

**UCC AND TOWNSHIP BUILDING AND REGISTRATION  
PERMIT APPLICATIONS**

1. PA Department of Environmental Protection requires property owners to submit land disturbance plans to the Wayne Conservation District to determine if a Soil & Erosion Permit is needed. Wayne Conservation District, Honesdale, PA contact #570.253.0930 for more information.

**HOWEVER, if your land disturbance is less than 1 acre you may file a self certification form.**

2. Complete worksheet. Your tax map # is essential. It is on your real estate tax notice and begins with the # 20-0-. Effective July 1, 2009 *Consumer Protection Act 132*, **all Contractor's** should have a *PA State Registration Number*; this number is to be listed on the worksheet where indicated. **Please note:** WORKSHEET and TOWNSHIP REGISTRATION PERMITS **CANNOT** be signed by your contractor.
3. Submit with worksheet: plot plan showing location of driveway, septic, well, other structures on property, location of proposed construction, distance between each and note adjoining property owners.
4. Copy of septic permit: if applicable. **Please note if you are adding a bedroom S.E.O. must certify your septic system.**
5. Copy of driveway permit: either Penn DOT or Township if applicable
6. Other information if applicable according to worksheet
7. **All contractors** who work on your construction project **must** complete a Worker's Compensation Insurance-Coverage Information Form and submit a certificate of insurance with the form. These forms **must** be notarized. If property owner acts as general contractor he/she **must** also complete this form. This is a PA State Law. You will not be issued a Permit unless you comply.
8. All residential plans **must** be submitted in **duplicate**. If property owner draws construction plans it **must** be drawn to scale, either computer drawings or on graph paper. Please refer to *Residential Plan Review Requirements* for more details.
9. UCC applications: sub-code forms need to be signed when the above documents are submitted. The sub-code forms are at the Township Office or included with application packet..
10. UCC applications by law may take up to 3 weeks for completion of plan review. Inspection fees are paid after plan review, but before Building Permit is issued.
11. UCC Building Permits and Preston Township Construction Permits **must** be posted at the construction site clearly visible in the building window or in a clear weatherproof container such as a zip lock bag. The Township will laminate permits whenever possible.
12. Construction **must begin** within **180 days** of permit issuance. **Township Permits expire one year from the date of issuance.** Either of the forgoing voids the permit and you must apply for an extension.

**Set back rules apply: 35 feet from the edge of the road right of way  
20 feet side and rear yard, FLOODPLAIN - 50 feet from watercourse**

*Any questions please contact our office at the number listed above*

**NOTE:** Other rules apply for **Commercial Construction Projects**.  
Commercial plans **must be submitted in triplicate, signed and stamped  
by an architect or an engineer. Reviews take up to 45 business days.**

Be aware, if your plans are rejected for any reason this will delay your **entire** project.