. Does the project include earthmoving which will disturb more than one (1) acre? \_\_\_\_yes \_\_\_\_no.
10. Estimated starting date \_\_\_\_\_ Estimated date of completion \_\_\_\_\_
11. Estimated value of construction \$ \_\_\_\_\_ New \_\_\_\_\_ Addition/Repairs \_\_\_\_\_
12. Water: \_\_\_\_yes \_\_\_\_no
13. Electric: \_\_\_\_yes \_\_\_\_no
14. Business Use: \_\_\_\_yes \_\_\_\_no
15. Used for living quarters: \_\_\_\_yes \_\_\_\_no

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
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**B. APPROVALS OBTAINED PRIOR TO APPLYING FOR A BUILDING PERMIT (Documentation is required)**

\_\_\_\_ Sewage facilities planning module, DEP Planning Code # \_\_\_\_\_  
\_\_\_\_ Sub-division & Land Development, Municipal resolution # \_\_\_\_\_, date of approval \_\_\_\_\_  
\_\_\_\_ Sewage permit from Sewage Enforcement Officer (system type) \_\_\_\_\_  
\_\_\_\_ Storm water management module  
\_\_\_\_ Public sewer tap, Permit # \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_ Flood plain variance  
\_\_\_\_ Driveway Permit, Penn DOT # \_\_\_\_\_ or Township # \_\_\_\_\_

**C. MUNICIPAL OFFICIAL'S CONCURRENCE THAT ABOVE ITEMS, AS REQUIRED, HAVE BEEN OBTAINED**

\_\_\_\_\_  
Municipal Official's Signature & Title \_\_\_\_\_ Date \_\_\_\_\_ {SEAL}

After completion of this Checklist, you may apply for your building permit by taking this Township-signed form to PA Municipal Code Alliance, 125 South Richard Street, Bedford, PA 15522, Phone 814-310-2326.