

BUILDING PERMITS INSTRUCTION SHEET

The following permits are required for **new homes** or **UCC required permits** prior to issuance of a building permit:

- A. State roads require a "Highway Occupancy Permit". (PENDOT 717-848-0907)
- B. Township roads require a "Township Driveway Permit" - 717-456-5913
- C. A "Sewage Permit". South Penn Code Consultants - 717-942-2248)
- D. Approved sediment control plan (York County Conservation 717-840-7430)

*Submit copies of any above which apply, with application.

The following should be completed for all construction:

- E. Complete **application forms** obtained from Township office.
- F. Responsibility for representing **property boundaries** is with the landowner. If survey stakes are not in place, the owner shall place stakes representing corners and road right-of-way locations and be willing to accept the responsibility for error.
- G. Submit a **site plan** showing the following: Property lines with measurements, proposed building, distance of proposed buildings to property lines, approved driveway location, existing buildings, existing or proposed wells, springs or streams, swales or ditches, existing or proposed seepage pits, method and location of erosion and sediment control, and existing and proposed septic systems. Stake and label all above listed locations.
- H. Submit a check for the required amount, payable to **Peach Bottom Township** for **building permit fees**.
- I. Submit the completed **application**, a **structural plan** of the proposed structure, including a description of materials.
- J. A check for **UCC inspections and administrative fees** will be required **prior to issuance** of the UCC permit. These fees will be determined during plan review based on the required inspections for each proposed project. Upon completion of the plan review, the UCC permit must be picked up at the Peach Bottom Township Office and required fees paid.
- K. **All permits must be posted and maintained at the site at all times.**
- L. Upon completion of the project, you must bring the building permit form back to the Peach Bottom Township Office to receive **Use and Occupancy** from the **Building Code Official**.

Three copies of the application, site plan, and structural plan, must be submitted to the Building Code Official to be considered a complete submission. **Incomplete submittals will not be accepted.** Any additional questions, please call Peach Bottom Township Office at 456-5083 Monday-Thursday 8:00am – 3:00 pm. or e-mail pbtwp@zoominternet.net

Setback Requirements:

Front: _____ from right-of-way of road / side _____ / rear _____
Road right-of-way is: _____

RENEWALS

A permit can be renewed after the first twelve (12) month period for up to two additional nine (9) months periods, if construction has begun by the first nine (9) month period. It is the responsibility of the permit holder to contact the Building Permit Officer to renew the permit. There is a \$50.00 renewal fee for the renewal.

APPLICATION for BUILDING PERMIT or USE CERTIFICATE

*****office use only*****

Application date: _____ Permit #: _____
Zoning District: _____ Zoning Officer Approval: _____
Tax Map: _____ Parcel: _____ BCO Approval: _____
Sewage Permit: _____ Fees: _____
Highway Occupancy Permit: _____ Zoning: _____
Well Permit: _____ Storm Water Insp.: _____
Use & Occupancy Permit: _____ MDIA: _____
UCC Admin: _____

1) _____ 2) _____
Land Owner (s) name (print) phone number

3) _____ Email _____
Land Owner (s) address

4) _____
Construction site address (if different from above)

5) _____
Contractor name & address (print)

_____ 6) _____
telephone number

7) Type of work: new home new accessory
 alteration to home addition to accessory
 addition to home mobile home

8) Brief description of work: _____

9) Value of work: _____

10) Use of structure: residence commercial storage
 office farm use garage
 other _____

11) Size of structure: Length: _____ Width _____
Height _____ Number of stories _____

12) Foundation Construction: block poured concrete other _____
13) Basement: full partial crawlspace concrete slab
 finished

14) Exterior wall material _____ 15) roof material _____

16) # of baths _____ 17) # of bedrooms _____ 18) # of other rooms _____

19) Fireplace _____ 20) Air Conditioner _____

21) Garage: () attached () detached () integral () carport () none

22) Decking/Patio: where _____ size _____ () none

23) Heating: () natural gas () fuel oil () electric () heat pump
() other _____

24) Water Supply: () public () on-site well () other _____

25) Sewage Disposal: () public () on-site septic () other _____

I/ We the undersigned, hereby apply for a permit for the purposes described in this application and the attached plans. I/We assume responsibility for the establishment of official property lines before construction. I/We understand that permit issued subsequent to this application in no way constitutes approval as to the location or grade of any building or structure by the Township unless permittee secured lines, grades, and instructions from Township Engineer.

In signing this application the applicant verifies that the facts and estimated value set forth herein have been examined and to the best of his/her knowledge are true, correct and complete. Furthermore, the applicant understands that this permit is granted on the express conditions that the stated construction is in compliance with the Municipal Ordinances and may be revoked at any time upon violation of any provisions of the said Ordinances. Falsifications of information may result in a criminal prosecution.

26) Signature of Applicant: _____ date: _____

Signature of Zoning Officer: _____

Granted Date: _____ Expiration Date: _____

Denied Date: _____ Reason: _____

REMARKS & EXPLANATION OF DETAILS OR CONTINUATION OF PROCEEDING ITEMS: (If more spec is required, continue on a separate sheet of paper and attach hereto.)

I understand that any deviation from the material as listed herein, or in the approved plans must be authorized by the approval of revised list of materials and/or plans.

Date: _____

Signature of Applicant: _____

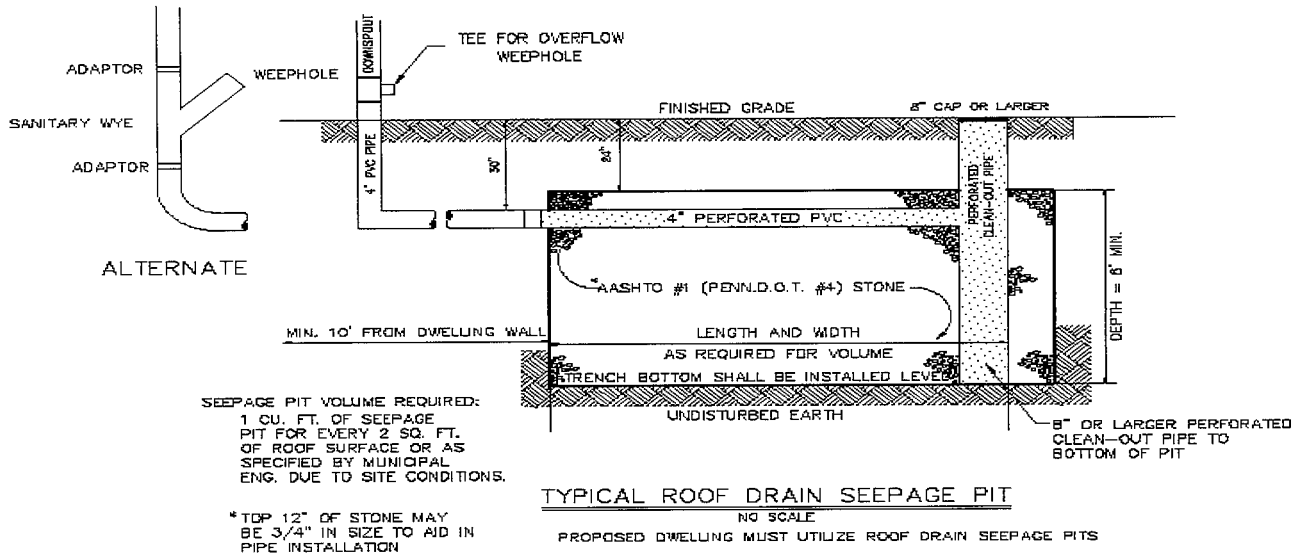
Print Name: _____

DO NOT WRITE BELOW THIS LINE

Building Inspector's Notes:

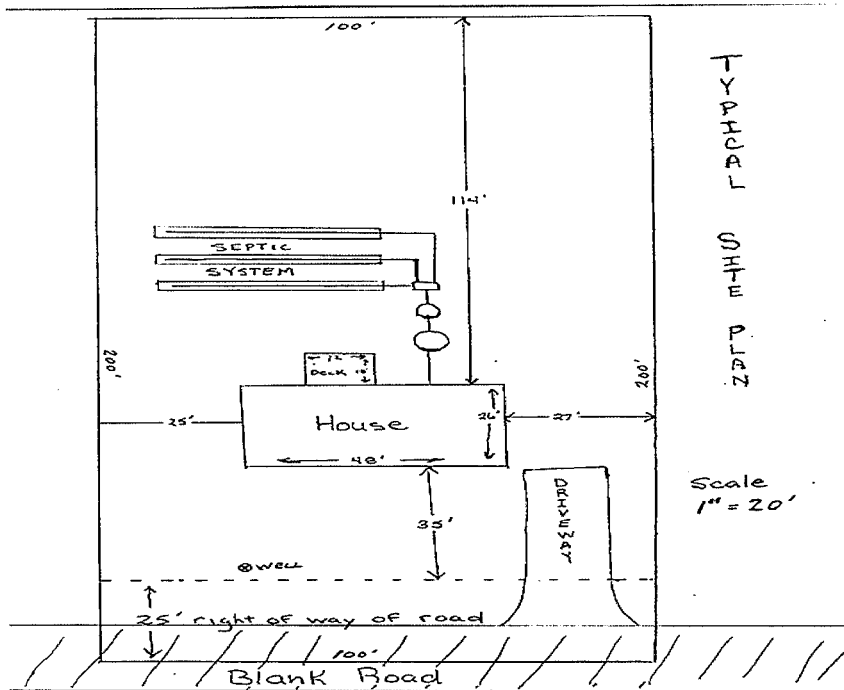
Date of Approval: _____ Signature _____
Building Inspector

Date of Approval: _____ Signature _____
Code Enforcement Officer



Erosion & Sediment Control

1. Insure that no sediment is deposited onto public roads.
2. It is a violation of State and Federal regulations to allow sediment to enter any stream or drainage channel.
3. If you have any questions concerning erosion control, please contact York County Conservation District at 717-840-7430





Residential Permit Application

The following are required to be submitted with this application:

- Three (3) Sets of Site Plans
- Three(3) Complete Sets of Construction Drawings

Property Information ID / MAP & PARCEL :

Project Address		City	Zip
Owner's Name	Phone	Fax	Email
Owner's Address	City	State	Zip

Scope of Project

Description of Work: _____

<u>Cost of Construction</u>	<u>Square Feet</u>	<u>Floors</u>	<u>Finished / Unfinished</u> Basement	<u>Attached / Detached / No</u> Garage
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Contractor Information

General Contractor:

Company Name	Phone	Fax
Address	City	State Zip
Contact	Email	Cell

Electrical Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

Plumbing Contractor:

Address	City	State	Zip
Contact	Email	Cell	

Heating/Air Conditioning Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

As the owner, lessee, design professional employed in connection with the proposed work or agents thereof, I certify that:

- All information provided on and with this application is true and correct and that 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 requirements adopted by the Municipality;
- I understand that this permit is valid for one (1) year after its issuance by the Municipality;
- I understand that this permit shall become invalid unless the authorized construction work begins within 180 days of this permit’s issuance or if the authorized construction work is stopped for a period longer than 180 days;
- I understand that no work may be started, or continued, unless a permit is issued by, and the fees paid to, the Municipality;
- I understand that, once issued, a copy of this permit will remain on the work site until the completion of this project;
- I understand that a Building Permit Placard shall be placed on the property visible from the street;
- I am responsible for locating all property lines, setback lines, casements, rights-of-way, flood areas, etc.;
- I understand that the 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;
- I understand all applicable codes, ordinances and regulations;
- Any changes to the approved documents will be submitted in writing and these changes will not occur until they have been reviewed and approved;
- I understand that South Penn Code Consultants, or their authorized representative, shall have the authority to enter areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit;
- I understand that I am required to apply for any required Zoning Permits;
- I understand that I am responsible for any plan review fees or any additional inspections fees, which may be required during construction, that were not identified during the initial permit approval; and,
- I understand that all fees must be paid in full before a Certificate of Use and Occupancy can be issued. Should I decide to cancel the project, I agree that I am responsible for any fees incurred in the reviewing process.

Applicant Printed Name	Phone	Email
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Address	City	State	Zip
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Applicant Signature

Date

WORKERS' COMPENSATION INFORMATION FORM

THIS FORM REQUIRES A NOTARY SEAL

AFFIDAVIT OF EXEMPTION

The undersigned affirm that he/she is not required to provide workers compensations insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

____Property owner performing own work. If property owner does hire a contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with these requirements.

____Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the municipality.

__ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letter for all employees).

Signature of Applicant

County of _____

Municipality of _____

Subscribed, sworn to and acknowledged before me by the above

_____ this _____ Day of _____ 20 _____

SEAL

Notary Public

MUST BE NOTARIZED