

SPRINGETTSBURY TOWNSHIP

NON-RESIDENTIAL PERMIT APPLICATION

1501 Mt. Zion Road | York, Pa | 17402 | Ph. (717) 757-3521 | F. (717) 505-0485

- **This application should be used for all non-residential projects.** Please submit the following along with your completed application:
 1. Site plan showing the dimensions of all lot lines, setbacks from property lines, dimensions and locations of all structures on the lot.
 2. Copy of deed and plot plan for subject property.
 3. All applicable information pertaining to construction, stormwater, sewer, plumbing, etc.
 4. Copies of any necessary federal/state/local approvals. (DEP, PennDOT, etc.)
- At the time of permit pick up, three copies of approved plans (to include all revisions) will be required.
- Permit fee will be 1% of the cost of construction (rounded to the nearest \$1,000, minimum \$25). There is an additional fee of \$75 for a Certificate of Occupancy (if applicable).
- Please allow approximately 30 days for review.
- Applicant shall provide a copy of as-built plans on a cd in pdf form prior to C/O issuance.

Site Address: _____ **Parcel ID:** _____

Primary Contact: _____ **Zoning District:** _____

Phone: _____ Fax: _____

Email Address: _____

Owner Name: _____ **Phone:** _____

Address: _____ **Fax:** _____

Email: _____

Contractor Name: _____ **Contact:** _____

Address: _____

Phone: _____ Fax: _____

Email: _____

PA State Contractor Registration #: _____

Architect/Engineer

Name: _____ **Contact:** _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Type of work proposed (check all that apply)

- New Building Addition Interior Work Repair Demo Stormwater
 Electrical Plumbing Mechanical Fire Alarm Sprinkler Change of Use
 Other (Please describe): _____

Please provide a description of the proposed work to be done:

Total Cost of Construction: \$ _____

Water Service: Public Private Sewer Service: Public Private

Square footage of existing building area: _____ # of stories: _____

Square footage of proposed building area: _____ Height of structure above grade: _____

Total square footage of building area: _____ Square footage of largest floor: _____

Is the building sprinklered? Y N

Use Group: _____ Proposed Specific Use: _____

Construction Type: _____ Most Recent Use: _____

Max Occupancy Load: _____

AUTHORIZATION/CERTIFICATION

The applicant certifies that all of the information as stated on this application is correct, accepts all responsibility for and guarantees all work will be performed in strict conformity and compliance with the UCC and all other applicable codes and ordinances of Springettsbury Township, as amended. The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements and rights-of way, flood areas, etc. Issuance of a permit and approval of constructions documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the municipality or any other governing body. The applicant certifies that he/she understands all of the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

I will hold Springettsbury Township harmless for any accidents, injuries or diseases resulting from any and all work performed at the premises.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Non-Residential Construction and Plans Addendum
(Required for all non-residential work)

I, _____,
(Print Name of Agency)

do solemnly swear, affirm and certify under penalty of perjury:

1. I am the legal or record owner of the property on which the work is to be done or have written authorization of the owner or proof of equitable ownership, such as a contract for sale or lease attached to this application.
2. The facts set forth in the permit application and in the plans submitted with the permit application are true and correct.
3. The plans submitted with the permit application have been sealed or stamped and signed by a licensed architect and structural engineer with a note stating the plans have been prepared in accordance with The Pennsylvania Uniform Construction Code, Act No. 45 of 1999 as amended ("UCC"). Springettsbury Township has relied on that statement in evaluating the application.
4. I fully understand issuance of a permit does not bar prosecution or other legal action for violations of the UCC and that a building code official ("BCO") may suspend or revoke a permit issued under the UCC if I do not make the required changes directed by the BCO, when the permit is issued in error, on the basis of inaccurate or incomplete information or in violation of any act, regulation, ordinance or the UCC.
5. I accept all responsibility for and guarantee all work will be performed in strict conformity and compliance with the UCC and all other applicable codes and ordinances of Springettsbury Township, as amended.
6. Any and every person who performs work associated with the application, permit and the plans will fully and wholly comply with the Act of June 2, 1915 (P.L. 736), known as the Pennsylvania Workmen's Compensation Act, as amended.
7. I will hold Springettsbury Township harmless for any accidents, injuries or diseases resulting from any and all work performed at the premises.
8. I will hold Springettsbury Township harmless for any liability whatsoever arising from the approval of this application, the issuance of any permit or any work performed as a result of this permit.

Signature of Owner/Authorized Representative

Address: _____

Subscribed and sworn to before me this
_____ day of _____, 201__

Signature of Notary Public

Tel. No.: _____

My commission
expires: _____

(Seal)

REQUIRED INSPECTIONS:

- **HIGHWAY OCCUPANCY PERMIT** - Either State or Township (prior to building permit being issued) center of driveway marked for inspection
- **SEWER/SEPTIC** - Sewer inspections call Township office; Septic inspection call Leonard Spencer 717-989-8439
- **SITE STAKE OUT** - After all property lines, easements, right of ways and structure foot print is clearly identified.
- **CURB, DRIVEWAY APRON, PUBLIC SIDEWALK** - After formed and stone is in place but before pouring.
- **FOOTINGS** - After digging (36" min. depth), forming, bulkhead(s) formed, depth pinning every 5 or 10 ft with steel pins, rebar reinforcement if specified, foundation drain cross over relieving arch, column pad(s) formed, rebar installed BUT before pouring of concrete. Note: Forms must be tight to the ground, footings free of mud-water-loose rock, when weather requires, footings must be protected from freezing (i.e. thermal blankets or plastic and straw at site for footing inspection approval.
- **FOUNDATION** - After foundation walls are constructed including foundation drain pipe-stone and fiber covering, sump pit constructed, sill plate anchoring installed, beam pockets, concrete stone base, parging, damp-proofing or waterproofing (require waterproofing receipt copy, lintels BUT before backfilling. Note: if rebar is required a separate inspection is required before pouring.
- **ROUGH STORMWATER** – Rough stormwater management system.
- **ROUGH MECHANICAL** - After all mechanical fixtures are installed and done at same time as framing inspection.
- **ROUGH PLUMBING** - Inspection including, all piping, vents, drains, water lines, test before insulation is installed and done same time as framing inspection.
- **ROUGH ELECTRICAL** - Township contracted 3rd party approved inspection sticker present at framing inspection.
- **FRAMING** - After all framing is completed, ALL rough-ins completed, draft stopping & fire blocking is installed, attic access framed, corner and mid span bracing completed, roof truss spec and layout sheets required, eng. Flooring system plans at site BUT before insulating.
- **INSULATION** - After all insulation is installed BUT before covering – No paper facing left exposed.
- **WALLBOARD** - All wallboard is installed BUT before taping and mudding.
- **FINAL PLUMBING** - All fixtures installed and in working order.
- **FINAL STORMWATER** – Final stormwater management system.
- **FINAL MECHANICAL** - All mechanicals in working order.
- **FINAL FUEL/GAS** - Tested by an approved agency per Intl. Fuel Gas Code and test reports submitted to Township.
- **FINAL ELECTRICAL** - Township contracted 3rd party electrical final inspection sticker in circuit box.
- **ACCESSIBILITY FINAL** - Upon completion of all IRC, IBC, UCC & ANSI 117.1 requirements BUT BEFORE building final.
- **FINAL** - After all the above inspections have been approved including, all fixtures/appliances are installed and in working condition, driveway completed, final grading and seeding completed, house address displayed on dwelling visible from road, exterior landings and stairways completed, flooring completed, windows and doors in working condition, sewer/septic final approved, if required: L&I final approved, Fire Suppression/Alarm System test approved, Dept. of Health and Safety approval, Emergency lighting and smoke detector tests approved.
- **CERTIFICATE OF USE/OCCUPANCY** - Upon approval of Springettsbury Township, a Certificate of Use/Occupancy will be issued for the structure/dwelling within five (5) days AFTER final inspection is approved. No occupancy or use is permitted until UO is issued. *As built drawings are required to be submitted in pdf format prior to full C/O issuance.

PLEASE NOTE THAT THERE WILL BE AN ADDITIONAL CHARGE FOR EXTRA INSPECTIONS. THESE CHARGES MUST BE PAID BEFORE A CERTIFICATE OF USE/OCCUPANCY WILL BE ISSUED.

CONDITIONS OF APPROVAL:

PERMIT ISSUANCE APPROVAL LOG

Zoning _____ Building _____ Sewer/Septic _____

Plumbing _____ Accessibility _____ Stormwater _____

SCHEDULING INSPECTIONS: INSPECTIONS CAN BE SCHEDULED M-F BETWEEN 8:30 AM & 4:30 PM BY CALLING 717-757-3521 x 407. THE TOWNSHIP MUST BE NOTIFIED 48 HOURS IN ADVANCE TO SCHEDULE AN INSPECTION. IF A SCHEDULED INSPECTION NEEDS TO BE CANCELED FOR ANY REASON, PLEASE CONTACT THE TOWNSHIP AS SOON AS POSSIBLE. THERE WILL BE A \$100.00 FEE PER RE-INSPECTION, AS A RESULT OF FAILED INSPECTIONS.

Springettsbury Township Stormwater Questionnaire

As required by Act 167 and the Municipal Separate Storm Sewer for the Chesapeake Bay Watershed

Applicant

Name: _____

Address: _____

Description of Project:

General Questions

* Please refer to Attachment A for definitions.

1. Does your project involve the addition of new impervious area* on your lot?

Yes ___ No ___

If you answered "No", please stop here.

2. Is your addition/ improvement connected to a stormwater system?*

Yes ___ No ___

3. Identify the size of the new impervious area* _____ square feet

If the new impervious is greater than 1,000 square feet you will need to provide a more detailed Stormwater Management plan to the Township. Please refer to the Stormwater Management Ordinance for the regulatory requirements associated with your project, or consider contacting a design professional to assist you with meeting the requirements of the Township Ordinance. Once this stormwater management plan is completed, you may submit it for review along with the building permit application.

The above information is true and accurate to the best of my knowledge

Signed: _____

Date: _____

Property Owner (only)