



## STEPS TO OBTAINING YOUR BUILDING/DEMOLITION PERMIT

BUREAU VERITAS  
5510 Municipal Drive  
Tobyhanna, Pa 18466  
Phone: (570) 894-2801  
Fax: (570) 894-2986

Complete the Bureau Veritas Permit Application.

Complete the Direction Form.

Obtain a Pre-Approval Permit from your township/borough.

Obtain a Certificate of Insurance from the contractor/builder.

Other forms specific to your job may be required.

These forms along with two sets of plans must be submitted to the above address.

Plans submitted for the construction of a commercial project must be stamped by an engineer registered in Pennsylvania.

Commercial demolitions require approval by the DEP.

**Full payment will be required prior to the permit being issued.**

**Important Note: Fees are to be paid with check or money order.**

Once the plans are approved and the fee paid, the permit will be processed.

Do not hesitate to contact our office with any questions.

Bureau Veritas North America, Inc.  
PERMIT APPLICATION  
Submit to: Bureau Veritas  
5510 Municipal Drive, Tobyhanna, Pa 18466

Phone: 570-894-2801

Fax: 570-894-2986

PLEASE PRINT

Municipality: \_\_\_\_\_

Date: \_\_\_\_\_

Work Site Address: \_\_\_\_\_  
(street) (city) (zip)

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(street) (city) (zip)

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_

Contractor Address: \_\_\_\_\_  
(street) (city) (zip)

On Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Person responsible for permit fees: \_\_\_\_\_ Phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_

TYPE OF WORK (Please check either "Residential" or "Commercial" below and provide all information requested):

<input type="radio"/> Residential Project	Description: _____	Cost: \$ _____
New building square footage (excluding garage): _____ (all floors)		Finished basement square footage: _____ (if applicable)

<input type="radio"/> Commercial Project	Description: _____	Cost: \$ _____
Check one: <input type="radio"/> New building	<input type="radio"/> Existing building	New building Square Footage: _____ (all floors)

I hereby certify that the proposed work is authorized by the owner of record and that I am or have been authorized to make application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.

\_\_\_\_\_  
(print name) (signature) (date)

<b>Office Use Only</b>		
Use Group: _____	Construction Type: _____	Occupancy Load: _____
Codes Used: _____		
Plan Review Date: _____	<input type="radio"/> Approved	<input type="radio"/> Not Approved
Plan Reviewer: _____	Permit Fee: \$ _____	State Fee: \$4.00 Total Due: \$ _____
Permit #: BP _____	TMS # _____	

