



BUILDING PERMIT APPLICATION SUBMISSION PROCEDURES

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

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

DO NOT SUBMIT PAYMENT WITH YOUR APPLICATION. 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:** \$75.50 minimum for first \$1,000.00 of construction cost plus \$13.00 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 \$40 fee is due for all Zoning Permits upon approval.
- **CERTIFICATE OF USE FEE:** A \$40 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 \$150 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. Fees will also be doubled if work begins prior to receiving a permit. 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
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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 138, 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 138 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.



RESIDENTIAL BUILDING PERMIT APPLICATION ADDITIONS, DEMOLITION AND/OR ALTERATIONS

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Mechanicsburg, PA 17055

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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
 Addition Alteration Repair Demo Foundation Only Change of Use
 Shed > 400 Sq. Ft. Structure Relocation Pool A-G/I-G (Dive: Y / N)

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.

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:
Fees are set by Resolution by the Board of Commissioners and subject to change at any time. Double permit fees will be assessed for any work that begins prior to receiving a 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

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

Notary Public Acknowledgement

_____ SEAL
State of _____ *County of* _____

I hereby certify that _____ (name) appeared before me on this _____ day of _____, 20____, and signed this form in my presence.

Notary Public Signature

My Commission Expires (Date)

Note: Applicant's Copy to be attached to permit and posted.
Municipality's Copy to be filed with the Permit Copy.



RESIDENTIAL ZONING PERMIT INSTRUCTIONS

Community Development Department
100 Gettysburg Pike
Mechanicsburg, PA 17055

Phone: 717-766-0756 Fax: 717-796-9833
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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.
- 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 of 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 approved by the Zoning Officer, paid for, and picked up from the Township office.**
- Inspections – A minimum of two inspections are required for all Zoning Permits. A Setback Inspection is required before any work begins. A Final Inspection is required after all work has been completed prior to closing the permit. 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 \$40.00 upon approval.

- *Fees are subject to change at any time by Resolution from the Board of Commissioners.*
- *Fees will be doubled if work begins prior to receiving a permit.*
- *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.*



ZONING PERMIT APPLICATION

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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: _____

Project/Description of work: _____

Type of Work: New Construction Addition Fence Shed Pool A-G / I-G (Dive Y/N ___)
 In-kind Replacement Driveway. Max slope _____% 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	IMPERVIOUS SURFACE	FLOODPLAIN
Length: _____ Width: _____ Height: _____ *Total Square Footage: _____ *If ≥ 1,000 SF submit the supplement <i>Stormwater Management Permit Application</i> "Simplified Approach" . *If ≥ 5,000 SF submit a <i>stormwater</i> management plan.	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) _____	Is the site located within an identified flood prone area? <input type="checkbox"/> Yes <input type="checkbox"/> No Will any portion of the flood prone area be developed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <i>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.</i>

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: _____