

Building Permit Frequently Asked Questions

When do I need a Building Permit?

Although most construction projects require a building permit, the Pennsylvania Uniform Construction Code (PA UCC) under Sections 403.1, 403.42, and 403.62 provide a number of specific exemptions.

*THE FOLLOWING WORK **DOES NOT** REQUIRE A BUILDING PERMIT:*

- Fully detached accessory buildings to single-family dwellings less than 1,000 square feet.
- Manufactured and industrialized housing (mobile homes and modular homes). The UCC only exempts the work done at the factory. All work performed on-site must be inspected and be code compliant. Therefore, although the housing itself does not need a permit, installation of the housing unit does.
- Installation of tubing, piping, propane gas burning appliances, equipment or fixtures related to liquefied petroleum gas under the Propane and Liquefied Petroleum Gas Act (35 P. S. §§ 1329.1-1329.19).
- Alterations to residential buildings which do not make structural changes or changes to *means of egress*. Under this subsection, a structural change does not include a minor framing change needed to replace existing windows or doors.
- Ordinary repairs to residential buildings.
- Installation of aluminum or vinyl siding onto an existing residential or commercial building.
- Structures which are:
Erected for the purpose of participation in a fair, flea market, arts and crafts festival or other public celebration.
 - a) Less than 1,600 square feet in size.
 - b) Erected for a period of less than 30 days.
 - c) Not a swimming pool, spa, or hot tub.
- Fences that are not over 6 feet in height.
- Retaining walls, which are not over 4 feet in height measured from the lowest level of grade to the top of the wall, unless it is supporting a surcharge.
- Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finishing work.
- Prefabricated swimming pools accessory to a Group R-3 residential occupancy which are less than 24 inches deep, do not exceed 5,000 gallons, and are installed entirely above ground.

- Swings and other playground equipment accessory to one- or two-family dwellings.
- Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support of group R-3 as applicable in the "International Building Code," and Group U occupancies.
- Window replacement without structural change.
- Maintenance of, and simple repairs to; electrical, mechanical, and plumbing systems. **If you intend to alter, or add to any of these systems, or you are replacing an entire system, contact the code office.**
- Installation of an uncovered deck where the floor of the deck is no more than 30 inches above grade, provided construction of the deck does not alter the means of egress.
- An agricultural building fitting the definition under Section 401.1 of the Uniform Construction Code **and** an Agriculture Building Exemption Form has been files with the Township. Please see the Township for a copy of the form.
- Installing a new sign or altering an existing sign or sign face.

How much will the Building Permit cost?

The applicant will be contacted by the Building Code Official after the receipt of the application with a total of the fees due. It would be difficult to list all the fees here, as there maybe the need for multiple different inspections.

Where do I get a Building Permit Application?

Black Creek Township has elected to have Lehigh Engineering, LLC administer the requirements of the Uniform Construction Code for the Township. You may obtain a copy of the Building Permit Application by visiting,

<https://blackcreektownship.org/cms-bct/assets/core/file/UCC%20Complete%20Application%20.pdf>

or by stopping into the Township Office during normal business hours.

What do I do with my completed Building Permit Application?

Once you have completed all the applicable sections of the application you may either drop the application package off at the Light-Heigel and Associates office listed below during normal business hours, or you may mail the application package to:

Lehigh Engineering, LLC
 Attn: Building Codes Department
 200 Mahantongo St. Pottsville, PA 17901

How long will it take until I get my Building Permit?

Most application are typically reviewed within 7 – 10 business days depending on the time of year and volume of permits that are waiting to be reviewed. The process may take long if there are items that are missing from the permit packed.

Who do I contact with questions regarding the Building Permit Application?

Building Codes Department of Lehigh Engineering at 570-628-2300

Zoning Permit Frequently Asked Questions

When do I need a Zoning Permit?

Zoning permits and all applicable fees shall be required for the following items:

- New structures
- Fences
- Storage Sheds (regardless of size or portability)
- Detached garages (regardless of size)
- Other Accessory structures (Permanent generators, commercial playground equipment, solar panels, outdoor wood burners etc.)
- Change of use of structures
- New Sidewalks and driveways
- Above ground swimming pools (over 24 inches in depth)
- Decks
- Conversion of structures
- Parking lots or parking areas
- Carports
- Mobile home placement
- Signs
- All non-residential construction

How much are the Zoning fees?

Black Creek Township Zoning Fee Schedule (Resolution #2019-4)

- 1) **CERTIFICATE OF ZONING COMPLIANCE**\$60.00
- 2) **ZONING APPLICATION FEE**.....\$60.00
- 3) **ZONING PERMIT**
 - a. Structures that are less than 1,000 square feet in total gross floor area and less than \$5,000.00 in total construction costs- \$25.00
 - b. Structures that are 1,000 square feet or more in total gross floor area or more than \$5,000.00 in total construction costs- .20 per square foot calculated by including all total floor area (finished or unfinished).
- 4) **APPLICATION OR APPEAL TO THE ZONING HEARING BOARD OR UCC APPEAL BOARD** \$900.00

5) APPLICATION FOR ZONING CHANGES OR CURATIVE AMENDMENT

- a. \$500.00 plus the cost of advertising and stenographer transcript fees.
- b. \$1,000.00 must be placed in an escrow account at the time of making application, which escrow will be applied toward the application fee and costs of the hearing. Any excess will be refunded to the applicant within sixty (60) days from the conclusion of the hearing.

6) CERTIFICATE OF NON-CONFORMING USE.....\$100.00

7) ZONING BOOKS AND MAPS

- a. Zoning Book- \$25.00
- b. Zoning Map- \$35.00
- c. Subdivision and Land Development Book- \$25.00

8) DEMOLITION PERMITS

- a. Residential Principal Structures - \$85.00
- b. Residential Accessory Structures - \$25.00
- c. Commercial - \$250.00

9) WINDMILLS A zoning permit for a windmill is required; The zoning permit fee for each windmill shall be one thousand (\$1,000.00) dollars. A building permit for a windmill is required, and the building permit fee for each windmill shall be calculated at \$3.00 per linear foot measured from the surface of the tower foundation at the average grade to the highest point of the structure, including blades. There shall also be an annual inspection required for wind farms and the fee for inspections shall be one thousand (\$1,000.00) dollars per windmill in a wind farm.

10) FORESTRY/TIMBER HARVESTING ACTIVITIES A zoning permit for forestry/timber harvesting activities is required. The zoning permit fee for such activities on lots less than five (5) acres in size shall be one hundred (\$100.00) dollars. The zoning permit fee for such activities on lots

In the event that a use is established, or construction commences prior to obtaining a permit in accordance with the Black Creek Township Zoning Ordinance, the application fee for the permit shall be double the amount listed in this fee schedule.

Where can I get a Zoning Permit Application?

You may obtain a Zoning Permit Application by:

- Visiting the Black Creek Township website at:
https://blackcreektownship.org/cms-bct/assets/core/file/Black%20Creek%20Twp_%20Zoning%20App%206-22.pdf
- Visiting the Township Office during normal business hours.

What do I do with my completed Zoning Permit Application?

Once you have completed all the applicable sections of the application you may either drop the application package off at the Township Office during normal business hours. Or you may mail the application package to:

Black Creek Twp.
Attn. Zoning Officer
1980 Tomhicken St.
Bloomsburg, PA 17815

Please note, that all zoning applications or requests for a zoning verification **must** be filed through the Township Office.

How long will it take until I get my Zoning Permit?

Most applications are reviewed within 7 – 10 business days. Once the application has been reviewed, a copy of the Zoning Permit placard will either be mailed directly to the applicant, unless the project requires a building permit, the placard will be forwarded to the Building Code Department of Lehigh Engineering, LLC and be issued with the building permit.

Who do I contact with questions regarding the Zoning Permit Application or zoning in general?

The Township has hired Ed Wenger of Lehigh Engineering to serve as the Zoning Administrator. You may contact Ed at (570) 640-2661 or email him at EdW@Lehighengineer.com.



2023 Master Fee Schedule

ZONING ADMINISTRATION

Zoning Application Fee	\$85.00 Base Fee (non-refundable) plus \$3.00 per \$1,000.00 of the fair market value of the project. Total fee of application shall not exceed \$2,000.00
Certificate of Zoning Compliance	\$85.00
Official Letter of Zoning Determination	\$85.00
Certificate of Change of Use	\$85.00
Certificate of Nonconformity	\$85.00
Zoning Permit to Demolish Residential Structure	\$85.00
Zoning Permit to Demolish Commercial Structure	\$250.00
Zoning Permit Extension	\$85.00
Zoning Officer Hourly Rate	\$85.00
Specific Use/Projects Zoning Fee	
Wind Farm	\$1,000.00 Per Proposed Windmill and Accessory Structures
Major Solar Energy System	\$100.00 Per Array and Accessory Structures
Forestry/Timber Harvesting Activities	Lots less than 5 acres - \$100.00 Lots more than 5 acres - \$500.00
Application or appeal to Zoning Hearing Board	\$900.00
Application for Zoning Changes or Curative Amendment	\$1,500.00
Hard Copy of Zoning Ordinance	\$50.00 Plus Postage
Hard Copy of Zoning Map	\$35.00 Plus Postage

PROPERTY MAINTENANCE ADMINISTRATION

IPMC Appeal Board Hearing Fee	\$500.00
Code Officer Hourly Rate	\$85.00



MUNICIPAL ENGINEERING REVIEW

Driveway Occupancy/Street Excavation Permits	Driveway Occupancy Permit - \$150.00 Road Opening – Excavation Permit: \$175.00 up to 50 SF, \$100.00 each additional 50 SF Inspection Fee - \$85.00 per hour (min. one hour)
Subdivision and Land Development Review	Minor Subdivision - \$500.00 plus \$10.00 for each lot or dwelling unit. Major Subdivision - \$2,000.00 plus \$10.00 for each lot or dwelling unit to held in escrow. Site/Land Development Plan - \$2,000.00 to held in escrow. The escrow funds will be used to pay for the professional services being billed by the Township with any excess being refunded to the applicant or developer within sixty (60) days from the date the final plan has been approved or recorded.
Engineering Review/Consulting Fees	The fees charged by the Township Engineer are hereby established by the Board of Supervisors at the rates provided by the appointed Township Engineer. Rates are on file at the Township's office.



STORMWATER MANAGEMENT

Level 1: Administrator is Code Enforcement Officer	
a. Processing	\$50.00
b. Application & Sketch Review	\$100.00
Total Fee Due at Application	\$150.00
Additional Fee - Site Inspection, as required	\$85.00 per visit
Level 2: Administrator is Township Engineer	
a. Initial Township Processing	\$100.00
b. Application, Computations, Worksheet & Sketch Review (1 Review & Report)	\$400.00
c. Pre-Construction Property Inspection	\$100.00
d. During Construction Inspection Prior to Paving of Driveway (1 Inspection)	\$100.00
e. Post – Construction Property Inspection (1 Inspection)	\$125.00
Total Fee Due at Application	\$825.00
Level 3: Administrator is Township Engineer	
a. Initial Township Processing	\$100.00
b. Application, Computations, Worksheet & Sketch Review (1 Review & Report)	\$650.00
c. Pre-Construction Property Inspection	\$100.00
d. During Construction Inspection	\$100.00
e. Post – Construction Property Inspection (1 Inspection)	\$125.00
Total Fee Due at Application	\$1,075.00
Level 4: Administrator is Township Engineer	
a. Township Processing	\$200.00
b. O&M Agreement Review (Total for Solicitor and Engineer)	\$600.00
c. SWM Site Plan & Calculation Review	\$2,000.00 Base Fee plus \$100.00 per Disturbed Acre Fee Per Each Watershed (Routing) - \$300.00
Minimum Total Fee at Application	\$2,800.00



LEVEL 2 & 3 APPLICATION NOTES:

- IF ANY MEETINGS, ADDITIONAL INSPECTIONS OR ADDITIONAL REVIEWS ARE REQUIRED TO VERIFY COMPLIANCE WITH THE ORDINANCE OR AT REQUEST OF THE APPLICANT PRIOR TO COMPLETION OF THE PROJECT THE APPLICANT WILL BE BILLED ON A TIME AND MATERIAL BASIS BY BLACK CREEK TOWNSHIP AT THE RATE OF \$125.00/HR (COVERS ENGINEER'S TIME AND TOWNSHIP PROCESSING). NO OCCUPANCY PERMIT SHALL BE ISSUED UNDER ANY CIRCUMSTANCES UNTIL ALL OUTSTANDING BLACK CREEK TOWNSHIP INVOICES ARE PAID IN FULL BY THE APPLICANT.

LEVEL 4 APPLICATION NOTES:

- REVIEW FEES FOR REVISED AGREEMENTS, PLANS AND CALCULATIONS WILL BE BILLED TO APPLICANT BY THE TOWNSHIP ON A TIME AND MATERIAL BASIS AT THE TOWNSHIP ENGINEERS / SOLICITORS CURRENT BILLING RATE.
- INSPECTION FEES WILL BE BILLED TO THE APPLICANT BY THE TOWNSHIP ON A TIME AND MATERIAL BASIS AT THE TOWNSHIP ENGINEERS CURRENT BILLING RATE. CONSTRUCTION INSPECTIONS WILL BE PERFORMED DURING ALL CRITICAL TIMES OF CONSTRUCTION AS DEFINED IN THE ORDINANCE.
- ABOVE FEES DO NOT INCLUDE THE FEE REQUIRED FOR THE POST CONSTRUCTION INSPECTION FUND. THIS FEE WILL BE DETERMINED ON A PROJECT BY PROJECT BASIS AND IS REQUIRED TO BE PAID PRIOR TO FINAL SWM SITE PLAN APPROVAL.
- IN DETERMINING THE FEE REQUIRED PER DISTURBED ACRE APPLICANT MUST ROUND UP. (I.E. FEE FOR A PROJECT WITH 1.1 ACRES OF DISTURBANCE IS \$200.00)