

BUILDING PERMIT INSTRUCTIONS & APPLICATION



PENN
TOWNSHIP
LANCASTER COUNTY, PA

Date Received

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

Building Permit Application Instructions

RESIDENTIAL BUILDING PERMIT APPLICATIONS

- All residential building permit application must be submitted with pages 1, 2, 3 and 6 of this application, 2 complete sets of building plans, a Zoning Permit Application with detailed plot plan showing all impervious coverage on the property, Stormwater Management Plan or Exemption and Third Party Selection Form. These plans should include all architectural and structural details, including door and window schedules, plumbing, mechanical and electrical details and specifications.
- A Certificate of Workman's Compensation Insurance or Affidavit.
- Be advised, that the UCC permits a 15 business day review period and the Township Ordinance permits a 90 day Zoning review period for all residential building permit applications. **No work shall begin on any project until a building permit has been issued and paid.**

NON-RESIDENTIAL BUILDING PERMIT APPLICATIONS

- All non-residential building permit applications must be submitted with all pages of this application, 3 complete sets (paper) and an electronic set of building plans. These plans must include all architectural and structural details, including plumbing, mechanical, electrical, fire protection and accessibility details and specifications.
- **ALL PLANS FOR NON-RESIDENTIAL PROJECTS MUST BE PREPARED, STAMPED AND SEALED BY EITHER A REGISTERED ARCHITECT OR A LICENSED PROFESSIONAL ENGINEER LICENSED IN THE COMMONWEALTH OF PENNSYLVANIA. There is no exception to this law regardless of project size.**
- Three (3) detailed site plans for each project.
- Full engineering data and calculations must be submitted with all non-residential building permit applications as listed above. These would include, but are not limited to: fire protection calculations, HVAC ventilation schedules, plumbing fixture unit calculations, fuel gas pipe sizing calculations, etc.
- Be advised, that the UCC permits a 30 business day review period for all non-residential building permit applications. **No work shall begin on any project until a building permit has been issued and paid.**
- A Zoning Permit Application, Stormwater Management Plan or Exemption form and Third Party Selection Form.
- A Certificate of Workman's Compensation Insurance or Affidavit.

Upon payment for and issuance of a building permit, a permit placard along with supporting documentation will be returned to the permit applicant. The documentation will detail all required inspections that are specific to the project for which the permit has been issued. Any questions concerning the inspection schedule should be directed to the third party selected.

*****IMPORTANT:**

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

Proposed Project Description

(Describe in detail proposed structure and use, including dimensional information, if applicable)

Applicant Name _____

Project Address _____

PROJECT INFORMATION



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SITE ADDRESS: _____ **Tax ID:** _____

Subdivision/Land Development (if known): _____ **Lot #:** _____

APPLICANT: _____

Applicant Address: _____

City, State, Zip: _____

Phone Number: _____ **E-mail:** _____

PROPERTY OWNER (if different than applicant):

Owner Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____ **E-mail:** _____

ESTIMATED COST OF CONSTRUCTION (reasonable fair market value) \$ _____

TYPE OF WORK OR IMPROVEMENT (check all that apply)

- | | | | | | |
|--|-----------------------------------|--|---|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> New building | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair | <input type="checkbox"/> Demolition | <input type="checkbox"/> Renovation |
| <input type="checkbox"/> Change of Use | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Electrical | <input type="checkbox"/> Fire Alarm | <input type="checkbox"/> Sprinkler |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Deck | <input type="checkbox"/> Above Ground Pool | <input type="checkbox"/> In Ground Pool | <input type="checkbox"/> Basement | <input type="checkbox"/> Patio |

DESCRIBE THE PROPOSED WORK: _____

TOTAL SQUARE FOOTAGE OF PROJECT: _____

DESCRIPTION OF BUILDING USE (check one)

RESIDENTIAL

- ☐ One-family Dwelling
☐ Two-family Dwelling

NON-RESIDENTIAL

- ☐ Specific Use: _____
☐ Use Group: _____
☐ Change in Use: ☐ YES ☐ NO
If YES, indicate former: _____

BUILDING/SITE CHARACTERISTICS

Mechanical: Indicate type of Heating/Ventilating/Air Conditioning (ie., electric, gas, oil, etc.): _____

Water Service: ☐ Public ☐ Private

Sewer Service: ☐ Public ☐ Private

Grinder Pump: ☐ Yes ☐ No

FLOODPLAIN CERTIFICATION

Is the site located within an identified flood hazard area? ☐ YES ☐ NO

Will any portion of the flood hazard area be developed? ☐ YES ☐ NO ☐ N/A

Lowest Floor Level: _____

TOWNSHIP USE ONLY

Zoning District: _____ **Parcel ID #** _____

Other Permits/Approvals: _____ SWM Plan _____ Driveway _____ Demolition _____ ZHB (Case # _____) _____ Conditional Use/Special Exception

Notes: _____

BUILDING PERMIT # _____ **Date Issued:** _____ **Permit Fee: \$** _____ **Paid:** _____

SITE ADDRESS: _____



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General Contractor/Responsible Party

☐ Check if Property Owner is GC/Responsible Party

COMPANY NAME _____ HOME IMPROVEMENT CONTRACTOR # _____

ADDRESS _____

RESPONSIBLE PERSON _____

NOTE: If the proposed project involves new or increased impervious area, you must also complete and submit a *Small Project Stormwater Management Plan/Exemption Application*. The Small Project Stormwater Management Plan/Exemption Application form explains what projects may be eligible to use the small project stormwater management plan process, and which may be exempt from preparing a plan. More information is available on the Township website at www.penntwplanco.org/2160/Forms-Applications and at the Township building, and Township staff is available for guidance.

As the owner or authorized agent of the project for which this application is filed, I certify that:

1. To the best of my knowledge and belief, all information on this application is true, correct, and complete and I understand that any false statement is subject to the penalties of 18. Pa. C.S.A. Section 4904, relating to "Unsworn Falsification to Authorities".
2. By signing this application, I hereby authorize the Penn Township Zoning Officer or other Township officials to enter the property if necessary to confirm compliance with the Penn Township Zoning Ordinance.
3. This project will be constructed and/or use conducted/completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) standards as specified in 34 PA Code Chapters 401-405 and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.
4. Any proposed changes to this project or use will require approval by the Penn Township Zoning Officer and Building Code Official. Documents for proposed changes must be filed and approved with the Penn Township prior to installation of the proposed changes.
5. Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either or by the registered design professional employed in connection with the proposed work. By signing this application, agent or registered design professional of the owner or lessee represents that s/he is authorized by the owner or lessee to sign the application on his/her behalf.
6. I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provision(s) of the code(s) applicable to such permit.
7. 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 the local municipality.
8. When required, up to 20% of the total cost of any work performed on any area of primary function in an existing building will be expended to provide an accessible route to the area of primary function.
9. 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 of the Pennsylvania Uniform Construction Code.

APPLICANT NAME (printed): _____

APPLICANT SIGNATURE: _____ DATE: _____

SITE ADDRESS: _____



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NON-RESIDENTIAL APPLICATIONS —

Complete the following pages in addition to previous pages

APPLICATION TYPE:

- ☐ Accessibility Only Review
- ☐ Alteration or Renovation
- ☐ New Structure or Facility
- ☐ Plan revision
- ☐ Unapproved Existing Building
- ☐ Addition
- ☐ Phased Approval (if checked, indicate total number of phases and describe scope of work for each phase. A plan shall be submitted with an outline defining each phase of the plan.

Use/Occupancy Classification:

- ☐ A-1 ☐ A-2 ☐ A-3 ☐ A-4 ☐ A-5 ☐ B ☐ E
- ☐ F-1 ☐ F-2 ☐ H-1 ☐ H-2 ☐ H-3 ☐ H-4 ☐ H-5
- ☐ I-1 ☐ I-2 ☐ I-3 ☐ I-4 ☐ M ☐ R-1 ☐ R-2
- ☐ R-3 Adult Care ☐ R-3 ☐ R-4 ☐ S-1 ☐ S-2 ☐ U

Proposed project timeline: _____

Special Requirements and Documentation:

- 1) Does this construction involve modular units built in a factory? ☐ Yes ☐ No
If yes, submit one copy of a letter from a licensed design professional certifying that construction within the modular units (or the fully assembled modular building) and hidden from view will fully comply with all UCC requirements.
- 2) Is this construction regulated by the Health Care Facilities Act? ☐ Yes ☐ No
If yes, submit one copy of approval letter from the Pennsylvania Department of Health.
- 3) Is this construction exempt from the energy code requirements? ☐ Yes ☐ No
If yes, submit one copy of letter indicating that the building or structure will use neither electricity nor fossil fuels, and thus is exempt per *ASHRAE 90.1*, §2.3(B). If no, submit one copy of the COMcheck-EZ Certificate or the UCC-14 ENERGY CODE PRESCRIPTIVE COMPLIANCE REPORT.
- 4) Is project in flood hazard area? ☐ Yes ☐ No
If yes, submit one copy of one of the flood hazard certifications mandated in section 1612.5 of the *International Building Code*.
- 5) Are any of the *International Building Code* (Chapter 17) special inspection or structural observations required?
☐ Yes ☐ No If yes, submit one copy of the ABI-6 SPECIAL INSPECTIONS OBSERVATIONS STATEMENT.
(request from Township office)
- 6) Will an alternative construction method or material be used on this project? ☐ Yes ☐ No
If yes, submit a signed statement indicating that the proposed method or materials meets the requirements of 34 PA Code §403.44.
- 7) Is this application for “temporary certificate of occupancy” (Phased Approval)? ☐ Yes ☐ No
If yes, submit a letter signed by the design professional and owner acknowledging that the request is for phased construction. For Phased Approval, applicant shall indicate total number of phases and describe scope of work for each phase. A plan shall be submitted with an outline defining each phase of the plan. Inspection fees shall be based on a cost per phase. Plan review fees may, depending on level of submittal, cover the entire project or each phase only per judgement of plans examiner. The Building Code Official may issue a temporary certificate of occupancy (Phase Approval) for a portion or portions of the building or structure before the completion of the entire work covered by the permit if portion or portions may be occupied safely. The building code official shall set a time period during which the temporary certificate of occupancy is valid.
- 8) Construction Phase Requiring Certificate of Use & Occupancy? ☐ Yes ☐ No
Which phases? _____

SITE ADDRESS: _____



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Project Data:

Type(s) of construction per Chapter 6 of the International Building Code (check all that apply):

☐ IA ☐ IB ☐ IIA ☐ IIB ☐ IIIA ☐ IIIB ☐ IV ☐ VA ☐ VB

Fire suppression: ☐ Full ☐ Partial ☐ None

Does your business have a security system? ☐ Yes ☐ No

Does your business have a Knox-box? ☐ Yes ☐ No If yes, where are they located? _____

Fire Company Jurisdiction: ☐ Manheim Fire Company ☐ Penryn Fire Company ☐ Lititz Fire Company

If application applies to an existing building that is "legally occupied," indicate permits held:

Penn Township—Permit # _____

L&I UCC Certificate of Occupancy—File # _____

If "legal occupied," you must select which code requirements the building will comply with (choose only one):

☐ International Existing Building Code ☐ Chap. 34, International Building Code

Which triennial Codes must this work comply with? ☐ 2009 ☐ 2012 ☐ 2015 ☐ 2018 ☐ 2021

Design Professional of Charge

(Seal must be in space to the left of contact information)

Name: _____

Address: _____

PA License #: _____

E-mail: _____

Phone: _____

Fax: _____

Deferred Submissions (Check all that apply)

Are you requesting derred approval? ☐ Yes ☐ No

Please provide a written request on the construction disciplines to be deferred and check disciplines you wish to defer:

☐ Architectural

☐ Plumbing

☐ Structural

☐ Electrical

☐ Mechanical

☐ Fire Protection Systems

☐ Accessibility

☐ Energy/Insulation

☐ Underslab Plumbing

☐ Underslab Electrical

☐ Underslab Mechanical

☐ _____

Provide three sets of signed and sealed drawings for all those disciplines you wish to construct.

APPLICANT NAME (printed): _____

APPLICANT SIGNATURE: _____ DATE: _____

INSTRUCTIONS FOR SITE PLAN

Plan does not need to be drawn to scale, but must show the following:



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1. Location (names of abutting street(s) and dimensions of lot
2. Distances between proposed new structure and property lines, including front, rear, and both sides
3. Location, dimensions and uses of all existing and proposed structures and impervious areas on lot
4. Location of existing and proposed on-lot wells and sewage disposal systems, if applicable, and distances to proposed new structure
5. Location of stormwater management facilities, streams, wetlands, or other water bodies
6. Location of easements

TOWNSHIP USE ONLY

Setbacks: Required:	Provided:
Front: _____	_____
Side: _____	_____
Side: _____	_____
Rear: _____	_____
Max Height: _____	
Prop. Height: _____	
Notes: _____	

Maximum Lot Coverage: _____
Existing Lot Coverage: _____
Proposed Lot Coverage: _____
T-2 Ag Zone Only: Total New Lots/Dwellings Permitted: _____
 Total New Lots/Dwellings Created Since 1989: _____
 Remainder New Lots/Dwellings Permitted: _____
 New Lots/Dwellings Permitted: _____