DAMASCUS TOWNSHIP

WAYNE COUNTY, PENNSYLVANIA
60 CONKLIN HILL ROAD, DAMASCUS, PA 18415
(570) 224-4410   Fax (570) 224-4940

BUILDING PERMIT CHECKLIST – RESIDENTIAL & COMMERCIAL

Items required are determined by the project. *All* forms must be signed.

___ ___ Sewage Disposal Permit copy – Contact Charles Bayly, SEO, 206 Bayly
Road, Honesdale, PA 18431   570-729-1609

___ ___ Driveway / Highway Occupancy Permit copy
___ ___ Township Road – Township Office
___ ___ State Road – Contact Allan Jones, PennDOT Engineer   570-253-3130

___ ___ 9-1-1 Address – Contact Wayne County G.I.S. Department, 925 Court
Street, Honesdale, PA 18431   570-253-5970

___ ___ Site Plan
___ ___ Property Lines, building site, setbacks, dimensions, existing buildings,
ponds, streams, wetlands, septic location, well location, utility
lines crossing the property

___ ___ Wetland disturbance and stream crossing permits.

___ ___ Flood plain development permits

___ ___ Building Plans (2 complete sets residential, 3 sets commercial)
___ ___ Floor Plan - each floor including basement, basement doors &
windows, decks, porches, steps, attached garage, etc.
___ ___ Electrical Plan – panels, lights, switches, receptacles, smoke detectors,
etc.
___ ___ Plumbing Plan – floor plan and isometric drawing
___ ___ Mechanical Plan (fireplaces, heaters, heating plant, piping, ducts, etc.)
___ ___ Elevation Drawings including footer/drains/basement/ground
elevations, insulation details, roof details, walkout doors, etc.
___ ___ Window & Door Schedule (bedroom egress windows indicated)

___ ___ Zoning or Use Permit Application – fill in all sections completely as possible
and sign

___ ___ Uniform Construction Code Items – be sure fill in all highlighted sections
completely and <u>sign all forms</u>
___ ___ Building Sub code Form (Fire section if suppression equipment is
proposed)
___ ___ Electrical, Plumbing and Mechanical Sub code Form

___ ___ Contractors names, addresses, phone numbers
___ ___ Manufactured/mobile homes – installer certificate

___ ___ Contractors' Worker's Compensation Insurance Certificates or Affidavits,
including Independent Subcontractors Worker's Compensation
Certificates or Affidavits – affidavit MUST be original notarized forms

Rev 12/15/08