



UPPER ALLEN TOWNSHIP OPERATIONAL PERMIT APPLICATION

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

PERMIT #:

Site Address: _____ Parcel ID: _____

Applicant Name: _____ Address: _____

Phone: _____ Fax: _____ Email: _____

Owner Name: _____ Address: _____

Phone: _____ Fax: _____ Email: _____

Subdivision: _____ Lot: _____ Lot Size: _____

Building Construction: _____ Use Group: _____ Sprinklers: Y / N Alarms: Y / N

PURPOSE/DESCRIPTION OF WORK: _____

INSTRUCTIONS

- Clearly print or type information. Incomplete applications will be returned.
- All applications must include a building sketch showing the building layout.
- A dimensional plot plan is required for tents and outside storage/sale of items.
- A Zoning Permit is required to erect a tent. Tents must conform to safety standards per IFC 2015, Chapter 31.
- If applicable, a complete list of items for sale must be provided along with manufacturer's safety sheet.
- No operation may occur until a permit is issued and released by Upper Allen Township.
- Retail sale of fireworks must comply with the IFC 2015, Chapter 56 and NFPA 1124.
- All applications are subject to review by a Building Code Official and Zoning official.

FEES

- Houses of Worship and Public Elementary, Secondary, and Vocational Schools: \$35/Building - First Permit - \$10 Each Additional Building
- All other Non-Residential Buildings: \$50/Building - First Permit - \$10 Each Additional Building
- Fees are subject to change at any time by Resolution from the Board of Commissioners

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____