



SPRING GARDEN TOWNSHIP

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

BUILDING, CHANGE OF USE AND OCCUPANCY, AND ZONING PERMIT 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

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)			

Project Details and Site Data	
Description of Work	
Provide details on a separate plot plan along with the existing structures on the lot (include size 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.)	
Lot Size in Acres/sq.ft.:	

New Impervious Area			
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			
Building/Addition sq.ft.:		Paving/Concrete sq.ft.	
Estimated Construction Cost:		Height of Proposed:	
Estimated Start Date:		Estimated Completion Date:	

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 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.			
Applicant's Signature:		Date:	
Applicant's Address:		Tele #:	
Applicant's Email:			



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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		
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)			

*attached 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
Plumbing	
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.



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Instructions for Building Permit and Zoning Permit Applications

1. No work of any kind, including excavation or demolition, may be commenced until a permit has first been issued by Spring Garden Township.
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, signage, fencing requirements, impervious lot coverage, stormwater requirements, building construction specifications, etc.
3. The application will be deemed incomplete unless the **plot plan is provided**, and all information requested is fully furnished.
4. 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.
 - a. Commencing work without securing a permit compromises your building construction (it may need to be removed)
 - b. 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.).
5. 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.

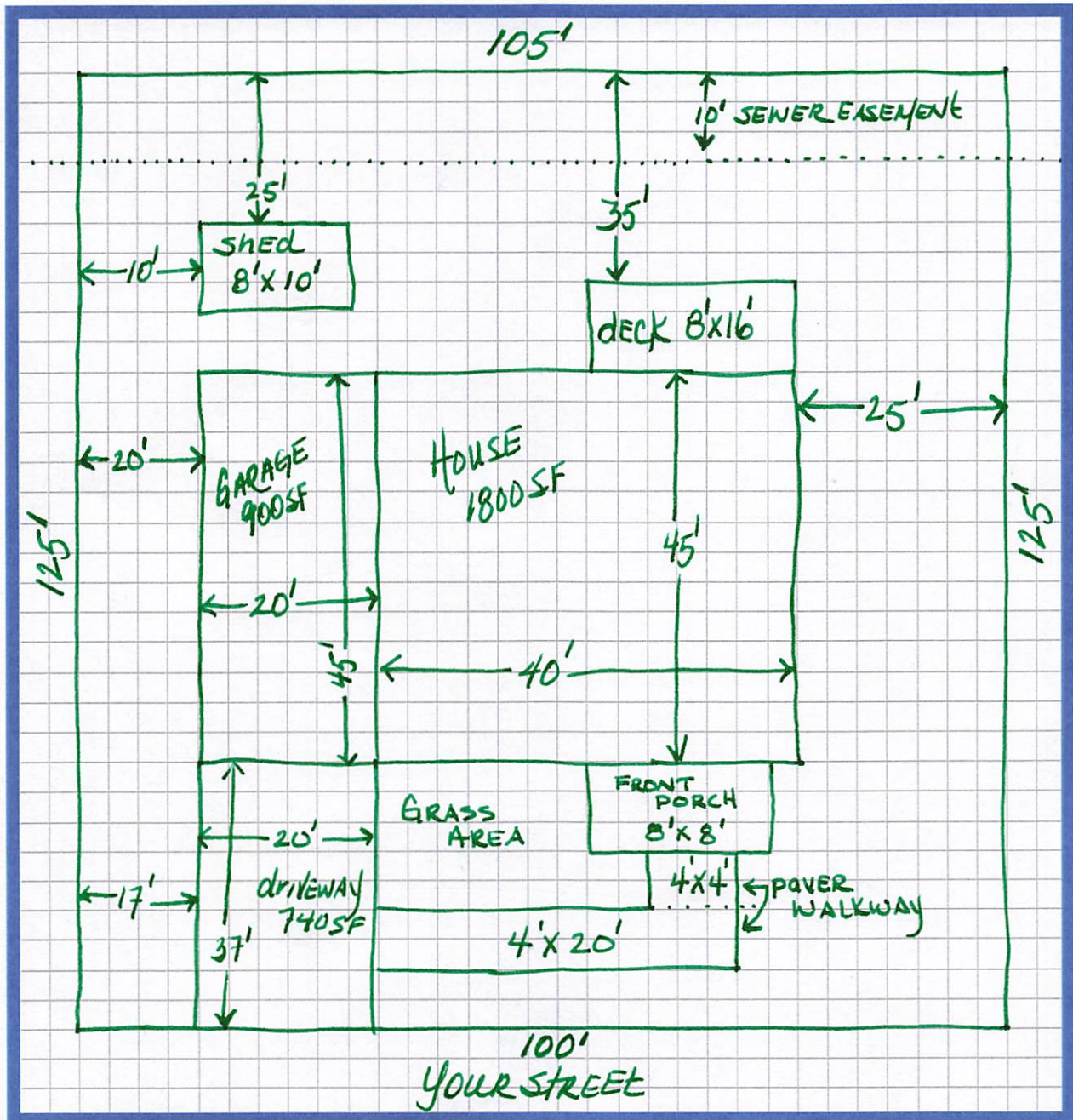
You have the right to seek the services of a construction contractor, professional engineer, or attorney regarding your building project or permit application.

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.).



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, 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
- 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 CCIS (Commonwealth Code Inspection Services), 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 0-500 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