



SPRINGETTSBURY TOWNSHIP RESIDENTIAL PERMIT APPLICATION



- * This Permit Application is to be used for all **Residential Building/Zoning** projects, including but not limited to the following: New Home Construction, Home Additions, Garages, Accessory Buildings, Interior Improvements, In Ground/Above Ground Pools, Decks, Windows, Doors, Siding, Electrical Work, Roof Repair/Replacement, Public and Private Sidewalk Repair/Replacement, Driveway Repair/Replacement, Et. Al.
- * In order to assist you with your building project, Springettsbury Township has developed the following project guides that provide code information: In-ground Swimming Pool, Spa/Hot tub, Above-Ground Swimming Pool, Deck Specifications, and Specification Sheet Guideline for Residential Additions and One & Two Family Dwellings. These guides are available at the Township offices and on the Township website at www.springettsbury.com.
- * Please submit the following along with your permit application:
 - * **One (1) Site Plan** – including the footage of all lot lines, setbacks, building dimensions of all structures on the lot (including driveways and sidewalks).
 - * **All applicable information pertaining to Building, Sewer (if New Home Construction) and Plumbing (if plumbing work is being done, a separate plumbing permit is required).**
- * An overview of the permit process is as follows:
 - 1) Permit application and all attached documentation are submitted.
 - 2) Permit is logged and reviewed for the following applicable areas:
 - a) Zoning b) Building c) Plumbing d) Sewer e) Fire f) Storm Water
 - 3) Comments/Questions are generated and forwarded to the contact person listed on application.
 - 4) You/Other respond to these comments. Once response is received it is forwarded to appropriate reviewer for follow up review.
 - 5) Once all issues are resolved, the permit will be given final approval by Zoning Officer.
 - 6) Permit is then forwarded to the Community Development Administrative Assistant for Issuance.
 - 7) Once printed and physically ready to be picked up, the contact person listed will be notified.
 - 8) **New Home Construction/Addition Applications:** At time of permit pick up, please bring three (3) sets of final plans that have all revisions printed/noted on them. They will be stamped approved at that time. One will stay in the file and two will be sent with you intended to go to the owner and one to stay on the job site. A set of As Built plans in electronic pdf format will be required prior to full C/O issuance
 - 9) Fee can be paid at time of permit pick up. **Cost is 1% of the cost of construction for Building Permit (rounded up to the nearest \$1,000, minimum \$25) plus the cost of a Certificate of Use/Occupancy fee, if applicable or \$25.00 for Zoning Permit. There is no fee for Windows, Doors, Roof, Public Sidewalks, Siding or Spouting.**
- * **Please allow approximately 2 weeks for review.**
- * Please note that the person listed on this application as the Primary Contact will be the person who receives all correspondence and will be responsible for distributing this correspondence and notifying all appropriate individuals.
- * This application is not considered dually filed until it is signed and dated by the owner or authorized agent.

CONTACT INFORMATION

SPRINGETTSBURY TOWNSHIP
1501 MT. ZION ROAD
YORK, PA 17402

PHONE: (717)757-3521 FAX: (717) 757-7856



**SPRINGETTSBURY TOWNSHIP
RESIDENTIAL PERMIT APPLICATION**

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Site Address: _____ Parcel ID: _____
 Primary Contact *: _____ Zoning District: _____
 Phone #: _____ Fax #: _____
 Email Address: _____

** Please Note that all correspondence will be sent to the individual listed above as the Primary Contact Via Fax for record keeping purposes unless noted otherwise.*

OWNER INFORMATION

Owner Name: _____
 Mailing Address: _____
 Phone #: _____ Fax #: _____
 Email Address: _____

CONTRACTOR INFORMATION
(Self Other)

Principal Contractor: _____ Contact: _____
 Mailing Address: _____
 Phone #: _____ Fax #: _____
 Email Address: _____ PA Act 132 Registration #: _____

TYPE OF WORK OR IMPROVEMENT (check all that apply)

New Home Addition Interior Improvement Repair Demolition
 Fence Shed Accessory Building Patio Deck
 Swimming Pool Electrical Other

Provide Narrative of Proposed Work: _____

Total Cost of Construction: \$ _____

BUILDING/SITE CHARACTERISTICS

Water Service:	<input type="checkbox"/> Public	<input type="checkbox"/> Private	Sewer Service:	<input type="checkbox"/> Public	<input type="checkbox"/> Private
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DESCRIPTION OF BUILDING USE

Use Group: _____
Proposed Specific Use: _____
Most Recent Use: _____
Construction Type: _____
Max Occupancy Load: _____
Sprinklered: <input type="checkbox"/> YES <input type="checkbox"/> NO

BUILDING DIMENSIONS

Existing Building Area (sf): _____	Number of Stories: _____
Proposed Building Area (sf): _____	Height of Structure above Grade (ft): _____
Total Building Area (sf): _____	Area of Largest Floor (sf): _____
Is the site located within an identified flood hazard area? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Are there any legal easements or right-of-ways on the property? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Are there any deed restrictions or a homeowners association for the property? If so, please provide a copy of the applicable section and/or letter of approval. <input type="checkbox"/> YES <input type="checkbox"/> NO	

The Applicant certifies that all information on this application is correct and the work will be completed in accordance with the approved construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code and zoning requirements adopted by Springettsbury Township. The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of-ways, flood areas, etc. Issuance of a permit and approval of construction 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 he/she understands all 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.

Signature of Owner or Authorized Agent	Print Name of Owner or Authorized Agent
Address	Date

OFFICE USE ONLY
PERMIT ISSUANCE APPROVAL LOG

Zoning _____	Building _____	Sewer/Septic _____
Plumbing _____	Accessibility _____	_____

FEES

Building Permit _____	Zoning _____	Sidewalk _____
Sewer/Septic _____	Plumbing _____	Stormwater _____
Electrical _____	Demolition _____	UCC _____
Certificate of Use/Occupancy _____	Water _____	TOTAL: _____
	District _____	

CONDITIONS OF APPROVAL:

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 Brad Hengst 717-428-1188
- 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: 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 SEEPAGE PIT** - After seepage pit is dug to correct dimensions.
- 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 SEEPAGE PIT** - After seepage pit is filled with geo-fabric, rock and pipes are installed.
- 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.

New Home Construction Permit Application and Plans Addendum (required only for New Homes)

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 attached written authorization of the owner to sign or proof of equitable ownership, such as a contract for sale or lease 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.
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.

_____ <i>Signature of Owner/Authorized Representative</i>	
Address: _____ _____ _____	Subscribed and sworn to before me this _____ day of _____, 200__
_____ <i>Signature of Notary Public</i>	
Tel. No.: _____	My commission expires: _____ <div style="text-align: right;"><i>(Seal)</i></div>

SAMPLE ONLY

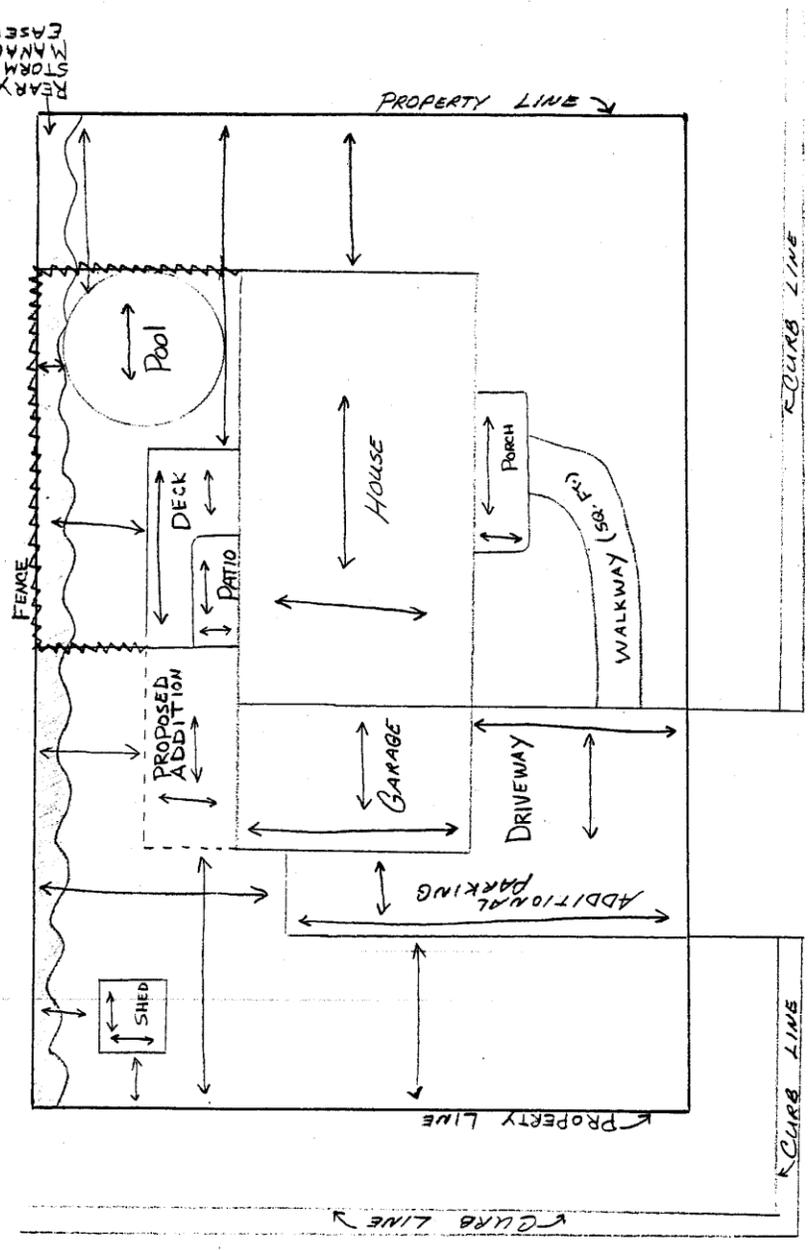
BUILDING PERMIT PLOT PLAN REQUIREMENTS

PLEASE PROVIDE A COMPLETE PLOT PLAN, USING THIS PLAN AS A GUIDE ONLY, SHOWING THE FOLLOWING INFORMATION:

1. DIMENSIONS OF ALL STRUCTURES ON THE LOT, INCLUDING DRIVEWAY WIDTH & LENGTH TO ROW LINE
2. DISTANCE OF ALL STRUCTURES ON THE LOT FROM FRONT, SIDE AND REAR PROPERTY LINES
3. LOCATION & DIMENSIONS OF ANY EASEMENTS OR ROW'S
4. DIMENSIONS OF THE LOT - LENGTH & WIDTH



REAR YARD STORAGE MANAGEMENT ASSESSMENT



CARTWAY - PAVED SURFACE

LOT SIZE _____