



SPRING GARDEN TOWNSHIP

ADMINISTRATION ○ 340 TRI HILL ROAD, SUITE A
 YORK, PA 17403-5709
 PHONE NUMBER: 717.848.2858

BUILDING, CHANGE OF USE AND/OR OCCUPANCY, ZONING PERMIT, PLUMBING, AND SEWER CONNECTION APPLICATION

Select a Permit Type	
<input type="radio"/> Building	Building construction specifications in accordance with the PA UCC and International Building Code Series
<input type="radio"/> Change of Use and/or Occupancy	Building construction specifications in accordance with the PA UCC and International Building Code Series and Spring Garden Township Zoning Ordinance
<input type="radio"/> Zoning	In accordance with the Spring Garden Township Zoning Ordinance
<input type="radio"/> Sanitary Sewer Connection	Type: <input type="radio"/> Residential <input type="radio"/> Commercial <input type="radio"/> Industrial (Please complete Master Plumber information)

Project Site Information			
Property Address:		UPI/Tax Map & Parcel Number:	
Zoning District:		Ward:	
Is the property in the floodplain?	<input type="radio"/> Yes <input type="radio"/> No		

Property Owner Information			
Name: (Last, First)		Tele #:	
Full Address: (house #, street, city, state, zip)			
Property Owner's signature needed if authorizing Contractor as Agent in completing/submission of permit application:			
_____		_____	
Property Owner's Signature		Date	

Project Details and Site Data	
Description of Work	
Provide details on a separate plot plan along with the existing structures on the lot (include square footage of structures); show the distance the structures and proposed structure is from property line; provide framing and elevations if necessary. No construction or placement of buildings, fences, sheds, etc. or planting vegetation (other than lawn grass) in an easement or right-of-way (stormwater, sanitary sewer, etc.).	
<p>Building Sewers: All fixtures having sewer drainage piping shall be connected into the public sewer. A cleanout shall be installed at or near the property line right-of-way or point of connection to the public sewers; such clean out shall be also installed when a lateral is repaired or replaced and when no cleanout has been installed previously. Clean-outs shall be installed flush with finish grade. To facilitate the location of plugs that may have grade changes all plugs shall be brass construction.</p> <p>Clean-outs shall be maintained to prevent rainfall and surface water runoff from entering the system. Stormwater roof leaders, sump pumps, and basement floor drains are NOT to be connected to the public sewer.</p> <p>NOTE: Sewer treatment and maintenance charges shall be collected from the property owner for each rental unit. There are _____ number of rental units for this property.</p>	
Lot Size in Acres/sq. ft.:	

New Impervious Area			
<p>IMPERVIOUS SURFACE/AREA: A surface that prevents the infiltration of water into the ground. Impervious surfaces and areas shall include, but not be limited to, roofs, additional indoor living spaces, patios, garages, storage sheds and similar structures, and any new streets and sidewalks. However, any surface or area designed, constructed, and maintained to permit infiltration as specified herein shall be considered pervious, not impervious. For the purposes of this chapter, a surface or area shall not be considered impervious if such surface or area does not diminish the capacity for infiltration of stormwater for storms up to, and including, a two-year, twenty-four-hour storm event. (Please complete a Stormwater Management Application).</p>			
Building/Addition sq. ft.:		Paving/Concrete sq. ft.	
Estimated Construction Cost:		Height of Proposed:	
Estimated Start Date:		Estimated Completion Date:	

Certification			
<p>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 applications 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.</p>			
Applicant's Signature:		Date:	
Applicant's Address:		Tele #:	
Applicant's Email:			

Contractor Information			
Name of Contractor:		Tele #:	
Person in charge of work:		Tele #:	
Email address:		PA HIC Reg. #:	
Contractor address (house #, street, city, state, zip)			
Workers' Compensation Insurance Certificate:	<input type="radio"/> Attached <input type="radio"/> On File <input type="radio"/> Waiver		
Master Plumber's Information			
Name:		Plumbing License No.:	
Address:		Phone No.:	
Email Address:		Mobile:	
1) Subcontractor Name:		Tele #:	
1) Subcontractor Address (house #, street, city, state, zip)			
2) Subcontractor Name:		Tele #:	
2) Subcontractor Address (house #, street, city, state, zip)			
3) Subcontractor Name:		Tele #:	
3) Subcontractor Address (house #, street, city, state, zip)			

* Attach additional pages for additional subcontractors

Other Permits Required			
Floodplain Management Review			
Stormwater Management	<input type="radio"/> Facility	<input type="radio"/> O & M Agreement	<input type="radio"/> Fee in Lieu
Sewage Certificate	<input type="radio"/> Public	<input type="radio"/> On-Lot System	
Driveway Certificate	Type: <input type="radio"/> Township	<input type="radio"/> State	<input type="radio"/> Permit No. _____
Water	<input type="radio"/> Public	<input type="radio"/> Well	<input type="radio"/> Fee in Lieu
Soil Erosion Plan	Plan: _____	Soil Conservation Review: _____	
Fire Department Review	Review Date: _____		
Dumpster	Permit #: _____		
Jiffy John	Permit #: _____		

To be completed by Spring Garden Township			
Application	<input type="radio"/> Approved	<input type="radio"/> Denied	Decision Date: _____
Signature of Building Code Official / Zoning Officer			

Applicant or authorized agent is responsible for contacting the Township appointed building inspector for the required building construction inspections providing 24-hours minimum notice.

Instructions for Building Permit and Zoning Permit Applications

- No work of any kind, including excavation or demolition, may commence until a permit has first been issued by Spring Garden Township.
- 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, signage, fencing requirements, impervious lot coverage, stormwater requirements, building construction specifications, etc.
- The application will be deemed incomplete unless the **plot plan** is provided, and all information requested is fully furnished.
- Before commencing any work under a permit, the applicant is required to check all lot lines, street right-of-way lines, and easements, 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.
 - Commencing work without securing a permit compromises your building construction (it may need to be removed)
 - No construction or placement of buildings, fences, sheds, etc. or planting vegetation (other than lawn grass) in an easement or right-of-way (stormwater, sanitary sewer, etc.)
- The duty is upon the applicant, not upon the Township, to prepare and file the application, and to strictly comply with all township and UCC requirements. The Zoning Officer will provide you with the Zoning Officer's interpretation of Township codes and ordinances and is not permitted to prepare and file the application or plot plans.
You have the right to seek the services of a construction contractor, professional engineer, or attorney regarding your building project or permit application.

Installation of fixtures in basements or sections of buildings below grade construction

Spring Garden Township accepts NO liability for any damage or damages that may result from this area being flooded by the stoppage or back-flow of sewers. In areas where stoppage or back-flow of sewers is prevalent, the building shall be provided with a back-water valve or check-valve by the owner. Any maintenance or repair of sewage pumps or sewage ejectors shall be the property owner's responsibility.

Installation of pumps (grinder or ejector) requires a set of plans reviewed and approved by both the Township Engineer and Township Board of Commissioners prior to the issuance of a permit.

Date of signing	Date of signing
Property Owner Signature	Master Plumber Signature (individual making connection)
Property Owner Name (printed)	Master Plumber Name (printed)
Property Owner Address	Master Plumber Address
Address of Property (of project)	
Witnessed by:	Witnessed by:

Property Information (location of project)			
Address:		Tax Parcel No.:	

This form must be signed by both parties and witnessed before the issuance of any plumbing/sewer permit.

Abandoned cesspools/septic tanks

Township Plumbing Code Ordinance 1994-5, paragraph 35

Abandoned Cesspools/Septic Tanks.

If an old cesspool or septic tank is to be abandoned by replacement or for hook-up to the Township's sanitary sewer system, the abandoned tank must first be pumped out and then must either be totally removed, and the hole backfilled with clean fill or stone, or the tank itself filled with stone or poured concrete. Such removal or filling must be inspected by the Township's plumbing inspector.

To clarify the intent of the above code requirement and to provide maximum safety from bodily injury and/or liability for the same for all concerned, the following policy will apply for properties connected to the sanitary sewer system after January 1, 1995.

1. The responsibility for compliance lies with both the contractor and the property owner.
2. Some properties there may be multiple cesspools that require filling.
3. If the cesspool or tank (or multiple tanks) cannot be located, it shall be demonstrated to the township plumbing inspector that a significant effort has been made. The Township then may require another attempt to locate under the supervision of the township plumbing inspector. If this attempt fails, or if it is deemed that no further attempt will be successful, the Township will waive the requirement with the understanding that any future problems are the responsibility of the property owner with no recourse to the Township. A notation of this waiver will be placed on the plumbing permit on file in the Township Office.

Building Sewers: All fixtures having sewer drainage piping shall be connected into the public sewer. A cleanout shall be installed at or near the property line right-of-way or point of connection to the public sewers; such clean out shall also be installed when a lateral is repaired or replaced and when no cleanout has been installed previously. Clean-outs shall be installed flush with finish grade. To facilitate the location of plugs that may have grade changes all plugs shall be brass construction.

Clean-outs shall be maintained to prevent rainfall and surface water runoff from entering the system. Stormwater roof leaders, sump pumps, and basement floor drains are NOT to be connected to the public sewer.

THE DEPTH AND LOCATION OF UNDERGROUND SANITARY SEWER LATERALS OR CONNECTORS IS NOT GUARANTEED.

While every effort has been made to ascertain locations and to keep accurate records, there have been instances where records were ± 20 feet in error due to a lot line or street change, fill, or excavation surface change.

All persons seeking to connect to the sanitary sewer system are advised to open a test trench or pit at the excavated lateral (generally at the street edge behind the curb) before performing excavation. The purpose of the test pit is to discover the exact location of the lateral connection point.

Starting excavation at the building and digging toward the street to find the lateral is NOT advised. Spring Garden Township and its engineer will NOT be liable for any expenses or damages resulting from a failure to comply with the above procedure.

We acknowledge that we have reviewed and understand the aforementioned. We recognize that the location of sewer laterals is NOT guaranteed and must be verified by test pits dug in the field at the property owner's expense.

Date of signing

Date of signing

Property Owner Signature

Master Plumber Signature (individual making connection)

Property Owner Name (printed)

Master Plumber Name (printed)

Property Owner Address

Master Plumber Address

Address of Property (of project)

Witnessed by:

Witnessed by:

Property Information (location of connection to sanitary sewer system)			
Address:		Tax Parcel No.:	

This form must be **signed by both parties and witnessed** before the issuance of any plumbing/sewer permit.

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
- Replacement of shingles on a roof.
- 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, 340 Tri Hill Road, Suite A, 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
- Cost of the project being completed
- 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
- Building Permit fees are based at \$25 min.; \$10 per \$1,000 of estimated construction cost after initial \$3,000 construction cost of the construction PLUS plan review, inspection, administration, and state permit fees as calculated by Code Administrators, our third-party agency who will be reviewing and approving the plans.

OTHER PERMITS AND FEES THAT MAY BE NEEDED:

Stormwater Management plan review =

- Projects 500 to 2,000 sq .ft. in size \$300
- Projects over 2,000 sq. ft. in size \$700

Stormwater fee in-lieu of compliance, per sq. ft. of impervious surface added to the property

- First 0-499 sq. ft. of impervious area \$0.50 per sq. ft.

Dumpster and Portable Storage Units	\$100
Jiffy John (portable toilet facilities)	\$ 10
Use and Occupancy Certificate	\$ 50

SAMPLE SITE PLAN

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

Show any known easements and/or Right-of-Ways.

No construction or placement of buildings, fences, sheds, etc., or planting vegetation (other than lawn grass) in an easement or Right-of-Way (stormwater, sanitary sewer, etc.).

