

# 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 application 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**.

**Two 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](mailto: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.



- 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\_\_\_\_\_

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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 condition 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.

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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.)

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**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: \_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE**

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Building Inspector's Notes:

Date of Approval: \_\_\_\_\_ Signature \_\_\_\_\_

Building Inspector

Date of Approval: \_\_\_\_\_ Signature \_\_\_\_\_

Code Enforcement Officer

## Residential Permit Application

The following are required to be submitted with this application:

Two (2) Sets of Site Plans

Two (2) Complete Sets of Construction Drawings

<b>Property Information</b>	ID / MAP & PARCEL :
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Project Address	City	Zip
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Owner's Name	Phone	Fax	<b>Email</b>
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Owner's Address	City	State	Zip
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<b>Scope of Project</b>
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**Description of Work:**

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

**General Contractor:**

Company Name	Phone	Fax
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Address	City	State	Zip
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Contact	<b>Email</b>	Cell
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**Electrical Contractor:**

Company Name	Phone	Fax
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Address	City	State	Zip
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Contact	<b>Email</b>	Cell
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**Plumbing Contractor:**

Company Name	Phone	Fax	
<hr/>			
Address	City	State	Zip
<hr/>			
Contact	Email	Cell	

**Heating/Air Conditioning Contractor**

Company Name	Phone	Fax	
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Address	City	State	Zip
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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, easements, 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 Signature \_\_\_\_\_

**Pennsylvania Uniform Construction Code (UCC)  
Religious Sect Exemption Affidavit**

This form may be utilized to satisfy one of the conditions excluding a dwelling or structure from one or more requirements of the UCC. It should be filled out completely and submitted to the Building Code Official in the municipality in which the dwelling will be constructed. Submission of this form does not satisfy all the requirements of the Act related to this UCC exclusion. Please **type** or **print legibly** all requested information.

Exemption Requested for:

- Electrical provisions of the International Residential Code
- Plumbing provisions of the International Residential Code
- Lumber and wood provision of the International Residential Code (other than for locations requiring wood treated for protection against decay and rot)

**Dwelling or Structure Construction Site**

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Address

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Post Office

State

Zip Code

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Township/Borough/City

County

**Dwelling or Structure Owner Information**

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Name of Owner

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Address

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Post Office

State

Zip Code

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Telephone Number

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Religious Sect

Owner Attestation

By signing this statement in the presence of a notary public, I attest to the fact that the dwelling or structure to be constricted or occupied at the site above conforms to the following criteria:

1. The applicant is a member of a recognized religious sect;
2. The religious sect has established tenets or teachings which conflict with an electrical provision of the Uniform Construction Code;
3. The applicant adheres to the established tenets or teachings of the sect;
4. In the case of a dwelling unit, the dwelling unit will be used solely as a residence for the applicant and the applicant's household;
5. In the case of a one-room schoolhouse, the one-room schoolhouse will be used solely by members of the religious sect;
6. If an applicant receives an exemption for any building under this request and the applicant subsequently sells or leases the building, the applicant shall bring the building into compliance with provision of the Uniform Construction Code from which it was exempted under this request prior to the sale or lease of the building unless the prospective subsequent owner or lessee files an affidavit in compliance with Items 1-5 above.

\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bishop of Religious Sect Signature

\_\_\_\_\_  
Date

County of \_\_\_\_\_ Municipality of \_\_\_\_\_

Subscribed, sworn to and acknowledged before me by the above

\_\_\_\_\_ this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_

SEAL

Notary Public

MUST BE NOTARIZED



**WORKERS' COMPENSATION INFORMATION FORM**

**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

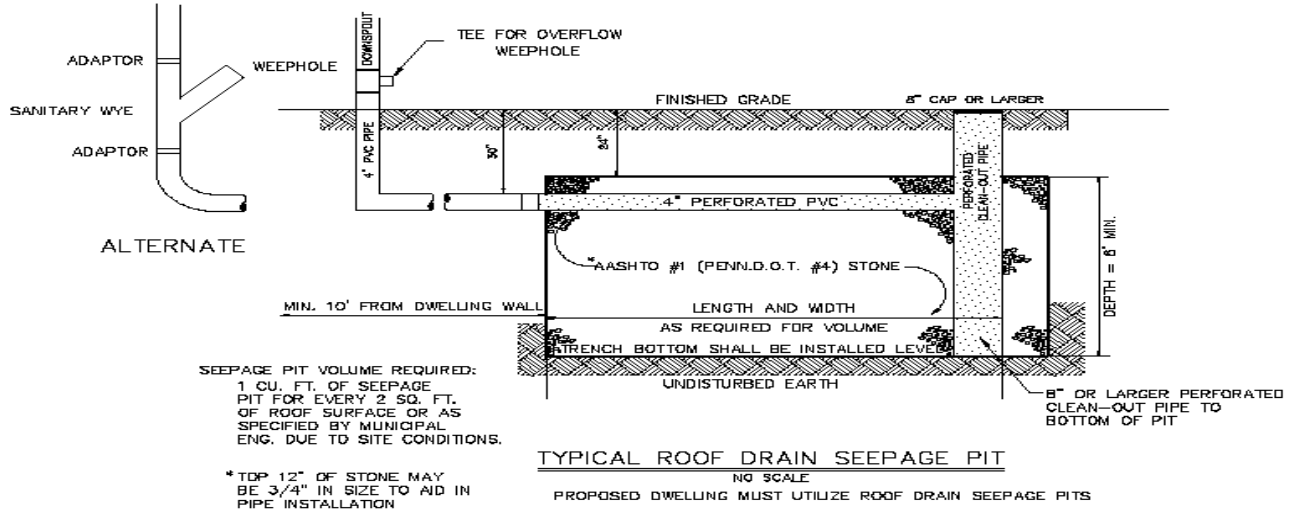
\_\_\_\_\_ this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

SEAL

Notary Public

**MUST BE NOTARIZED**

# STORM WATER CONTROL



## 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

