



STARTING FEBRUARY 1st 2026

ALL APPLICATIONS MUST BE SUBMITTED WITH A DEPOSIT

RESIDENTIAL – *EXCLUDING RE- ROOFS- \$100

RE-ROOF – PAYMENT IN FULL \$89.50

SOLAR - \$ 250

COMMERCIAL - \$250

ALL RE-REVIEW SUBMISSIONS - \$85

RE-INSPECTIONS WILL BE \$125

WE WILL NO LONGER ACCEPT INCOMPLETE APPLICATIONS
APPLICATIONS MUST HAVE **ALL** OF THE FOLLOWING TO BE
COMPLETE

- 1 - A SIGNED COMPLETED APPLICATION
- 2 - 2 SETS OF PLANS (EXCLUDING RE-ROOFS)
- 3 - CONTRACTORS LIABILITY INSURANCE (WHEN APPLICABLE)



STEPS TO OBTAINING YOUR BUILDING/DEMOLITION PERMIT

BUREAU VERITAS
105 GOVERNMENT CENTER WAY
SUITE 101
POCONO PINES, PA 18350
PHONE: (570) 894-2801

Complete the Bureau Veritas Permit Application

Complete the Direction Form

Obtain a Certificate of Liability Insurance from your
Contractor/Builder

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/architect registered in the state Of
Pennsylvania

Commercial demolition requires approval by the DEP

FULL PAYMENT IS REQUIRED PRIOR TO THE PERMIT BEING ISSUED

Bureau Veritas North America, Inc.

Permit Application

Submit to: Bureau Veritas

105 Government Center Way, Suite 101, Pocono Pines PA 18350

Phone: 570-894-2801

Please Print

Municipality: _____ Date: _____

Work Site Address: _____
(Street) (City) (Zip)

Property Owner: _____ Phone: _____

Email: _____

Mailing Address: _____
(Street) (City) (Zip)

Contractor: _____ Phone: _____

Email: _____

Contractor Address: _____
(Street) (City) (Zip)

On Site Contact: _____ Phone: _____

Person responsible for permit Fees: _____ Phone: _____

Email: _____

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

CHECK HERE - IF THIS PROJECT WAS DONE WITHOUT PREVIOUS PERMITS

Residential Project Description: _____ Cost: \$ _____

_____ # OF NEW BEDROOMS _____ # EXISTING BEDROOMS

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 agree to conform to all applicable laws of the jurisdiction.

(PRINT NAME)

(SIGNATURE)

(DATE)

OFFICE USE ONLY

Use Group: _____ Construction Type: _____ Occupancy Load: _____ Code Edition: _____

Plan Review Date: _____ APPROVED _____ NOT APPROVED

Plan Reviewer: _____ Permit Fee: \$ _____ State Fee: \$4.50 Total Due: \$ _____

Permit #: _____ TMS #: _____ PAYMENT # _____