



**pennsylvania**  
OFFICE OF OPEN RECORDS

RTK-386



**Springettsbury Township**

1501 Mt. Zion Road

York, PA 17402

(717) 757-3521 (Phone)

(717) 505-0455 (Fax)

www.springettsbury.com

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: 7-14-16

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX  IN-PERSON

NAME OF REQUESTOR: Jason Gartner (Comcast)

STREET ADDRESS: 2801 Valley Rd

CITY/STATE/COUNTY (Required): Harrisburg, PA 17110

TELEPHONE (Optional): [REDACTED]

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the agency can identify the information.*

2300 E. Market St. Unit 14  
York, PA 17402

Looking for  
\* Certificate of Occupancy  
or other permits requested  
for this address

DO YOU WANT COPIES? YES or  NO

DO YOU WANT TO INSPECT THE RECORDS? YES or  NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or  NO

Thank you!

RIGHT TO KNOW OFFICER: **ABEGALE GIBB**  
abby.gibb@springettsbury.com

RECEIVED

DATE RECEIVED BY THE AGENCY: 7/14/16

JUL 14 2016

AGENCY FIVE (5)-DAY RESPONSE DUE: 7/21/16

Springettsbury Township

30 Day Response Due: 8/20/16

Completion Date:

**\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)**

Questions: please contact the Office of Open Records at (717) 346-9903 or [openrecords@state.pa.us](mailto:openrecords@state.pa.us)



COAT OF ARMS OF SPRINGETT PENN  
1701-1731

# SPRINGETTSBURY TOWNSHIP

1501 Mt. Zion Road  
York, Pennsylvania 17402  
717-757-3521 Fax: 717-757-7856  
www.springettsbury.com  
email: info@springettsbury.com

Police: 717-757-3525 Fax: 717-840-1908  
Police and Fire Emergencies - Dial 911  
Recreation Office: 717-505-0406

Wastewater Treatment Facility  
3501 North Sherman Street  
717-757-3521 Fax: 717-840-0680

## BOARD OF SUPERVISORS

Mark M. Swomley  
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Blanda E. Nace

July 21, 2016

Mr. Jason Gartner  
Comcast  
2801 Valley Road  
Harrisburg, PA 17110

Re: **RIGHT-TO-KNOW REQUEST –2300 East Market Street Unit 14**

Dear Mr. Gartner,

Thank you for writing to Springettsbury Township with your request for:

“Looking for Certificate of Occupancy or other permits requested for this address  
2300 E. Market St Unit 14  
York, PA 17402”

The property for Chartwell Staffing has not yet received a Certificate of Occupancy. A copy of the building permit 235-2016 is included with this letter.

Please be advised that this correspondence will serve to close this record with our office as permitted by law.

If you have any questions, please do not hesitate to contact me.

Very truly yours,

Abegale Gibb  
Right to Know Officer

cc: Dori Bowders, Manager of Administrative Operations  
Paul Shaefer, First Capital Engineering  
File: Right-to-Know 386

**Building Permit**  
**SPRINGETTSBURY TOWNSHIP**  
 York County

1501 Mt. Zion Rd. York, PA 17402 Phone: (717) 757-3521



**Permit Number** 253-2016

**Parcel Number** 4600002030600

<b>Permit Fee</b>	\$415.00	<b>Date Issued</b>	06/07/2016
<b>Parcel</b>	2300 E MARKET ST, UNIT 14	<b>Date Expires</b>	06/07/2017
<b>Owner / Applicant</b>	EAST 2300 950 SMILE WAY YORK PA 17404-1725		
<b>Contractor</b>	REAL SERVICES, INC 1005 E. KING STREET YORK PA 17403 717-854-8122	<b>Contact Name</b>	JORDAN WILHIDE
<b>Description</b>	Residential INTERIOR LANDLORD WORK	<b>Cost of Project</b>	\$34,000.00
<b>Permit Type</b>	Building	<b>Improvement</b>	INTERIOR LANDLORD WORK

**Conditions**

- All work performed shall be installed and completed in a workmanlike and acceptable manner
- All work performed shall be in compliance with the UCC Act 45 of 1999 as amended to date following:
- NOTE: Per attached plan addendum
- All electrical work must have a rough and final inspection performed by Independent Electrical Agency
- Certificate of Use and Occupancy Inspection required prior to occupancy - Additional inspections may be required - refer to attached Required Building Inspection Sheet
- Any fence 6' in height is permitted along the rear and/or side property line of residential parcels. Fence may not encroach upon neighboring property, township ROW, or easements.
- There are special conditions for fences to be located on a corner, duplex or next to a highway.
- Any shed measuring 150 sq.ft. (10x15) or smaller must be erected to the rear of the dwelling; must be set back 3' from the side and rear property line; and cannot be more than 8' high.
- Any shed measuring larger than 150 sq.ft. is considered an accessory building and must be set back 10' from the rear property line. The required side yard setback is established by the zoning district in which the property is located (site plan is required).
- Must install stormwater management (refer to attached seepage pit diagram)

**Notes**

INTERIOR LANDLORD WORK

**Legal Terms**

\* In accepting this building permit as issued, the applicant agrees to perform all work on new or existing structure (s) as specified in the permit application, and in conformity with the ordinances, statutes and regulations of the municipality, county and state.

\* No buildings, structures, or apurtenances are permitted within any right-of-way or easement.


BCO/FCAP  
6/7/16  
 Dave Redshaw, BCO  
 Authorized Signature  
 06/07/2016

**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** - After seepage pit is dug to correct dimensions or other stormwater design.
- 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 3<sup>rd</sup> 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** - After seepage pit is filled with geo-fabric, rock and pipes are installed or other stormwater design.
- 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 3<sup>rd</sup> 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:**

*Documentation of approved inspections must be submitted to Springettsbury Township before scheduling final inspections*  
*Date 6/6/16*

**PERMIT ISSUANCE APPROVAL LOG**

Zoning	<u>FCAP</u>	Building	<u>Electrical Q DOT</u>	Sewer/Septic	<u>NA</u>
Plumbing	<u>Q DOT</u>	Accessibility	<u>Q DOT</u>	Stormwater	<u>NA</u>

**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.