



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

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 property 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.
- **Stormwater plan.** If a **Zoning Permit** is required, the appropriate stormwater plan shall be submitted with this application. Additional information regarding stormwater management is included in the **Zoning Permit** instructions.
- A **Floodplain Development Supplement Permit to Building & Zoning Permits** application form is required for improvements to new and existing properties and buildings that are within a special flood hazard area.
- 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.
- **THIRD PARTY REVIEW FEE:** All additional costs as charged by the third party, plus all required Township and PA State fees, plus \$100 administrative fee.
- **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 17055

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, including any zoning or other permit, is issued. An approved agency list is available online at uatwp.org or at the Community Development Department. 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.

Beginning January 2024, the Township will be using Barry Isett & Associates to review certain building permits, including new residential and commercial construction. Building permits that are reviewed by the third-party review agency will automatically be reviewed for electrical plan compliance, unless the Applicant elects to have another third-party agency review their electrical plans. The Building Permit application contains additional details for how to opt out of this service.

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.

Public Radio System Communication (800 MHz Compliance)

Chapter 138, Article VI (Public Safety Radio System Amplifiers) of the Township Code requires 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, or other frequency range as approved by the county. 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 at uatwp.org 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 services.

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 also show the following information:
 - a. total square footage of the lot,
 - b. existing and proposed building coverage (in square feet),
 - c. existing and proposed impervious area coverage (in square feet),
 - d. building/yard setbacks,
 - e. any floodplain, wetland, and/or steep slope areas, and
 - f. any easements (both public and private)



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) ☐ New Construction ☐ Addition ☐ Alteration

☐ Repair ☐ Demo ☐ Foundation Only ☐ Solar ☐ Change of Use ☐ Structure Relocation

☐ Shed > 400 Sq. Ft. ☐ Swimming Pool A-G/I-G (Dive: Y / N) ☐ Other _____

☐ Multi-family/apartments/mixed-use

Will work take place on the property or a building that is partially or wholly within a floodplain, floodway, or other special flood hazard area? ☐ Yes ☐ No If yes, a "Floodplain Supplement to the Building & Zoning Permit" application form must be completed.

Is the property located in a historic district? ☐ Yes ☐ No

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: _____

ADA Accessible: _____ Van Accessible: _____

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

ELECTRICAL REVIEW

Does the proposed work involve a new electrical service or an extension to an existing electrical service? ☐ Yes ☐ No

If yes, the Township's third-party review agency will automatically review the electrical plans for compliance. If you would like to use another third-party review agency for electrical plan review, please indicate the name of the agency.

Name of 3rd party review agency: _____

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 assume 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.



COMMERCIAL ZONING PERMIT INSTRUCTIONS

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

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 (both private and public) and building/yard setbacks.
- ☐ Streets and alleys.
- ☐ Property lines with dimensions (length, width and parcel square footage).
- ☐ Complete grading plan, if any changes to grading will take place with this project.
- ☐ 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 2,000 – 7,499 square feet of new impervious surface, the “*Stormwater Management Small Project Plan*” permit application shall be completed.
- ☐ If the project involves 7,500 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.
- ☐ Floodplain. If the project is to be constructed within a flood prone/floodplain area, the “*Floodplain Supplement to Building & Zoning Permit Application*” form 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. 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.

The current fee for a Certificate of Use and Occupancy 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.*

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

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100 Gettysburg Pike
Mechanicsburg, PA 17055

Phone: 717-766-0756 Fax: 717-796-9833
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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, Chapter 245 (Ord 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
Is this property located within a historic district? ☐ Y ☐ N If yes, is a Certificate of Appropriateness required? ☐ Y ☐ N ☐ N/A

SIZE OF PROPOSED STRUCTURE

Length: _____

Width: _____

Height: _____

*Total Square Footage: _____

Total New Building Coverage: _____

**If $\geq 2,000$ SF submit the supplement Stormwater Management Small Projects Plan Application. If $\geq 7,500$ 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 floodplain, floodway, or other special flood hazard area? ☐ Yes ☐ No
Will any portion of the site be developed that is within the floodplain, floodway, or other special flood hazard area? ☐ Yes ☐ No

If yes to either question, the "Floodplain Supplement to Building & Zoning Permit Application" 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: _____



UPPER ALLEN TOWNSHIP

CERTIFICATE OF ZONING USE & OCCUPANCY APPLICATION

COMMUNITY DEVELOPMENT
100 Gettysburg Pike
Mechanicsburg, PA 17055

Phone: 717-766-0756 Fax: 717-796-9833
Monday – Friday: 8:00 AM to 4:30 PM
www.uatwp.org

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

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 \$40.00. 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:** _____

UPPER ALLEN TOWNSHIP

100 Gettysburg Pike
Mechanicsburg, PA 17055-5698
(717) 766-0756

APPLICATION FOR PERMIT TO CONNECT TO THE SANITARY SEWER

Property Owner: _____ Parcel No.: 42- _____

Lot No.: _____

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 (EDUs): _____ Number of Residential Units: _____

(Industrial Use Include Sewer Use Permit Application)

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



STREET OPENING PERMIT PROCEDURES

UPPER ALLEN TOWNSHIP
100 Gettysburg Pike
Mechanicsburg, PA 17055
www.uatwp.org

COMMUNITY DEVELOPMENT DEPARTMENT
Office Hours: Monday through Friday: 8:00 AM to 4:30 PM
Office: 717-766-0756 Fax: 717-796-9833

*A Street Opening Permit is required for all road openings of any type. **One (1) address per permit.***

1. Location – One (1) address of the proposed opening or excavation must be provided on all applications.
2. All questions on the application must be complete. Incomplete applications for street openings will not be approved.
3. Sign and date application- Provide phone numbers and email addresses where applicant may be reached.
4. Contractors assembling application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their Federal or State Employer Identification Number (EIN).
5. Site Plan – Show all dimensions of entire site (length x width and square feet of trench). Identify all streets affected by construction. Place all buildings, signals and signage, within construction area and indicate whether existing or proposed. **The contractor is responsible for the accuracy of this site plan. All easements/deed restrictions must be indicated.**

PLANS AND SPECIFICATIONS

6. Contractor must notify Upper Allen Township three (3) days prior to starting construction.
7. All road cuts must be done with a saw or equivalent and must be clean before excavation.
8. All trenches must be filled with stone and temporary patched with cold patch until permanent restoration. Permanent road work must conform to Chapter 217 of Upper Allen Township Ordinance.
9. All road openings may require additional escrow for vehicular traffic safety warning devices and signs at discretion of Upper Allen Township.

ADDITIONAL INFORMATION

10. Review – The application will be reviewed for compliance with all Township codes and ordinances.
11. Permit Granted – Once approved, applicant will receive an approval notification via email or phone call. **Work may not start until a permit has been approved and granted.**
12. Inspections – 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.
13. Fees – **Permit fees must be submitted once the permit is approved.** If paying by check, please make check payable to "Upper Allen Township". *Cash and Credit Cards (Maximum of \$1,000) are also accepted.*
14. Permit Fees – Permit fees are based on the area of disturbance. The area of disturbance includes the entire right-of-way width, not just the cartway width. *Fees are subject to change at any time by resolution adopted by the Board of Township Commissioners.*
 - For streets paved more than 5 years from the date of the permit application:
 - **\$150.00 per first 100 square feet. + \$50.00 for each additional 100 square feet (or portion thereof).**
 - Open cuts in grass or non-pavement area only (within the right-of-way):
 - **\$50.00 each 100 square feet (or portion thereof).**
 - For streets paved less than 5 years from the date of the permit, the application must receive approval of the Township's Board of Commissioners, in accordance with § 217-12. Application requests will be placed on the first available Commissioners' meeting. Attendance is required at the Commissioners' meeting.:
 - **\$500.00 per first 100 square feet + \$50.00 for each additional 100 square feet (or portion thereof), plus**
 - **The degradation fee is 200% of the permit fee value.**
 - **Any required maintenance/bonding amount, per § 217-10.**

Applicant is responsible for charges that may incur as a result of additional review time and/or inspections. Additional review time and inspection time is charged at \$50.00 per hour (one-hour minimum), unless a separate consulting firm fee is charged, as approved by the Board of Commissioners. Permit fees double if work begins without a paid permit.



STREET OPENING PERMIT APPLICATION

UPPER ALLEN TOWNSHIP
100 Gettysburg Pike
Mechanicsburg, PA 17055
www.uatwp.org

COMMUNITY DEVELOPMENT DEPARTMENT
Office Hours: Monday through Friday: 8:00 AM to 4:30 PM
Office: 717-766-0756 Fax: 717-796-9833

FOR OFFICE USE ONLY: Permit No. :

Total Permit Fee: \$

1. Address of Proposed Opening or Excavation: _____
2. Type of Opening: ☐ Macadam Opening ☐ Grass Opening
3. Approximate Size and Depth of Proposed Opening or Excavation:
Length _____ Width _____ Depth _____
4. Work Commencement Date: _____ Work Completion Date: _____
5. Method and Progression of Performing Work: _____
6. Purpose of Proposed Opening Excavation: _____
7. Applicant Name: _____
8. Applicant Address: _____
9. Phone: _____ Cell: _____ Email: _____
10. Installer Name: _____
11. Installer Address: _____
12. Phone: _____ Cell: _____ Email: _____

It is hereby agreed that the Applicant will comply with all relevant ordinances of Upper Allen Township (including Chapter 217, Code of The Township of Upper Allen) and the laws of the Commonwealth of Pennsylvania. The Applicant shall assume risks or be liable for all injuries or damages occasioned (a) by the opening or excavation of the street or (b) by the failure to properly protect the same, backfill the same, restore the surface or maintain the surface or (c) by any other action or inactions in connection therewith. The Applicant shall indemnify and save harmless the Township of Upper Allen, its officials and employees of and from any such liability.

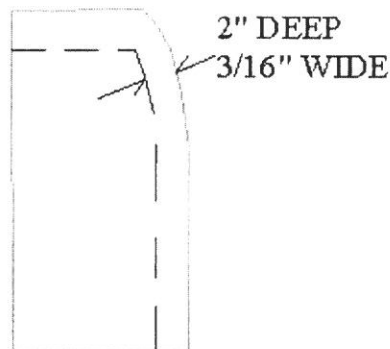
Signature of Applicant

Date

Signature of Installer

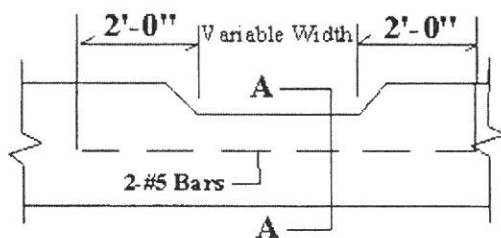
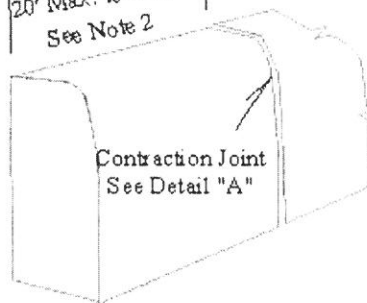
Date

Upper Allen Township Curb Replacement

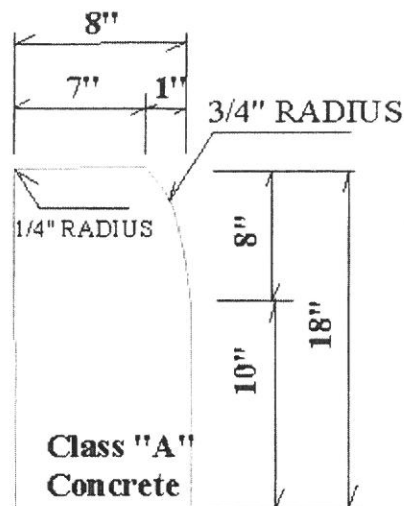


DETAIL A
CONTRACTION JOINT

Contraction Joint Spacing
20' Max. to 4' Min.
See Note 2



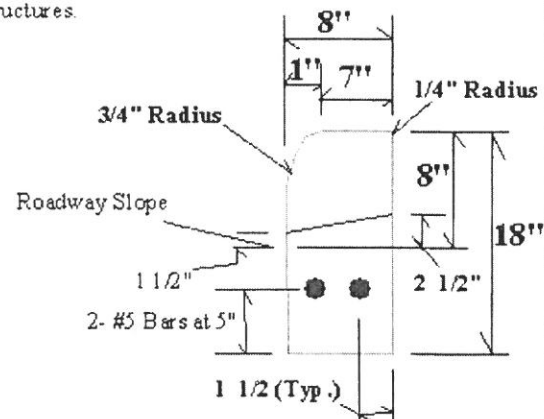
PLAN VIEW



TYPICAL CROSS SECTION

NOTES

1. Provide materials and construction meeting the requirements of publication 408, Section 630 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"-pre molded 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

**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.