

**PERMIT APPLICATION**

**IMPORTANT – APPLICANT MUST COMPLETE ALL ITEMS IN SECTIONS: I, II, III, IV, and V.**

|                                |   |  |
|--------------------------------|---|--|
| <b>I. LOCATION OF BUILDING</b> | ADDRESS: _____ Parcel No. _____   |  |
|                                | Subdivision Name: _____ Lot No. _____   |  |
|                                | <input type="checkbox"/> Zoning <input type="checkbox"/> Building <input type="checkbox"/> Demolition <input type="checkbox"/> Use & Occ. <input type="checkbox"/> Stormwater |  |

**Type of Permit:**

**II. TYPE AND COST OF BUILDING – All applicants complete Parts A-D**

|   |  |                               |                                   |                                |                                     |   |                                     |                               |  |  |   |
|---|--|-------------------------------|-----------------------------------|--------------------------------|-------------------------------------|---|-------------------------------------|-------------------------------|--|--|---|
| <p><b>A. TYPE OF IMPROVEMENT</b></p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> New Building</td> <td><input type="checkbox"/> Deck</td> </tr> <tr> <td><input type="checkbox"/> Addition</td> <td><input type="checkbox"/> Fence</td> </tr> <tr> <td><input type="checkbox"/> Alteration</td> <td><input type="checkbox"/> Shed/Accessory Structure</td> </tr> <tr> <td><input type="checkbox"/> Demolition</td> <td><input type="checkbox"/> Pool</td> </tr> <tr> <td><input type="checkbox"/> Earth Disturbance/Grading</td> <td><input type="checkbox"/> Modifying Stormwater Runoff</td> </tr> </table> <p>Proposed Work (Describe in Detail):<br/>       _____<br/>       _____<br/>       _____<br/>       _____<br/>       _____</p> <p>Square footage _____ Square footage added by permit _____<br/>       Number of stories _____</p> | <input type="checkbox"/> New Building                | <input type="checkbox"/> Deck | <input type="checkbox"/> Addition | <input type="checkbox"/> Fence | <input type="checkbox"/> Alteration | <input type="checkbox"/> Shed/Accessory Structure | <input type="checkbox"/> Demolition | <input type="checkbox"/> Pool | <input type="checkbox"/> Earth Disturbance/Grading | <input type="checkbox"/> Modifying Stormwater Runoff | <p><b>C. USE</b></p> <p><input type="checkbox"/> Residential -or- <input type="checkbox"/> Nonresidential</p> <p>Are you changing Use?<br/> <input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p>Existing Use: _____</p> <p>Proposed Use: _____</p> |
| <input type="checkbox"/> New Building   | <input type="checkbox"/> Deck                        |                               |                                   |                                |                                     |   |                                     |                               |  |  |   |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Fence                       |                               |                                   |                                |                                     |   |                                     |                               |  |  |   |
| <input type="checkbox"/> Alteration   | <input type="checkbox"/> Shed/Accessory Structure    |                               |                                   |                                |                                     |   |                                     |                               |  |  |   |
| <input type="checkbox"/> Demolition   | <input type="checkbox"/> Pool                        |                               |                                   |                                |                                     |   |                                     |                               |  |  |   |
| <input type="checkbox"/> Earth Disturbance/Grading  | <input type="checkbox"/> Modifying Stormwater Runoff |                               |                                   |                                |                                     |   |                                     |                               |  |  |   |

|  |              |              |          |          |  |          |            |  |          |                  |  |          |            |  |          |                                  |  |          |   |
|--|--------------|--------------|----------|----------|--|----------|------------|--|----------|------------------|--|----------|------------|--|----------|----------------------------------|--|----------|---|
| <p><b>B. COST (including labor &amp; material)</b></p> <table style="width:100%;"> <tr> <td style="width:30%;">Building</td> <td style="width:10%;">(omit cents)</td> <td style="width:20%;">\$ _____</td> </tr> <tr> <td>Plumbing</td> <td></td> <td>\$ _____</td> </tr> <tr> <td>Electrical</td> <td></td> <td>\$ _____</td> </tr> <tr> <td>Sprinkler System</td> <td></td> <td>\$ _____</td> </tr> <tr> <td>Mechanical</td> <td></td> <td>\$ _____</td> </tr> <tr> <td><b>TOTAL COST OF IMPROVEMENT</b></td> <td></td> <td>\$ _____</td> </tr> </table> | Building     | (omit cents) | \$ _____ | Plumbing |  | \$ _____ | Electrical |  | \$ _____ | Sprinkler System |  | \$ _____ | Mechanical |  | \$ _____ | <b>TOTAL COST OF IMPROVEMENT</b> |  | \$ _____ | <p><b>D.</b></p> <p>Building Sprinkled: Yes _____ No _____</p> <p>Water Supply: Public _____ Private _____</p> <p>Sewage Disposal: Public _____ Private _____</p> <p>Structure in flood plain: Yes _____ No _____</p> <p>New buildings and additions require a plot plan drawn to scale showing proposed work, existing structures on site, distances from lot lines and established grades.</p> <p>Two (2) sets of plans and specifications required.</p> <p>A description of work accompanied by plans of proposed work required.</p> <p>Additional information may be required upon plan review.</p> |
| Building   | (omit cents) | \$ _____     |          |          |  |          |            |  |          |                  |  |          |            |  |          |                                  |  |          |   |
| Plumbing   |              | \$ _____     |          |          |  |          |            |  |          |                  |  |          |            |  |          |                                  |  |          |   |
| Electrical   |              | \$ _____     |          |          |  |          |            |  |          |                  |  |          |            |  |          |                                  |  |          |   |
| Sprinkler System   |              | \$ _____     |          |          |  |          |            |  |          |                  |  |          |            |  |          |                                  |  |          |   |
| Mechanical   |              | \$ _____     |          |          |  |          |            |  |          |                  |  |          |            |  |          |                                  |  |          |   |
| <b>TOTAL COST OF IMPROVEMENT</b>   |              | \$ _____     |          |          |  |          |            |  |          |                  |  |          |            |  |          |                                  |  |          |   |

**III. ZONING REQUIREMENTS (as applicable)**

|                                |  |
|--------------------------------|--|
| Zoning District _____          | Corner Lot (Y/N) _____                 |
| Front Yard Setback _____       | No. of Off Street Parking Spaces _____ |
| Left Side Yard Setback _____   | Sq. Ft. of Structure (Footprint) _____ |
| Right Side Yard Setback _____  | Sq. Ft. of Lot _____                   |
| Rear Yard Setback _____        | Proposed Impervious Area* _____        |
| Height of Structure _____      | Total Impervious Area on Lot _____     |
| Finished Floor Elevation _____ | Percentage of Lot Impervious _____     |
| Number of Stories _____        |  |

\*Stormwater controls and report are required for any project proposing 1,000 sq ft or more of impervious area. See Section IV.

**IV. STORMWATER REQUIREMENTS**

**A. INDICATE AMOUNT OF PROPOSED IMPERVIOUS AREA (SQUARE FEET)**

- 0 – 999 sq ft = No Stormwater Report or Calculations are Required
- 1,000 - 5,000 sq ft = Provide Volume Controls and SWM Site Plan/Report
- > 5,000 sq ft = Provide Rate Controls, Volume Controls, SWM Site Plan/Report and Record Drawing

Note: If any Best Management Practices (BMPs) are proposed to provide stormwater volume/rate controls, the applicant must sign an Operation and Maintenance Agreement with the Township to ensure long-term maintenance of the facility.

**V. IDENTIFICATION – To be completed by all applicants**

|                     | Name | Mailing Address         | Telephone |
|---------------------|------|-------------------------|-----------|
| Owner Or Lessee     |      |                         |           |
| General Contractor  |      |                         |           |
| Permit Applicant    |      |                         |           |
|                     |      | Contact Person's Email: |           |
| Design Professional |      |                         |           |
|                     |      |                         |           |

**Applicant's Certification:** As the owner or the authorized agent of the project for which this application is filed, I certify that:

- The description of use, estimated construction cost and all other information provided as part of this application for a building permit is correct.
- The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from Lower Swatara Township.
- This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401 – 405.
- Any changes to the approved documents will be filed with the Township Code Department.
- If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to the Township Building Code Official.
- No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401 – 405.
- If signed by someone other than the construction owner, this work has been authorized by the owner of record, and I have been authorized by the owner to complete this application on his behalf. I will be acting on behalf of the owner as:

\_\_\_\_\_ DESIGN PROFESSIONAL    \_\_\_\_\_ CONTRACTOR    \_\_\_\_\_ AGENT

**APPLICANT MUST COMPLETE ONE OF THE SECTIONS BELOW:**

Applicant, if other than owner:

Owner:

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Signature                                  Date

\_\_\_\_\_  
Signature                                  Date

**VI. ZONING OFFICER APPROVAL**

|                         |          |       |  |
|-------------------------|----------|-------|--|
| District _____          |          |       | Use _____                                |
| Front Yard Setback      | Required | Shown | Conforming _____                         |
| Left Side Yard Setback  | _____    | _____ | Fee \$ _____                             |
| Right Side Yard Setback | _____    | _____ | Non-Conforming _____                     |
| Rear Yard Setback       | _____    | _____ | Easements _____                          |
| Building Height         | _____    | _____ |  |
| Maximum Impervious      | _____    | _____ |  |
| NOTES: _____            |          |       | _____                                    |
|                         |          |       | Zoning Officer                      Date |

**VII. CODE OFFICIAL APPROVAL**

|                             |                                      |                   |       |
|-----------------------------|--------------------------------------|-------------------|-------|
| Application Fee             | App Fee \$ _____                     |                   |       |
| Building Permit No. _____   | Permit Fee \$ _____                  | Construction Type | _____ |
| Plumbing Permit No. _____   | Permit Fee \$ _____                  | Use Group         | _____ |
| Electrical Permit No. _____ | Permit Fee \$ _____                  | Occupancy Load    | _____ |
| Demolition Permit No. _____ | Permit Fee \$ _____                  |                   |       |
| DCED                        | Fee \$ _____                         |                   |       |
|                             | Total Codes Fee \$ _____             |                   |       |
|                             | Zoning Fee (from Section V) \$ _____ |                   |       |
|                             | <b>TOTAL FEE \$</b> _____            |                   |       |
| NOTES: _____                |                                      |                   |       |
|                             |                                      | _____             | _____ |
|                             |                                      | Code Official     | Date  |

**VIII. STORMWATER DEPARTMENT APPROVAL**

|                             |                           |                     |       |
|-----------------------------|---------------------------|---------------------|-------|
| Application Fee             | App Fee \$ _____          | SWM Site Plan       | _____ |
| O&M Agreement Recording Fee | Rec Fee \$ _____          | Volume Controls     | _____ |
|                             |                           | Rate Controls       | _____ |
|                             | <b>TOTAL FEE \$</b> _____ |                     |       |
| NOTES: _____                |                           |                     |       |
|                             |                           | _____               | _____ |
|                             |                           | Stormwater Official | Date  |

# Permit Checklist

This form **MUST BE COMPLETED** and turned in with your application.

The following permits are required to be obtained prior to the release of a building permit. A building permit is considered incomplete until the applicable permits below are obtained.

| Provided | Needed | Not applicable | Determined by L.S.T | Permit Requirements  |
|----------|--------|----------------|---------------------|--|
|          |        |                |                     | Sewage facilities planning module or exemption letter                |
|          |        |                |                     | Erosion & Sediment approvals   |
|          |        |                |                     | NPDES approvals  |
|          |        |                |                     | Zoning approvals   |
|          |        |                |                     | L.S.T street cut permit  |
|          |        |                |                     | L.S.T. sewer authority permit or on-lot septic permit                |
|          |        |                |                     | FAA Approval if in airport zone, Penn Dot AV 57 form                 |
|          |        |                |                     | Proof of Land Development/Subdivision recording                      |
|          |        |                |                     | Penn Dot HOP Permit or notice of acknowledgment that one is required |

\_\_\_ Residential Application Fee of \$50; Commercial Application Fee of \$75 Jobs exceeding \$25,000, a plan review fee is required, contact the codes department for fees.

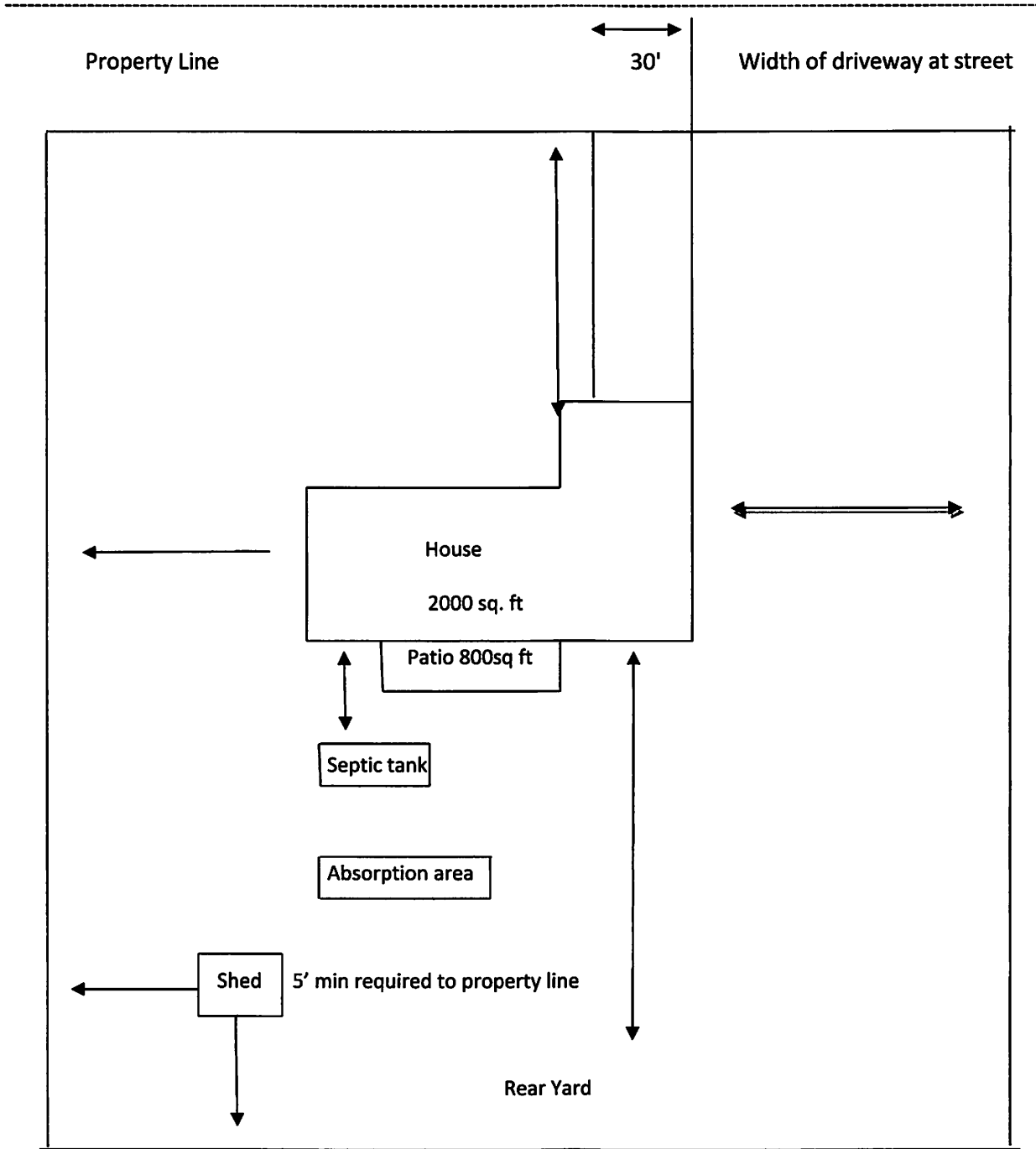
\_\_\_ 2 Sets of plans residential plans, 1 set of paper and 1 digital copy for commercial. 2 sets of paper copy of commercial electrical plans required. Minimum size: Residential – 11”x17”; Commercial – 24”x36”

\_\_\_ Workers Compensation with Lower Swatara Township as the certificate holder required. Notarized waiver form required if the contractor is exempt from the Workers Compensation Law. Home owners performing their own work or acting as the General Contractor are exempt.

\_\_\_ Commercial Electrical Review is done by a township approved third party. Whoever reviews the plans shall be contacted for inspections. Electrical pages should be separated from the remainder of plans. At permit application, provide which electrical third party you want to review the plans and provide contact information for whom they should bill for their services and contact for questions.

SAMPLE PLOT PLAN

Spring Garden Drive



Proposed Construction \_\_\_\_\_ sq. ft.      Sidewalks/patio \_\_\_\_\_ sq.ft.

Existing Structures \_\_\_\_\_ sq. ft.      Total Coverage \_\_\_\_\_ sq. ft.

Driveway \_\_\_\_\_ sq. ft.      Lot Size \_\_\_\_\_ sq. ft.

Greater then 1000sq ft of disturbance requires a

Storm water management permit.

Plot plan to include the following: Accurate property lines, lot size with dimensions, location of easements and right of ways, dimensions and square footage of all impervious areas-drive ways, sidewalks/patios, structures including sheds etc. A survey of your property maybe necessary for compliance.