

CITY OF LATROBE
REPAIR PERMIT APPLICATION
Basic Instructions for Completion

This form may be copied, completed in ink and submitted to the Code Enforcement Office, 901 Jefferson Street, Latrobe, PA 15650, Monday through Friday between the hours of 8:00 A.M. to 4:00 P.M.

This form may be used to request a repair permit for basic exterior repairs to residential dwellings. Basic exterior repairs are those that do not make structural changes to the building. Basic exterior repairs include new roof shingles, soffit and fascia, gutters and downspouts and new replacement windows.

For other types of repairs and/or construction, please contact Ann Powell, Code Enforcement/Zoning Officer at (724) 537-3580, Monday through Friday between the hours of 8:00 A.M. and 12:00 Noon.

Applicants are required to complete the following sections of the form on the left side from top to bottom. Please print legibly in blue or black ink.

1. **DATE:** Enter today's date.
2. **LOCATION:** The address of the property to be repaired.
3. **PERMITTEE:** The name, address and phone number of the owner of the property.
4. **CONTRACTOR:** The name, address and phone number of the contractor who will be performing the repairs.
5. **DESCRIPTION:** A general description of the type of repairs to be completed. For example, if the contractor is replacing roof shingles on the house and garage, write "new roof on house and garage" in this space.
6. **ZONING USE:** The zoning classification of the property. For example, "Single family residential" for a one family home, "Multi-family residential" for a duplex or larger apartment building.
7. **VALUATION:** The total cost of the repairs.

- 8. SCHEDULE OF FEES:** The fee for a repair permit is based on the total cost of the job. The easy way to calculate the fee is to use the formula “Thousands times two plus eight”. For example, a repair job totaling \$6,500 would have a permit fee of \$20.00. (6 thousand x 2 = 12 + 8 =20). Enter the permit fee in the REPAIR line under the SCHEDULE OF FEES and enter this same number in the line marked TOTAL.
- 9. PERMITTEE:** Read the certification statement at the bottom left of the form, enter the date and sign your name on the line above the word PERMITTEE.
- 10. Contractors insurance certificate must be submitted w/permit application.**