

SPRING GARDEN TOWNSHIP

APPLICATION FOR BUILDING PERMIT/USE CERTIFICATE

PA UCC and referenced INTERNATIONAL BUILDING CODE SERIES is enforced

APPLICATION FOR ZONING PERMIT

1. PROPERTY INFORMATION

Site Address: _____

UPI: _____ Zoning District: _____ Ward: _____
(tax map & parcel number)

Is this property in a Floodplain? _____yes _____no

2. OWNER'S INFORMATION

First Name _____ Mi: _____ Last Name: _____ Phone No.: _____

Street Address: _____ City: _____ State: _____ Zip: _____

3. BUILDING PERMIT INFORMATION

Description of Work: (also provide details on a separate plot plan along with existing structures on lot)
(provide framing and elevations if necessary)

Lot Size: _____ Acres/Sq.ft.

New Impervious Area:
Building/Addition: _____ sq.ft. Paving/Concrete: _____ sq.ft.

Estimated Cost of Construction: _____ Height of Proposed: _____

Estimated Start Date: _____ Estimated Completion Date: _____

4. CERTIFICATION

*I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make application as his authorized agent and I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable laws of this jurisdiction.
I further certify that this information is true and correct to the best of my knowledge.*

Applicant Signature _____ Date _____

Address _____ Phone No. _____

5. **CONTRACTOR INFORMATION**

Name of Contractor _____ Phone No. _____

Person in charge of work _____ Phone No. _____

Email Address: _____

Contractor address _____

City _____ State _____ Zip _____ PA HIC Reg. # _____

Proof of Workman's Compensation Insurance: Attached _____ On File _____ Waiver _____

6. **SUBCONTRACTOR INFORMATION**

(Please list subcontractors for major trades, use additional sheet(s) if applicable)

Contractor _____ City/State/Zip _____ Phone No _____

Contractor _____ City/State/Zip _____ Phone No _____

Contractor _____ City/State/Zip _____ Phone No _____

Other Permits Required:

_____ Floodplain Management Review

_____ Storm Water Management: Facility _____ O&M Agreement _____ Fee in Lieu _____

_____ Plumbing

_____ Sewage Certificate Type: Public _____ On Lot _____

_____ Driveway Certificate Type: Twp. _____ Penn Dot _____ Permit No. _____

_____ Water: Public _____ Well _____ Other _____

_____ Soil Erosion Plan: _____ Soil Conservation Review: _____

_____ Fire Department Review: _____

_____ Dumpster: _____

_____ Jiffy John: _____

7. **OFFICE INFORMATION**

Application Is: Granted _____ Denied _____

Signature of Permit Officer _____

Date _____
(permit expires one year from date)

APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING BUILDING INSPECTOR FOR REQUIRED INSPECTIONS. MINIMUM 24 HOUR NOTICE.

INSTRUCTIONS

BUILDING PERMIT AND ZONING PERMIT APPLICATION

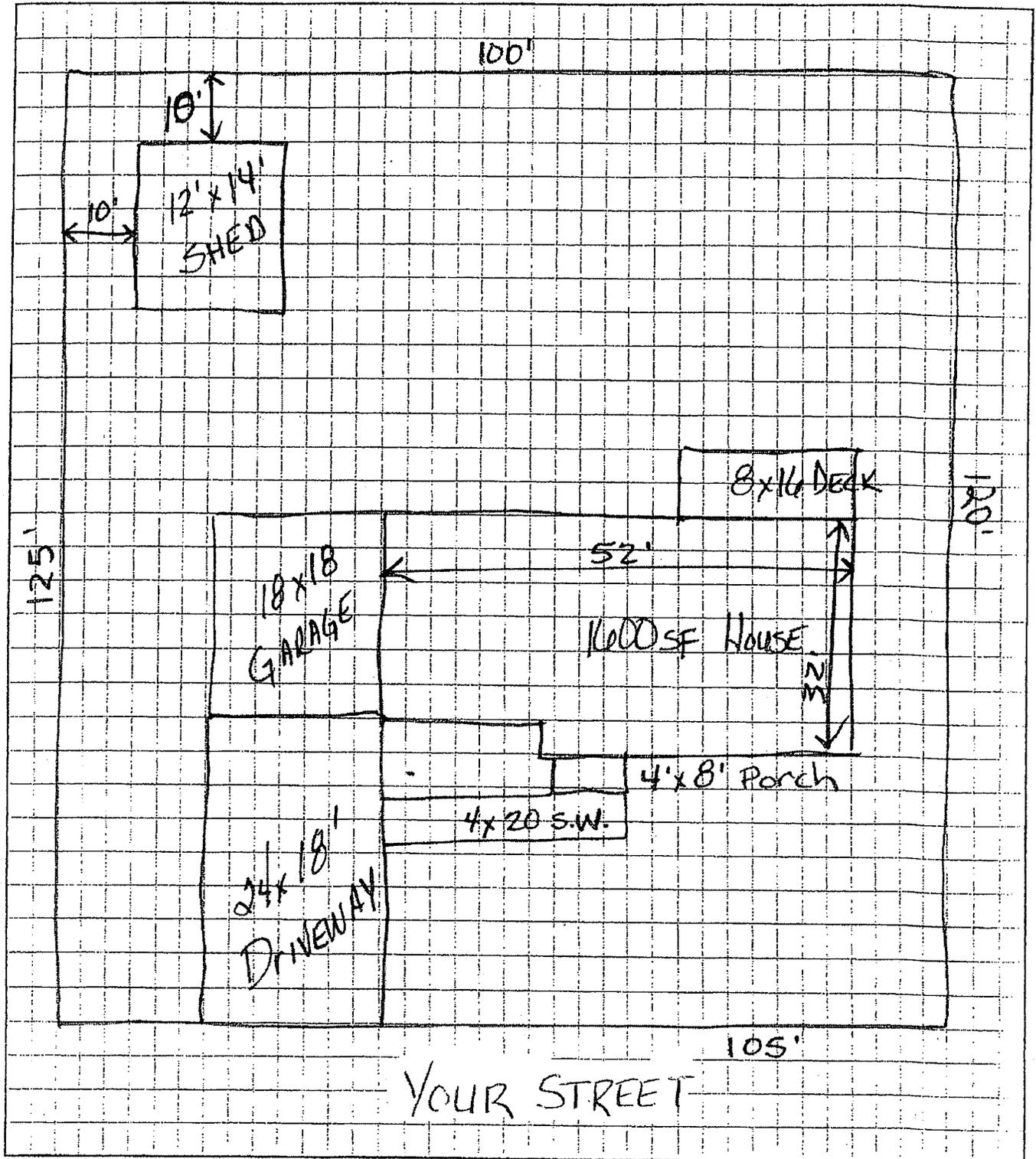
INSTRUCTIONS TO APPLICANTS FOR PERMITS:

1. No work of any kind, including excavation, may be done until a permit has first been obtained, if necessary.
2. Before filing the application, all applicable Township Ordinances and the UCC should be consulted as to permissible uses, set-back requirements, height and size limitations, parking, stormwater requirements, building construction specifications, etc.
3. The application will not be accepted unless the plot plan is provided and all information requested is fully furnished.
4. Before starting any work under a permit, the applicant is required to check all lot lines and street lines, and to strictly comply with the details set forth in the application. Any error made during construction will be required to be removed and corrected at the cost of the applicant.
5. The duty is upon the applicant, and not upon the Township, to prepare and file the application, and to strictly comply with all Township and UCC requirements. The Zoning Officer will give full information and advice, and is not permitted to prepare and file the applications or plot plans.

SAMPLE

SITE PLAN

Show lot lines, dimensions of existing and proposed structures and setback distance from all property lines.



Building Permit vs. Zoning Permit – What type of Permit is needed?

A **Building Permit** will apply for a job that falls under the State Building Code (UCC) and which requires inspections:

Examples of a **Building Permit**

- Sheds, detached garages and carports if over 1,000 sq.ft. in size
- Attached garages
- Additions
- Fences over 6' high and retaining walls over 4' high
- Replace roof framing
- Roof over patio or porch
- Enclosing an existing porch
- Deck over 30" high
- Inground swimming pools – also requires fencing
- Installation of new doors or windows, or replacement doors or windows of a different size or location
- Most electrical work – including generators
- Replacement of furnace and HVAC systems
- All commercial and Industrial remodeling and renovations
- Business signs/ Billboards
- Conversions and Change of Use and Occupancy

A **Zoning Permit** is required for all other jobs which typically do not require inspections such as:

- Sheds, detached garages and unattached carports less than 1,000 sq.ft. in size
- Fences – up to 6' high
- Retaining walls – up to 4' high
- Sidewalks and curbing
- Walkways
- Driveways
- Patio or porch with no roof or walls
- Deck – not more than 30" high
- Replace roof/ shingles (no framing involved)
- Temporary business promotion signs
- Residential Outdoor Firepit area – also needs review and approval by the Fire Department (York Area United Fire & Rescue)

For both Building Permit and Zoning Permits, all criteria of the ***Spring Garden Township Zoning Ordinance*** and ***Spring Garden Township Stormwater Management Ordinance*** must be met.

Please call the Township Office at (717) 848-2858 with any questions.

NO PERMITS ARE REQUIRED:

- Alterations/ repairs to residential buildings which do not make structural changes or changes to means of egress (i.e. – replace windows and doors, same size and same location)
- Installation of aluminum or vinyl siding on a residence
- Wallpaper, carpet, tile, paint, interior cabinetry – as long as the fixtures are not relocated
- Swings and other playground equipment accessory to a residence
- Swimming pools less than 24" high

APPLICATION:

A Building Permit or Zoning Permit Application (whichever is applicable) must be completed and submitted to the Township Administration Office, 558 S. Ogontz Street, York, PA with the following information:

- Property address
- Property owner's name and contact information
- Contractor's information and workers compensation insurance information
- A complete description of the work
- A site plan is also required showing lot size and dimensions, dimensions of structures and paving, and setbacks. Include elevation sketches if applicable.

These forms are available on our website: www.springgardentwp.org or may be obtained at the Township Administration Office.

FEES:

Payment of fees is NOT required up-front. All fees are collected after plan reviews are completed and prior to issuance of the permit.

- Zoning Permit fee is \$25.00
- Building Permit fees are based at \$7.00 per \$1,000 (or fraction thereof) for the cost of the construction PLUS plan review, inspection, administration and state permit fees as calculated by CCIS (Commonwealth Code Inspection Service), our third-party agency who will be reviewing and approving the plans.

OTHER PERMITS and FEES THAT MAY BE NEEDED:

| | |
|---|--|
| Stormwater Management plan review = | \$300.00 for small projects \$700.00 for large projects |
| Stormwater Fee = \$.50 per sq.ft. for projects less than 500 sq.ft. in size | |
| Dumpster and POD units = | \$100.00 |
| Jiffy John (portable toilet facilities) = | \$10.00 |
| Use and Occupancy Certificate = | \$50.00 |