



Building Permit Application Checklist

A complete application...

Must include:

- ☐ Completed, signed and dated Building Permit application
- ☐ A **detailed** plot plan which includes drawings of all existing and proposed structures on the property. (including patios, decks, driveways, porches, sheds, sidewalks, etc.)
- ☐ Distances between all aforementioned structures on the property and the measurement of those structures from property lines
- ☐ Detailed Building plans for proposed project (2 copies for residential/3 copies of stamped drawings for non-residential)
- ☐ Third Party designation election

If applicable:

- ☐ Completed, signed and dated Zoning Permit application
- ☐ Completed, signed Stormwater Management Exemption
- ☐ Proof of Workers' Compensation Insurance or Affidavit of Exemption

Please note that depending on the scope of the work being completed on the property, multiple permits may be required for the same project. (ie. a driveway project may require a driveway permit, zoning permit and a stormwater management plan permit).

*****IMPORTANT:**

Call PA One Call before digging at 1-800-242-1776.



PENN TOWNSHIP

LANCASTER COUNTY, PA

Items and Information to be Included with a UCC Building Permit Application

1. Building Site Plan indicating:

- a. Location of Proposed and Existing Buildings
- b. Location of Property Lines
- c. Building Setback Dimensions
- d. Location and Depth of Building Water Service Pipe (or Well)
- e. Location and Depth of Building Sewer (or Sewage System for On-Site Facilities)
- f. Location and Depth of Foundation Drainage Facilities (Drain Fields, if Applicable)
- g. Location of Driveway (Distance to Property Lines)
- h. Any buried utilities

2. Foundation and Framing Plan (one view as cross sectional from bottom of footings to top of shingles):

- a. Footings-size, thickness, and depth below grade
- b. Isolated piers -size and thickness
- c. Reinforcement -size and location of rods (if used)
- d. Foundation Wall-size, height of backfill, method of damp proofing, type of mortar and type of reinforcement to be used
- e. Foundation Drains -type and location
- f. Sill Plate/Anchor Bolts -size and location
- g. Basement/Garage Slabs -thickness of concrete and stone base
- h. Floor Joist -size, spacing, span, and type of lumber
- i. Floor Sheathing -thickness and type
- j. Wall Framing -size and spacing
- k. Exterior Wall Covering and Insulation
- l. Corner Bracing
- m. Headers and lintels -size-drawings of design and spans to be used
- n. Interior Finish on Wall and Ceiling
- o. Roof Ventilation
- p. Roof Pitch
- q. Rafters and/or Roof Trusses (if used, require shop drawings meeting TPI requirements) size, spacing, span, bracing, and collar ties
- r. Roof Sheathing -thickness, type, and edge blocking
- s. Roof Covering

- t. Girders/Beams -size, span, and type
- u. Girder/Beam Support -size, and type
- v. All Stairways -width, rise and run of stairs, headroom, and height of handrail
- w. Guardrails -height and spacing
- x. Crawl Spaces -Height of framing members above exposed earth, vapor barrier, ventilation, and access hole (18"x24" minimum required)
- y. Ceiling Heights
- z. Secondary egress/rescue opening for finished basements

3. Interior Floor Plans of All Areas Indicating:

- a. Use or identification of Each Area, i.e.; kitchen, bedroom, etc.
- b. Dimensions of All Areas including Hallways and Doors
- c. Smoke Detectors -Location on Each Floor (including Basement), in bedrooms and interconnection
- d. Bathroom Ventilation
- e. Attic Access (22"x30" minimum required)
- f. Windows -size and type NOTE: One approved window is required in each sleeping room with a minimum net clear opening of 5.7 square feet with a minimum net clear opening height of 24 inches and a minimum net clear opening width of 20 inches. (Grade floor window may have a minimum net clear opening of 5.0 square feet.)
- g. Fire separation between garage and residence
- h. Glazing -hazardous locations (large picture windows, special glass applications, skylights)

4. Energy-a written plan to comply with the energy code.

- a. Generic compliance sheet showing values for windows, doors, skylights, walls, roof, ceiling, etc.
- b. A design print-out from RES-check
- c. Any other code accepted method.

5. Electrical

- a. Service size, power company providing power, power company job number
- b. General details, GFI & AFI locations, dedicated circuits
- c. Appliance loads

6. Mechanical

- a. Service type (electric, gas, oil?)
- b. General details of distribution system including type, and insulation values.
- c. Appliance loads and efficiencies

7. Plumbing

- a. Service type (public or private?)
- b. General details of distribution system including type of piping, and insulation (if required)



c. Fixtures, appliances and general riser diagrams.

8. Miscellaneous Requirements

a. Fireplace

- (1) Width of hearth
- (2) Firebox opening size
- (3) Distance between firebox opening to combustible trim
- (4) Lintel
- (5) Mortar type

b. Chimney

- (1) Footing size and thickness
- (2) Termination above roof
- (3) Flue lining size and surrounding material
- (4) Thimble location to combustibles
- (5) Chimney clearance to combustible framing
- (6) Fire stopping
- (7) Mortar type

c. Wood/Coal Stoves

- (1) U/L listing information
- (2) Clearance to walls, ceiling, and combustibles
- (3) Hearth/foundation structural design information

If detailed information is supplied with a UCC Building Permit Application, it typically reduces the amount of time required for application review for compliance with the UCC, and subsequent approval by Township. If project specifics are not included with an application, the permit may be considered incomplete and may be denied.

Please note, that most projects that require a UCC Building Permit, also require a Zoning permit and other approvals prior to permit issuance and a project being started.

If you have questions relating to proposed project permitting requirements, please visit Penn Townships website at www.penntwplanco.org.

Respectfully,



Matthew Reeser
Penn Township Building Code Official
Zoning and Codes Officer
zoning@penntwplanco.org



PENN TOWNSHIP UNIFIED PERMIT APPLICATION PACKET



PENN
TOWNSHIP
LANCASTER COUNTY, PA

97 North Penryn Road, Manheim, PA 17545
www.pennwplanco.org ♦ 717-665-4508 (p) ♦ 717-665-4105 (f)

SUBMITTAL COVER SHEET

What Permits Does My Project Require?

The following are general rules as to when certain permits are needed for your proposed activity. As always, check with the Township Office or website for full details.

Building Permit—check with the Township Office for the full requirements, but the following are typical situations requiring building permits under the Uniform Construction Code:

(non-residential) for repairing, constructing, or altering a non-residential structure or residential structure containing 3 or more dwelling units. Check with the Township Office for more situations.

(residential) for constructing or altering a residential structure with 1 or 2 dwelling units.

Demolition Permit— where a building is to be demolished, dismantled, or removed.

Driveway Permit—for the construction or alteration of a driveway that connects to a Township road at or in the right-of-way. Driveways that connect to a state road must be permitted through the Pennsylvania Department of Transportation.

Stormwater Management Approval—when the proposed activity will result in a net increase of any impervious area on the site. There are three levels of approval depending on the amount of increased impervious area proposed.

Zoning Permit—for those activities listed in Section 702 of the Zoning Ordinance, including a change in use of land or structure, construction of a structure valued greater than \$500, and erection of a sign.

*****A separate permit is needed for all proposed signs.*****

Permit Checklist (select all that apply):

- ☐ Building Permit
- ☐ Demolition Permit
- ☐ Driveway Permit
- ☐ Stormwater Management Approval
- ☐ Zoning Permit

Call PA One Call before digging at 1-800-242-1776.

Failure to call between 3-10 days prior to the start of work renders permit null and void.

Brief Project Description

Applicant Name	
Project Address	

PROJECT INFORMATION — PROVIDE AS APPLICABLE
****INCLUDE PLOT PLAN WITH INCLUDES DIMENSIONS****

Project & Site Information

SITE ADDRESS _____

PROPERTY OWNER _____

OWNER ADDRESS _____

APPLICANT NAME _____ (☐ Check if Property Owner is Applicant)

APPLICANT ADDRESS _____

PHONE # _____ EMAIL _____

PROPERTY SIZE _____ PROPOSED BUILDING AREA (sf.) _____

ESTIMATED COST OF CONSTRUCTION \$ _____

PROJECT TYPE (check one) ☐ Residential ☐ Commercial/Non-residential ☐ Agricultural

If the project involves a structure that is located on a farm, complete or address the following:

- Will the proposed structure be used for a farm occupation or a farm-related business? _____
- Will the proposed structure be used for any non-agricultural business purpose? _____
- Provide evidence that a Lancaster County Conservation District-approved Conservation Plan or an Agricultural Erosion & Sedimentation Control Plan is being implemented.

General Contractor/Responsible Party (☐ Check if Property Owner is GC/Responsible Party)

COMPANY NAME _____ HOME IMPROVEMENT CONTRACTOR # _____

ADDRESS _____

CHIEF EXECUTIVE OFFICER _____ PHONE # _____

RESPONSIBLE PERSON _____ PHONE # _____

EMAIL _____

WORKERS' COMPENSATION PROVIDER _____

Applicant Signature

Date

TOWNSHIP USE ONLY

☐ T-1 ☐ T-2 ☐ T-3 ☐ T-4 ☐ T-5R ☐ T-5MU ☐ T-5C ☐ D-1 ☐ D-2 ☐ D-3

PARCEL # _____ PERMIT # _____

ADDITIONAL INFORMATION FOR APPLICABLE PERMIT TYPES

☐ Building Permit

Subcontractor Information:

Contractor	Address	Phone #
Contractor	Address	Phone #
Contractor	Address	Phone #
Contractor	Address	Phone #
Contractor	Address	Phone #
Contractor	Address	Phone #
Contractor	Address	Phone #

Permits & Utilities:

Type of Water System:	<input type="checkbox"/> Public	<input type="checkbox"/> On-Lot	<input type="checkbox"/> Other _____
Sewage Certificate Type:	<input type="checkbox"/> Public	<input type="checkbox"/> On-Lot	<input type="checkbox"/> Permit # _____
Driveway Permit Type:	<input type="checkbox"/> Township	<input type="checkbox"/> PennDOT	<input type="checkbox"/> Permit # _____

TOWNSHIP USE ONLY

Plan Submission Requirement:

- ⇒ Residential projects — submit 3 sets of plans with the completed application.
- ⇒ Commercial (non-residential) projects — submit 3 sets of plans with the completed application.

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 this 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 assume full responsibility for securing all permits and will abide by the Pennsylvania Uniform Construction Code at time of construction. I further certify that this information is true and correct to the best of my knowledge.

Applicant Signature

Date

☐ Demolition Permit

Have all applicable utilities been contacted? (check those that apply)

☐ Electric ☐ Natural Gas ☐ Water ☐ Sewer

Is the subject structure identified on either the Lancaster County Comprehensive Historic Sites Survey or a PA Historic Resources Survey Form? _____ If yes, conditional use approval is required.

◇ A plot plan that includes dimensions must be attached (or use the sheet provided) depicting the following minimum information:

- Property boundaries
- All existing buildings, driveways and other manmade features on the property
- All structures to be demolished
- Rights-of-way, setbacks, and the floodplain
- Other special elements, as requested by the Township

◇ Provide clear photos (preferably digital) of all sides of subject structure(s).

IMPORTANT NOTICES:

- ◇ **There are Federal & State demolition requirements that may need to be addressed.**
- ◇ **Burning of any demolished material or construction debris is prohibited by ordinance in Penn Township.**

☐ Driveway Permit

Size of new driveway (net increase of driveway area): _____

Date construction will begin: _____

◇ A plot plan that includes dimensions must be attached (or use the sheet provided) depicting the following minimum information:

- Property boundaries and rights-of-way
- Driveway, existing and/or proposed
- Water and sewer systems, either on-lot or public
- Other pertinent items as outlined in the Township's "Guidelines for Construction per Driveway Ordinance"

Certification:

I agree to construct the driveway in accordance with all ordinances and regulations of Penn Township; implement the work zone in accordance with PennDOT Publications 213 and/or 234; and that no work will begin until the contractor performing the work has a copy of this permit and agrees to obey by the rules and regulations of this permit.

Applicant Signature

Date

☐ Stormwater Management Approval

Stormwater Worksheet:

Proposed Net Impervious Area _____ sq. ft.

Prior Impervious Area _____ sq. ft.

(Installed Since 1/1/2011)

Total _____ sq. ft. 

Acknowledgement:

I declare that I am the property owner, or authorized representative of the owner, and that the information provided is true and accurate to the best of my knowledge. I understand that stormwater may not adversely affect adjacent properties or be directed onto another property. I also understand that false information may result in a stop work order or revocation of permits. Municipal representatives are also granted reasonable access to the property with reasonable notification for review and/or inspection of this project if necessary.

The total sq. ft. in the grey box to the left helps determine the stormwater approval required for the project:

- **1—1,000:** may be EXEMPT, ask Township Staff for details.
- **1—5,000 (but not less than 10% of lot area):** a SMALL PROJECT is needed, consult the “Landowner Manual for Stormwater Management in Small Projects & Exemptions”.
- **5,000+:** a fully-engineered stormwater management plan is needed.

Applicant Signature

Date

☐ Zoning Permit

Proposed Use _____

Number of Parking Spaces _____ Existing & Proposed Impervious Area (sf.): _____

Number of Accessible Parking Spaces _____

TOWNSHIP USE ONLY

REQUIRED PERMITS/APPROVALS:

☐ Building Permit Fee \$ _____ pd. ☐ Permit # _____

☐ Demolition Permit Fee \$ _____ pd. ☐ Permit # _____

☐ Driveway Permit Fee \$ _____ pd. ☐ Permit # _____

☐ Stormwater Management Approval

☐ Exemption

☐ Small Project

☐ Full SWM Plan

Total Lot Coverage _____ %

Does Lot Coverage exceed maximum allowed? _____

☐ Zoning Permit Fee \$ _____ pd. ☐ Permit # _____

PLOT PLAN WITH DIMENSIONS

= _____ ft.