SUBMISSION REQUIREMENTS
The following are required for a permit and must be included with the permit application:

Complete the entire application. Print legibly or type. The application must contain the owner’s signature.

- All plans and documents shall be identified by the address, lot number or parcel ID number and subdivision name.
- List the contact person’s: name, address, telephone number, and email address (if applicable).
- Incomplete applications and documents will not be accepted. We will not accept plans and documents that are not legible or sent via fax.

Submit two (2) complete sets of plans and documents for Residential (minimum size 11”x17”) or Commercial (minimum size 2’x3’) construction.

- A Registered Design professional from the State of Pennsylvania must sign and seal all Commercial plans and calculations.
- Plans must be drawn to scale (not less than 1/8 “equals one foot). The IBC, USE GROUP, TYPE OF CONSTRUCTION, and MAXIMUM OCCUPANCY LOAD must be on the signed and sealed building plans prior to Township issuing a permit.
- Plot Plan (Site Plan) – show all structures, off street parking facilities, easements, detailed grading for entire lot, streets, alleys with dimensions from adjacent or adjoining buildings and setback lines so the inspectors can locate the building / structure. The plot plan shall show the square footage of all existing and proposed building coverage and impervious surface coverage if a Zoning Permit is required.
- A complete list of all existing and proposed tenants of the property should be included. Provide the total square footage of each use for each tenant. (i.e., office, warehouse, etc.)
- Foundation and Floor Plans (including basements/crawl spaces/decks/etc.) – show location of all hardwired interconnected smoke detector(s), and dimensions of all rooms, corridors, and spaces. Show complete details to include all footing sizes and depths.
- Prefabricated Trusses and floor joist drawings must include complete layout and each individual drawing.
- Complete Plumbing plans and diagrams in accordance with IPC. Plumbing drawings must include size and types of drain, waste, vent, and domestic water piping.
- Complete Mechanical plans and specifications in accordance with IMC. Mechanical drawings must include HVAC (heat system, water heater, etc.) type, size, and locations.
- Complete Electrical plans in accordance with NEC. Electrical drawings must include service size and location of service panel, switches, and receptacles.
- Complete Structural plans.
  a. Elevations of all sides of the building or structures with dimensions, grades, and height(s).
  b. Show typical wall section(s) and necessary details of the wall construction.
  c. Required fire rated assemblies, method of construction, and design numbers.
  d. Show the size and direction of swing for all doors and the type of fire door assemblies where required by the building codes.
  e. Show location(s) of all window(s) with sizes of glazing, ventilation, and clear openings for emergency escape.
  f. When required to be handicap accessible, show the required details on all applicable documents.
g. Required emergency lighting systems, fire alarm systems, fire extinguishing and fire suppression systems.

h. Complete Sprinkler plans and Hydraulic calculations in accordance with NFPA 13.

Additional documents may need to be provided to support the application:

- **A Certificate of Worker Compensation insurance or an Addendum** to Permit is required to be submitted for all applications to comply with PA Act 44/1993.

- **A Sewer Connection Permit application** or a copy of the On-lot Septic Permit must be submitted for new dwellings, tenant spaces, and all non-residential buildings.

- For any structures or additions proposed to be built on a property, abutting a state street or highway a copy of a **PennDOT Highway Occupancy Permit** shall be submitted along with the permit application(s).

- For any new construction, signs, accessory structures, or improvements to building and/or lot coverage areas, a **Zoning Permit** shall be submitted along with the permit application(s). Additional information regarding requirements for Zoning Permits is attached herein.

- For any change in use or a commercial building or portion thereof, or occupancy of vacant land for any reason, a **Certificate of Use Permit** shall be submitted along with the permit application(s).

**TIME FRAME**

The building code official shall grant or deny commercial permit applications, in part or whole within 30 business days, and residential building permit applications, in part or whole within 15 business days of the filing date. Every effort will be made by the Township Staff to expedite permits in an efficient and timely manner. Denied applications and documents not picked up within ten (10) days following a denial will be discarded.

**FEES/REFUNDS**

Fees are not due at the time of application submission. Fees will be calculated and collected after review of the permit and before issuance of any permit. Payment of fees does not guarantee issuance of any permits. Fees are subject to change by Resolution from the Board of Commissioners. **PAYMENTS MAY BE MADE BY CHECK, CASH, OR CREDIT CARD. Credit card payments are limited to $1,000.00.** If paying by check, please make the check payable to “Upper Allen Township”.

- **BUILDING PERMIT FEE:** $75.00 minimum for first $1,000.00 of construction cost plus $10.00 per $1,000.00 thereafter.

- **PA STATE UCC FEE:** A $4.50 fee is due for all Building Permits upon approval.

- **ZONING PERMIT FEE:** A $35 fee is due for all Zoning Permits upon approval.

- **CERTIFICATE OF USE FEE:** A $35 fee is due for all commercial (non-residential) Certificate of Use and Occupancy Permits upon approval.

- **ADDITIONAL PLAN REVIEW FEE:** For each review of construction plans beyond the initial review and report and one additional review, or if after the initial review the permit application is withdrawn, the permit applicant will be charged a plan review fee of $85 (eighty dollars) per hour (one hour minimum). Inspections not cancelled or not ready a fee of $50 per hour (one hour minimum) or as charged by a third party.

- **ADDITIONAL FEES:** Additional fees may be incurred for review of material above and beyond the fees listed in this application form. See the complete list of fees in our Resolution of Fee Schedule. The Township reserves the right to recoup all costs beyond the initial permit fee paid by the permit holder and/or applicant.

- **REFUNDS:** In the case of non-issuance or a revocation of a permit or abandonment or discontinuance of a building project, the cost of work performed under the permit shall be estimated and any excess fee for the incomplete work shall be returned to the permit holder upon written request; except that all plan examination and permit processing fees and all penalties that have been imposed on the permit holder under the requirements of this code shall be first collected. Moreover, no such excess fee shall be refunded hereunder unless the code official receives written request before the earlier of thirty (30) days following said revocation, abandonment, or the discontinuance of said permit.

I / we have read these Building Permit Procedures.

__________________________  ____________________________
Applicant                      Date
**Third Party Agency Reviews and Inspections**

**UPPER ALLEN TOWNSHIP**  
Community Development Department  
100 Gettysburg Pike  
Mechanicsburg, PA 17050  
Phone: 717:766-0756  
Fax: 717-796-9833  
www.uatwp.org

---

**Third Party Electrical Inspection Agencies**  
As of August 1, 2013, Upper Allen Township has developed a list of approved, Third Party Electrical Inspection Agencies for residential and commercial plan reviews and inspections.

- As part of the permitting process, an approved electrical plan review may be required from a Third Party Electrical Inspection Agency before a building permit is issued. Contact an agency on our list to verify.
- Two sets of approved, stamped and signed electrical drawings must accompany the permit application to the Township.

**Commercial Mechanical, Electric, Plumbing, and Energy Plans**  
For commercial applications submitted. Approved Third Party Agency reviews are required for mechanical, electric, plumbing and energy codes. Our department will conduct all inspections except electrical inspections.

**800 MHz Compliance**  
The Township has amended Chapter 192, Public Safety Radio System Amplifiers, requiring all buildings to have a minimum of 95% radio coverage on each floor of the building at minimum signal strength in the 800 MHz band. Commercial property owners may use a third party Communications Inspection Agency that is both certified by the FCC to perform the required communications plan review and inspection service and approved by the Township. A current list of approved agencies is available online or at the Community Development Department. Certification showing the building has the minimum radio coverage as required in Chapter 192 must be presented to the Township before the issuance of a Certificate of Occupancy.

**Special Note:** The applicant is responsible for submitting their drawings to Third Party Agencies for plan review and contract for scheduled inspection service.

All costs associated with these services shall be paid directly to the third party agency. The Township will not collect nor accept any fees for these services.
ATTENTION ALL WHO APPLY FOR PERMITS

1. All applicants applying for a Building Permit must submit the Addendum to Building Permit form, in compliance with Pennsylvania State Law ACT 44. Contractors must provide proof of workmen’s compensation insurance or complete an affidavit of exemption for self-employment. If you are utilizing subcontractors, they must provide the same documentation.

Homeowners and contractors who can claim an exemption must fill out Section III of the form. Section III requires a notarized signature.

Copies of Affidavit of Exemption (Addendum to Building Permit) are available at the Township office or on our website www.uatwp.org. Contractors must fill in their Contractor State # on the applicable line of the first page of this application. Registration is valid from January 1 to December 31. All contractors must re-register each year.

2. Effective immediately, all new construction and additions require a detailed grading plan of the entire lot, and grading relationships to adjacent lots. All grading (or plot) plans must show the total square footage of the lot, and existing and proposed building coverage and impervious area coverage.
COMMERCIAL BUILDING PERMIT APPLICATION

UPPER ALLEN TOWNSHIP
Community Development Department
100 Gettysburg Pike
Mechanicsburg, PA 17055

Phone: 717-766-0756    Fax: 717-796-9833
Office Hours: M-F 8:00 AM – 4:30 PM
www.uatwp.org

FOR OFFICE USE ONLY:

APP COMPLETE: □ Y □ N    RETURNED: □ Y □ N    APPROVED BY:    PERMIT #:

Site Address: ___________________________________    Parcel ID: _______________________
Applicant Name: ___________________________________    Address: _______________________
Phone: ___________________    Fax: ___________________    Email: _______________________
Owner Name: ___________________________________    Address: _______________________
Phone: ___________________    Fax: ___________________    Email: _______________________
Contractor Name: ___________________    Address: _______________________
Phone: ___________________    Fax: ___________________    Email: _______________________

CONTRACTOR STATE ID #: _______________________

Describe the proposed work in detail: _______________________

Describe in detail the proposed use of the building or structure: _______________________

TYPE OF IMPROVEMENT (Check All That Apply) □ Single Family □ Duplex □ Townhome □ Other
□ New Construction □ Addition □ Alteration □ Repair □ Demo □ Foundation Only

HVAC: Type of Heating/Ventilating/Air Conditioning System (i.e. electric, gas, oil, etc.) _______________________

WATER SERVICE: (Check One) □ Public    □ Private

SEWER: (Check One) □ Public    □ Private (Septic Permit #: _______________________

NO. FIREPLACE(S):________ Type of Fuel: ___________BTU’s: ___________ Type Vent: ___________

For Heated Swimming Pools Provide the Location of Fuel Supply and the Distances to Structures and ANY Openings in the Structure

ESTIMATED COST OF CONSTRUCTION (reasonable fair market value): $ _______________________
Cost of construction is subject to verification by the Building Official based on current valuation tables.
INTERNATIONAL BUILDING CODE TYPE OF CONSTRUCTION: (Check One)

☐ 1-A  ☐ 1-B  ☐ 2-A  ☐ 2-B: NON-COMBUSTIBLE CONSTRUCTION
☐ 3-A  ☐ 3-B: EXTERIOR NON-COMBUSTIBLE, INTERIOR MATERIALS PERMITTED BY CODE
☐ 4:  HEAVY TIMBER
☐ 5-A  ☐ 5-B: ANY MATERIAL PERMITTED BY CODE (MOST SINGLE FAMILY DWELLINGS)

USE GROUP: Existing ________________________________  Proposed ________________________________

RESIDENTIAL USE GROUPS: Number of Units/Suites/Rooms ______  Number of Dwelling Units ______

PARKING: Number of off-street parking spaces:  Existing: _________  Proposed: __________
Handicap Accessible: __________  Van Accessible Handicap: __________

FACTORY/HIGH HAZARD/STORAGE: F, H, or S Use Groups: Submit a detailed list of all contents and quantities of materials that will be used/stored in the proposed structure (include CAS # & MSDS).

OCCUPANCY: (Maximum # of persons that may be inside the building/structure at one time)

Total Occupancy Loads (Maximum):  Existing: _________ Persons  Proposed: _________ Persons

Total Number of Employees (Maximum):  Existing: _________ Persons  Proposed: _________ Persons

ELEVATOR: (Check One)  ☐ Yes  ☐ No

APPLICANT: PLEASE READ AND SIGN

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 all applicable codes, ordinances and regulations of Upper Allen Township. The applicant certifies that all work will be completed in accordance with all State and Federal regulations.

The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, 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 Upper Allen Township 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. If the application is made by a person other than the owner in fee, it shall be accompanied by an affidavit of the owner or the qualified applicant or a signed statement of the qualified applicant witnessed by the code official or his designee to the effect that the proposed work is authorized by the owner in fee and that the applicant is authorized to make such application. The full names and addresses of the owner, lessee, applicant and responsible officers, if the owner or lessee is a corporate body, shall be stated in the application.

For each review of construction plans beyond the initial review and report and one additional review, or if after the initial plan review the permit application is withdrawn, the permit applicant will be charged a plan review fee based on a per hour charge set forth by the Board of Commissioners. I certify that the code official or the code official’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.

FEES:

$75.00 minimum for first $1,000.00 of construction cost plus $10.00 per $1,000.00 thereafter. A PA State UCC fee of $4.50 is also charged to each permit. The Township reserves the right to recoup all costs beyond the initial permit fee paid by the permit holder and/or applicant.

Signature of Applicant  ________________________________  Print Name  ________________________________  Date  __________

Signature of Owner  ________________________________  Print Name  ________________________________  Date  __________

Building Permit-Commercial ApplicationZ:\Community Development\Forms And Templates\Applications\Building Permit-Commercial Application.Docx
ADDENDUM TO BUILDING PERMIT

Municipality: Upper Allen Township
Date Issued
Permit No

I. The Applicant for the Building Permit, in compliance with Act 44 of 1993, hereby submits:

   ____ Certificate of Insurance (Please attach)
   ____ Certificate of Self-Insurance (Please attach)
   ____ Affidavit of Exemption (Complete Section III below)

II. If a Certificate of Insurance or Self-Insurance has been submitted, please complete the following:

   Name of Insurer or Self-Insurer: ______________________________
   Address _____________________________________________________
   City __________________________ State __________ Zip Code ________
   Policy No __________________________ Coverage Period Ends __________

   Name of Contractor/Policyholder ________________________________
   Address _____________________________________________________
   City __________________________ State __________ Zip Code ________
   Contractor/Policyholder’s Federal/State Employer Identification Number (EIN) ______

1. This policy provides coverage for the requirements of the Worker’s Compensation Act, the
   Occupational Disease Act, and where applicable, the Federal Longshore and Harbor Worker's
   Compensation Act.
2. The Insurer has been notified that the municipality issuing the Building Permit is to be named a
   policy certificate holder.
3. Any Subcontractors used on this project will be required to carry their own Worker's Compensation
   coverage.
4. The Contractor/Policyholder will notify the municipality of any change in status, cancellation or
   expiration of Worker’s Compensation coverage.
5. Violation of the Worker’s Compensation Act or the terms of this permit will subject the
   Contractor/Policyholder to a stop-work order and other fines and penalties as provided by law.

III. If an exemption is being claimed, please complete the following and sign in the presence of a Notary
    Public.

   Basis for exemption (Check One)

   ____ Applicant is an individual who owns the property
   ____ Contractor/Applicant is a sole proprietorship without employees
   ____ Contractor/Applicant is a corporation and the only employees working on the project have and
     are qualified as “Executive Employees” under Section 104 of the Worker’s Compensation Act.
     Please explain: ________________________________________________________________
All of the Contractor/Applicant’s employees on the project are exempt on religious grounds under Section 304.2 of the Worker’s Compensation Act. Please explain:

Other, Please explain:

Name of Applicant

Address

City State Zip Code

Applicant’s Federal/Employer Identification Number (EIN)

1. Any Subcontractors used on this project will be required to carry their own Worker’s Compensation coverage.
2. The Applicant is not permitted to employ any individual to perform work on this project pursuant to the permit in violation of the Act.
3. Violation of the Worker’s Compensation Act or the terms of this permit will subject the Applicant to a stop-work order and other fines and penalties provided by law.

My signature on behalf of or as the Contractor/Applicant for this Building Permit constitutes my verification that the statements contained here are true, and that I am subject to the penalty of 18 PA C.S.A. S4904 relating to unsworn falsifications to authorities.

Signature

Name (Please Print)

Title

Name of Company

Note: Applicant’s Copy to be attached to permit and posted. Municipality’s Copy to be filed with the Permit Copy.
All applications must be completed in full with the Owner and Applicant signatures. All Zoning Permit Applications require that a plot plan or site plan be submitted along with the application.

The Plot Plan / Site Plan must include the following:

- Proposed work location and dimensions.
- All existing structures with their dimensions.
- Percent of Lot Coverage and of Building Coverage.
- All existing impervious (paved / concrete drives, sidewalks, patios) surfaces with their dimensions, as well as all future impervious surfaces.
- Known easements and setbacks.
- Streets and alleys.
- Property lines with dimensions (length, width and parcel square footage).
- Any notes on an approved subdivision or land development plan associated with the property shall be identified and noted on the plot/site plan.
- Non-residential establishments only: If one has not already been secured, non-residential establishments within the Township are required to have secured a Certificate of Use and Occupancy. The required form is attached.
- If a sign is to be placed on Township property or along public rights-of-way, approval may be required from the Board of Commissioners. Contact Community Development for more information.
- Incomplete applications will result in delayed processing.

Supplemental information to be included with the application (if applicable):

- If the project involves 1,000 – 4,999 square feet of new impervious surface, the “Simplified Approach” permit application shall be completed.
- If the project involves 5,000 square feet or more new impervious surface or earth disturbance, a stormwater management plan is required.
- If the project proposes an earth disturbance of 5,000 square feet or more, a copy of the approved E&S Plan and/or NPDES Permit from the Cumberland County Conservation District is required.
- If the project construction within a flood prone/floodplain area, the “Supplement Building Permit Application Form for Development in the Floodplain” shall be completed.
ADDITIONAL INFORMATION

- Review – The application will be reviewed for compliance with all applicable Township codes and ordinances.

- Permit Granted – Once approved, applicant will receive an approval notification via email or phone call. Per Section 245-19.3 of the Zoning Ordinance, it is unlawful for any work to commence prior to the issuance of a permit. **Permits are deemed issued once the permit is approved by the Zoning Officer, paid for, and picked up by the applicant from the Township office.**

- Inspections – A minimum of two inspections are required for all Zoning Permits. Additional inspections beyond the required Setback and Final Inspections will be on a case by case basis. Call the Township office at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant, on behalf of the property owner.

- Fees – **Permit fees must be submitted once the permit is approved. Payment may be made by check, cash, or credit card.** If paying by check, please make the check payable to “Upper Allen Township”. Credit card payments are accepted up to $1,000.00.

  The current fee for Zoning Permits is $35.00 upon approval.
  The current fee for a Certificate of Use and Occupancy is $35.00 upon approval.

  - Fees are subject to change at any time by Resolution from the Board of Commissioners.
  - Non-profit entities may have the Zoning Permit fee waived for installation of a sign. A copy of the IRS determination letter must be accompanied with the application.

Certificates of Use

The Upper Allen Township Zoning Ordinance outlines Certificate of Use requirements and permitted uses for each Zoning District. Copies of the Ordinance and Map are available for review or purchase in the Community Development Department.

Each application for a Certificate of use is subject to a review process outlined below and may only be issued when each of the following steps has occurred.

1. The application is received by the Community Development Department. The application is then checked by the staff for compliance with the Zoning Ordinance. This review is to ensure that the proposed use is permitted in the zone and the other regulations have been met.
2. The Zoning officer will review the application and, if necessary, make comments or impose conditions that will guarantee compliance with the Zoning Ordinance. Once the permit is generated the Zoning Officer will sign it.
3. Staff will conduct an inspection of the property and present the applicant with the approved permit. The inspection will be performed within 14 working days of the permit approval. Inspection is to ensure the applicant has met all conditions and is in compliance with the Zoning Ordinance.
Any use of the property prior to issuance of a certificate of use will be considered a violation of the Zoning Ordinance.

---

Township Zoning Ordinance, Ch. 245, Article XIX: Administration and Enforcement

§ 245-19.6 Certificate of use.

A. A certificate of use shall be a statement issued by the Zoning Officer, setting forth either that a building, structure, parcel or use of land complies with the provisions of this chapter.

B. No vacant land shall be occupied or used, and no structure or part of a structure hereafter erected, substantially altered or changed in use shall be occupied or used until a certificate of use shall have been issued by the Zoning Officer.

C. A certificate of use for the use or occupancy of vacant land or for a change in the use of land or for a change in the use of an existing building, either for a whole or part of a new building or for the alteration of an existing building, shall be applied for coincident with the applications for a building or zoning permit and shall be issued or denied within 15 days after a final inspection by the Zoning Officer.

D. A certificate of use for changing or extending a nonconforming use existing at the effective date of this chapter or of an amendment thereto shall be applied for and issued before any such nonconforming use shall be changed or extended. Such certificate shall be issued within 15 days after a final inspection and approval by the Zoning Officer.

E. A record of all certificates of use shall be kept on file in the office of the Zoning Officer, and a copy shall be furnished on request to any person having a proprietary or tenancy interest in the building or land affected.
ZONING PERMIT APPLICATION
UPPER ALLEN TOWNSHIP

Community Development Department
100 Gettysburg Pike
Mechanicsburg, PA 17055

Phone: 717-766-0756  Fax: 717-796-9833
Office Hours: M-F 8:00 AM – 4:30 PM
www.uatwp.org

FOR OFFICE USE ONLY: APP COMPLETE: ☐ Y ☐ N  RETURNED: ☐ Y ☐ N  FEE WAIVED: ☐ Y ☐ N  PERMIT #:__

Application is hereby made to Upper Allen Township for a zoning permit in conformity with the requirements of
Zoning Ordinance No., 771 and any amendments thereto for the following work:

NOTE: A DIMENSIONAL PLOT PLAN MUST BE SUBMITTED SHOWING PROPOSED WORK AND ALL EXISTING STRUCTURES
(Must include Property Lines [Length, Width, Parcel Square Footage], Known Easements & Setbacks)

Site Address: ___________________________  Parcel ID: ___________________________

Subdivision/development plan name or recording date: ___________________________

Book/Page or Instrument #: ___________________________

Applicant Name: ___________________________  Address: ___________________________

Phone: ___________________________  Ph. 2: ___________________________  Email: ___________________________

Owner Name: ___________________________  Address: ___________________________

Phone: ___________________________  Ph. 2: ___________________________  Email: ___________________________

Contractor Name: ___________________________  Address: ___________________________

Phone: ___________________________  Ph. 2: ___________________________  Email: ___________________________

Project/Description of work: ___________________________

Type of Work: ☐ New Construction  ☐ Addition  ☐ Fence  ☐ Shed  ☐ Pool A-G / I-G (Dive Y/N __)

☐ In-kind Replacement  ☐ Driveway  ☐ Other: ___________________________

☐ Sign  No. of Signs: _______  Replacement Sign: ☐ Y ☐ N Temporary Sign: ☐ Y ☐ N Length of Time: _______

Earth Disturbance: 5,000 Sq. Ft. or more? ☐ Y ☐ N If yes, submit approved E&S/NPDES from County Conservation District

SIZE OF PROPOSED STRUCTURE

Length: ___________________________
Width: ___________________________
Height: ___________________________

*Total Square Footage: ___________________________

*If > 1,000 SF submit the supplement
Stormwater Management Permit Application
“Simplified Approach”.
*If > 5,000 SF submit a stormwater management plan.

IMPERVIOUS SURFACE

Existing impervious coverage (Sq. Ft.)
(Exterior Measurements Including Covered Porches)

__________________________

Proposed impervious coverage (Sq. Ft.)

__________________________

% of Impervious Surface on Lot
(including existing and proposed improvements)

__________________________

FLOODPLAIN

Is the site located within an identified flood prone area? ☐ Yes ☐ No
Will any portion of the flood prone area be developed? ☐ Yes ☐ No ☐ N/A

If any construction or development will be within a flood prone area the “Supplement to Building Permit Application Form for Development in the Floodplain” must be completed and submitted along with this application.

The property owner or authorized agent hereby agrees to comply with all applicable Township codes, laws, ordinances, and regulations, and in accordance with all State and Federal regulations. The property owner alone bears the responsibility of ensuring their lot, structures, and uses thereon do not violate any notes on their subdivision or land development plan, other laws, regulations, or the rights of neighbors and other parties. Any removal or relocation of structures or uses shall be done at the owner’s expense. I hereby certify the information with this application to be true and correct, and I further agree to pay all costs as stated in the Township’s fee schedule.

I hereby agree to identify all property lines and markers. If markers cannot be located on the property, the property shall be surveyed to determine the property boundaries before building or altering anything on or near the property line. For fences and walls that are to be installed on a lot line, a survey can be required to determine proper placement. Fences, walls or other structures which may be required to be relocated, will be done so at the owner’s expense, unless a recorded consent and easement agreement, signed by all affected lot owners, accompanies the permit application.

SIGNATURE OF PROPERTY OWNER: ___________________________  DATE: ______________
SUBMISSION REQUIREMENTS FOR A PERMIT:

1. Complete the entire application. Print legibly or type. Incomplete applications will result in delayed processing.

2. A copy of a site plan and floor plan is required and shall be submitted along with the application. Is a copy of each attached? □ Y □ N

3. If alterations are proposed to the interior or the exterior of the building, then a building permit is required. Please fill out the building permit application packet.

4. Upon approval of the application, payment of fee is required. The current fee amount is $35.00. Fees are subject to change at any time by Resolution from the Board of Commissioners. Payment may be made in the form of cash, check, or credit card. Checks should be made payable to: Upper Allen Township.

5. The Applicant shall pick up the permit within two (2) weeks of notification. Please note that a Certificate of Use that has not been picked up is not considered “issued”. Any use of that property prior to issuance will be considered a violation of the Zoning Ordinance, Chapter 245.

Site Address: ________________________________ Parcel ID: ________________________________

Business Name: ________________________________ Business Address: ________________________________

Phone #: __________________ Fax#: __________________ Email: __________________

Business Contact Name: ________________________________

Phone #: __________________ Email: __________________

Owner Name: ____________________________ Owner Address: ____________________________

Phone #: __________________ Fax#: __________________ Email: __________________

Proposed Use (describe business as specifically as possible): ________________________________________________

______________________________________________

Occupancy Load: ________________ What is the size of the building / Unit / Suite: ________________

Unit / Suite Number: ________________ Previous Occupant: __________________

Is the location served by: Public Water? Yes □ No □ Public Sewer? Yes □ No □

What hours/days of the week will the business operate? ________________________________________________

What date do you propose to open for business? ________________________________________________

Do you anticipate any renovations? Please describe: ________________________________________________

______________________________________________

SIGNATURE OF OWNER: ____________________________ DATE: ____________________________
In accordance with Upper Allen Township Ordinance No. 651, adopted on February 6, 2008, all Owners and developers upon submission of a Planning Module for land development or upon initial submission of a request for Preliminary Plan approval are required to submit a Reservation of Capacity (ROC) Application, which includes the following:

1. A completed Reservation of Capacity Application (Attachment 1).
2. A copy of the Reservation of Capacity Agreement (Attachment 2), signed by the Owner/developer, which shall be completed and executed by the Board of Commissioners (if required) following review of the Application.

As a part of the Preliminary Plan review process, the Board of Commissioners (Board) shall consider the Application and confirm the number of EDU’s to be reserved. Following review and approval by the Board, the applicant shall, within five (5) days of the date that the Preliminary Plan is approved by the Board, or the date that the Planning Module is approved by DEP, do one of the following:

1. Enter into a Reservation of Capacity Agreement, or;
2. Pay in full the capacity portion of the tapping fee for each EDU shown on the Planning Module.

The Reservation of Capacity Fee, or the capacity portion of the tapping fee for each EDU shown on the Planning Module, is payable by the Owner or developer to the Township within five (5) days of the date that the Preliminary Plan is approved by the Board of Commissioners or upon approval of the Planning module by DEP, whichever occurs first.

Questions regarding these procedures should be directed to the Upper Allen Township Sewer Department at (717) 766-0756.
UPPER ALLEN TOWNSHIP
100 Gettysburg Pike
Mechanicsburg, PA 17055
717-766-0756

APPLICATION FOR PERMIT TO CONNECT TO THE SANITARY SEWER

Property Owner ___________________________________________ Parcel No. 42-

Property Address _______________________________________

Owner’s Address (if different) _______________________________________

Telephone No. ____________________ Type of System to be Installed: □ Gravity □ Pressure

Type of Building to be Served: □ Residential □ Commercial □ Industrial □ Other

Description if other than Single Family Residential __________________________ IBC Use Group _____________________

Occupancy Load if other than Residential: Estimated __________________ IBC ___________________

Number of Equivalent Dwelling Units (EDU’s) __________________________ Number of Residential Units __________________________

(Type of Building to be Served: Residential/Commercial/Industrial/Other)

Construction to be Performed By __________________________ Contractor Expected to be Employed __________________________

□ Self □ Contractor

Name __________________________

Address __________________________ Telephone Number __________________________

I UNDERSTAND THAT A PRE-CONSTRUCTION INTERNAL BUILDING INSPECTION IS REQUIRED BY THE TOWNSHIP TO INSURE THAT PLUMBING CONFORMS TO THE INTERNATIONAL PLUMBING CODE AND THE UNIFORM CONSTRUCTION CODE. I FURTHER UNDERSTAND THAT IF INTERNAL PLUMBING IS NOT PROPERLY TRAPPED AND VENTED, I WILL BE REQUIRED TO INSTALL AN EXTERNAL TRAP AND AIR INTAKE PIPE WITH VENT IN CONJUNCTION WITH THE NEW BUILDING SEWER.

FOR TOWNSHIP USE ONLY

TAPPING FEE-DATE OF PAYMENT BY $ ________ □ CASH □ CHECK NO. ________ DATE __________

INSPECTION FEE-DATE OF PAYMENT BY $ ________ □ CASH □ CHECK NO. ________ DATE __________

PRE-CONSTRUCTION INTERNAL BUILDING INSPECTION PERFORMED □ NO □ YES

TRAP/AIR INTAKE VENT REQUIRED □ NO □ YES

INSPECTED ______________________ BY ______________________

AS AN APPLICANT FOR A PERMIT TO CONNECT TO THE UPPER ALLEN TOWNSHIP SANITARY SEWER SYSTEM, I HEREBY ACKNOWLEDGE AWARENESS OF THE REQUIREMENTS OF THE RULES AND REGULATIONS ADOPTED BY UPPER ALLEN TOWNSHIP AND CERTIFY THAT THE BUILDING SEWER, SERVICE LATERAL PRESSURE LATERAL, OR GRINDER PUMP THAT IS TO BE INSTALLED UNDER THIS PERMIT EITHER BY MYSELF OR MY CONTRACTOR SHALL CONFORM TO THOSE REQUIREMENTS.

EXCEPTIONS □ (If checked, see comments)

APPLICANT __________________________

(Printed Name)

APPLICANT __________________________

(Signature)

DATE __________________________

UPON ISSUING THE SEWER CONNECTION PERMIT, THE APPLICANT IS AUTHORIZED TO CONSTRUCT THE BUILDING SEWER, SERVICE LATERAL, PRESSURE LATERAL, OR GRINDER PUMP. YOU MUST CONTACT UPPER ALLEN TOWNSHIP FOR A FINAL INSPECTION AND TESTING BEFORE CLOSING TRENCH.

COMMENTS:

PERMIT ISSUED: __________________________

Date ________ Permit # ________ Signature ________

COPY A - Township COPY B - Applicant COPY C - Bookkeeping
DEVELOPMENT NOTICE
STREETS & IMPROVEMENTS

Please be advised that it is the "POLICY" of the Upper Allen Township Board of Commissioners that: Prior to the Issuing of a USE & OCCUPANCY PERMIT for any structure, building, or home within Upper Allen Township and Prior to any structure, building, or home being occupied by the occupants and/or resident, that certain improvements to the development shall be in place in order to assure the health, safety and welfare of the occupant.

Those developments where the streets have not been fully completed shall have at a minimum the base layer of bituminous black top extending from curb to curb and connecting to existing improved streets allowing necessary access to the property prior to the Certificate of Use and Occupancy being issued and the structure being occupied in any manner. All other improvements including sewer, water, elect, etc as shown on the Subdivision or Land Development Plan shall be installed and operational prior to the issuing of the Certificate of Occupancy also.

No Final Inspection of the structure, building, or dwelling will be performed until the above conditions have been met.

Please discuss and coordinate the completion of your project with the builder and/or developer to avoid any misunderstandings.

I acknowledge that I have read and understand the conditions outlined above.

_________________________  _________________________
Property-owners signature   Builders signature

_________________________
Date

This form must be submitted with the application.
Upper Allen Township
Curb Replacement

DETAIL A
CONTRACTION JOINT

NOTES
1. Provide materials and construction meeting the requirements of publication 408, Section 640 for plain concrete curb and depressed curb.
   Section 640 for plain concrete curb.
2. Space contraction joints in uniform lengths or sections.
3. Place 1/4" premolded expansion joint filler material at structures and at the end of the work day.
   Cut material to conform to area adjacent to curb or to conform to cross sectional area of curb.
4. See Rc-50 for plain concrete curb sloped top treatment at end of structures.

SECTION A-A