PENN TOWNSHIP
LANCASTER COUNTY, PA

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

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:

WE DO NOT ACCEPT DIGITAL APPLICATIONS

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 (included). 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 and 3 complete sets 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

PENN TOWNSHIP
LANCASTER COUNTY, PA

SITE ADDRESS:_____ Tax ID:_____

Subdivision/Land Develepment (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)

□ New building	□ Addition	□ Alteration	□ Repair	□ Demolition	□ Renovation
□ Change of Use	□ Plumbing	□ Mechanical	□ Electrical	□ Fire Alarm	□ Sprinkler
□ Other_____	□ Deck	□ Above Ground Pool	□ In Ground Pool	□ Basement	□ Patio

DESCRIBE THE PROPOSED WORK: _____

_____

TOTAL SQUARE FOOTAGE OF PROJECT: _____

DESCRIPTION OF BUILDING USE (check one)

RESIDENTIAL	NON-RESIDENTIAL
□ One-family Dwelling	□ Specific Use:_____
□ Two-family Dwelling	□ 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:_____

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:_____

PENN TOWNSHIP
LANCASTER COUNTY, PA

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:_____

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:

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:	_____	

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: _____

Notes: _____

PENN TOWNSHIP
LANCASTER COUNTY, PA

THIRD PARTY UCC BUILDING INSPECTOR SELECTION FORM & FEE SCHEDULE

Penn Township uses third-party building inspectors to provide PA Uniform Construction Code building permit plan reviews and inspections. You may choose your inspector from the following inspection firms:

Associated Building Inspections, LLC
1647 N Reading Rd
Stevens, PA 17578
717-733-1654
http://www.weknowcodes.com

Commonwealth Code Inspection Services
176 Doe Run Rd.
Manheim, Pa. 17545
717-664-2347
http://www.codeservices.net

Write your choice here: _____

By printing and signing your name below, you agree to the following:

I am the owner of the subject property or authorized by the owner to undertake the work described above and on the permit application. I understand whichever inspector I choose will be the inspector for the duration of the project described in the building permit application. I agree to pay all plan review, inspection and re-inspection fees to the inspector of my choice in a timely manner. I agree to provide all materials requested by the inspector in a timely manner. I agree to call for inspections when due and that I shall not occupy or use the project until a Certificate of Use or Occupancy has been issued. Furthermore, I acknowledge that the Township will not issue a Certificate of Use or Occupancy until the inspector I have selected informs the Township that all fees have been paid.

_____ _____

Applicant's Signature Print Name of Applicant

Date: _____

Project Address: _____

TOWNSHIP USE ONLY

Building Permit #_____ **Tax Parcel #**_____