



## STEPS TO OBTAINING YOUR BUILDING/DEMOLITION PERMIT

### BUREAU VERITAS

105A Government Center Way  
Pocono Pines, PA 18350  
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  
105A Government Center Way

Phone: 570-894-2801

Pocono Pines, PA 18350

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):

Residential Project Description: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
New building square footage (excluding garage): \_\_\_\_\_ Finished basement square footage: \_\_\_\_\_  
(all floors) (if applicable)

Commercial Project Description: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
Check one:  New building  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)

**Office Use Only**  
Use Group: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupancy Load: \_\_\_\_\_  
Codes Used: \_\_\_\_\_  
Plan Review Date: \_\_\_\_\_  Approved  Not Approved  
Plan Reviewer: \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_ State Fee: \$4.00 Total Due: \$ \_\_\_\_\_  
Permit #: BP \_\_\_\_\_ TMS # \_\_\_\_\_

## DIRECTION FORM

Address of construction site: \_\_\_\_\_  
(street) (city)

Please provide detailed directions to the construction location:

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