BOROUGH OF EVERETT

100 Mechanic Street, Everett PA 15537
Voice: 814-652-9202 email: borooffice@everettboro.com

APPLICATION FOR USE PERMIT

rev. 07/28/2026

Use Permit No. _____ Application Date: _____

Permit Expires in one year

Name of Property Owner: _____ Phone: _____

Address: _____ Signature: _____

City / State / Zip: _____

Work Site Location: _____ Tax Map #: _____

Name of Contractor: _____ Phone: _____

Address: _____ PA Contractor Registration Number:

City / State / Zip: _____ _____

Description of Work (New home / mobile home / addition / renovation. List square feet, number of rooms, etc.):

_____

_____

_____

Estimated Value: _____ **Provide a sketch of the work site showing buildings, streets, etc.**

This section to be completed by the Borough. Applicant must provide documentation where indicated.

_____ Sewage Facilities Planning Module **Applicant: provide copy of approved planning module**

_____ Subdivision and Land Development **Applicant: provide certificate from Bedford Co. Recorder of Deeds**

_____ Floodplain Ordinance Compliance: **Applicant: provide copy of compliance letter**

_____ Sewage Permit from SEO **Applicant: provide copy of permit**

_____ Driveway Permit: **Applicant: provide copy of PennDOT permit**

_____ Public Water and/or Sewer Tap: **Applicant: provide copy of approved application(s)**

_____ Other: Road alteration, etc. _____

_____ Contractor's Certificate of Liability and Workers Compensation Insurance **Applicant: provide certificate**

_____ Use permit fee paid: **$10.00** payable to: **Everett Borough** **CASH or Check #** _____

Setbacks: ____ water r/w ____ sewer r/w ____ toe of levee (10 ft.) ____ streets (30 ft.)
____ rear property (10 ft.) ____ side property (10 ft.)

Approved by:
Ruth Bowman, Borough Secretary _____ Date: _____

Kirk Feaster, BEAMA Manager _____ Date: _____

Name of Contractor: _____ Phone: _____

Address: _____

City / State / Zip: _____

Description of Work (New home / mobile home / addition / renovation. List square feet, number of rooms, etc.):

_____

_____

_____

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Estimated Value: _____

Name of Contractor: _____ Phone: _____

Address: _____

City / State / Zip: _____

Description of Work (New home / mobile home / addition / renovation. List square feet, number of rooms, etc.):

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Estimated Value: _____