

# BUILDING PERMITS INSTRUCTION SHEET

The following permits are required for **new homes** or **UCC required permits** prior to issuance of a building permit:

- A. State roads require a "Highway Occupancy Permit". (PENDOT 717-848-0907)
- B. Township and State roads require a "Township Driveway Permit". (717-456-5913)
- C. A "Sewage Permit". ( Sewage Enforcement Officer – Keith Hunnings 717-887-9946)
- D. Approved sediment control plan (York County Conservation 717-840-7430)

\*Submit copies of any above which apply, with application.

## **The following should be completed for all construction:**

- E. Complete **application and description of materials forms** obtained from Township office.
- F. Responsibility for representing **property boundaries** is with the landowner. If survey stakes are not in place, the owner shall place stakes representing corners and road right-of-way locations and be willing to accept the responsibility for error.
- G. Submit a **site plan** drawn to scale (1"=20' preferred) showing the following: Property lines with measurements, proposed building, distance of proposed buildings to property lines, approved driveway location, existing buildings, existing or proposed wells, springs or streams, swales or ditches, existing or proposed seepage pits, method and location of erosion and sediment control, and existing and proposed septic systems. Stake and label all above listed locations.
- H. Submit a check for the required amount, payable to **Peach Bottom Township for building permit fees**.
- I. Submit the completed **application**, a **structural plan** of the proposed structure and the **description of materials form**.
- J. A check for **UCC inspections and administrative fees** will be required **prior to issuance** of the UCC permit. These fees will be determined during plan review based on the required inspections for each proposed project. Upon completion of the plan review, the UCC permit must be picked up at the Peach Bottom Township Office and required fees paid.
- K. **All permits must be posted and maintained at the site at all times.** The UCC inspector will document each visit on these permits.
- L. Upon completion of the project, you must bring the building permit form with all inspections documented on it, back to the Peach Bottom Township Office to receive **Use and Occupancy for UCC** purposes from **Keith Hunnings, Building Code Official**.
- M. A **final inspection** by the Zoning Officer will be required to obtain **Use and Occupancy from Peach Bottom Township**.

**Two copies** of the application, site plan, structural plan, and description of materials forms must be submitted to the Building Code Official to be considered a complete submission. **Incomplete submittals will not be accepted.** Any additional questions, please call Peach Bottom Township Office at 456-5083 Monday-Friday 8:00am – 3:00 pm. or e-mail [pbtwp@zoominternet.net](mailto:pbtwp@zoominternet.net)

## **Setback Requirements:**

Front: \_\_\_\_\_ from right-of-way of road / side \_\_\_\_\_ / rear \_\_\_\_\_  
Road right-of-way is: \_\_\_\_\_

# APPLICATION for BUILDING PERMIT or USE CERTIFICATE

\*\*\*\*\*office use only\*\*\*\*\*

Application date:_____	Permit #:_____
Zoning District:_____	Zoning Officer Approval:_____
Tax Map:_____ Parcel:_____	BCO Approval:_____
Sewage Permit:_____	Fees:_____
Highway Occupancy Permit:_____	Zoning:_____
Well Permit:_____	Storm Water Insp.:_____
Use & Occupancy Permit:_____	MDIA:_____
	UCC Admin:_____

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1) \_\_\_\_\_ 2) \_\_\_\_\_  
Land Owner (s) name (print) phone number

3) \_\_\_\_\_  
Land Owner (s) address

4) \_\_\_\_\_  
Construction site address (if different from above)

5) \_\_\_\_\_  
Contractor name & address (print)

\_\_\_\_\_ 6) \_\_\_\_\_  
telephone number

7) Type of work:     new home                                   new accessory  
                          alteration to home                                   addition to accessory  
                          addition to home                                   mobile home  
                          \_\_\_\_\_

8) Brief description of work: \_\_\_\_\_  
\_\_\_\_\_

9) Value of work: \_\_\_\_\_

10) Use of structure:     residence                                   commercial                                   storage  
                                  office     farm use                                   garage  
                                  other \_\_\_\_\_

11) Size of structure: Length: \_\_\_\_\_ Width \_\_\_\_\_  
   Height \_\_\_\_\_ Number of stories \_\_\_\_\_

12) Foundation Construction:  block                   poured concrete                   other \_\_\_\_\_

- 13) Basement: ( ) full ( ) partial ( ) crawlspace ( ) concrete slab  
 ( ) finished
- 14) Exterior wall material\_\_\_\_\_ 15) roof material\_\_\_\_\_
- 16) # of baths\_\_\_\_\_ 17) # of bedrooms\_\_\_\_\_ 18) # of other rooms\_\_\_\_\_
- 19) Fireplace\_\_\_\_\_ 20) Air Conditioner\_\_\_\_\_
- 21) Garage: ( ) attached ( ) detached ( ) integral ( ) carport ( ) none
- 22) Decking/Patio: where\_\_\_\_\_ size\_\_\_\_\_ ( ) none
- 23) Heating: ( ) natural gas ( ) fuel oil ( ) electric ( ) heat pump  
 ( ) other\_\_\_\_\_
- 24) Water Supply: ( ) public ( ) on-site well ( ) other\_\_\_\_\_
- 25) Sewage Disposal: ( ) public ( ) on-site septic ( ) other\_\_\_\_\_

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I/ We the undersigned, hereby apply for a permit for the purposes described in this application and the attached plans. I/We assume responsibility for the establishment of official property lines before construction. I/We understand that permit issued subsequent to this application in no way constitutes approval as to the location or grade of any building or structure by the Township unless permittee secured lines, grades, and instructions from Township Engineer.

In signing this application the applicant verifies that the facts and estimated value set forth herein have been examined and to the best of his/her knowledge are true, correct and complete. Furthermore, the applicant understands that this permit is granted on the express conditions that the stated construction is in compliance with the Municipal Ordinances and may be revoked at any time upon violation of any provisions of the said Ordinances. Falsifications of information may result in a criminal prosecution.

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26) Signature of Applicant:\_\_\_\_\_ date:\_\_\_\_\_

Signature of Zoning Officer: \_\_\_\_\_

Granted Date: \_\_\_\_\_ Expiration Date:\_\_\_\_\_

Denied Date:\_\_\_\_\_ Reason:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REMARKS & EXPLANATION OF DETAILS OR CONTINUATION OF PROCEEDING ITEMS:** (If more spec is required, continue on a separate sheet of paper and attach hereto.)

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**I understand that any deviation from the material as listed herein, or in the approved plans must be authorized by the approval of revised list of materials and/or plans.**

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_

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**DO NOT WRITE BELOW THIS LINE**

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Building Inspector's Notes:

Date of Approval: \_\_\_\_\_ Signature \_\_\_\_\_

Building Inspector

Date of Approval: \_\_\_\_\_ Signature \_\_\_\_\_

Code Enforcement Officer

**Worker's Compensation Insurance Coverage Information**  
(Attach to building permit application)

A. The applicant is

A contractor within the meaning of the Pennsylvania Worker's Compensation Law

Yes                       No

If the answer is "yes" complete Sections B and C below as appropriate.

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**B. Insurance Information**

Name of Applicant \_\_\_\_\_

Federal or State Employer Identification No. \_\_\_\_\_

Applicant is a qualified self-insurer for worker's compensation.

Certificate Attached

Name of Worker's Compensation Insurer \_\_\_\_\_

Worker's Compensation Insurance Policy No. \_\_\_\_\_

Certificate attached

Policy Expiration Date \_\_\_\_\_

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**C. Exemption**

Complete Section C. if the applicant is a contractor claiming exemption for proving worker's compensation insurance.

The undersigned swears or affirms that he/she is not required to provide worker's compensation insurance under the provisions of Pennsylvania's Worker's Compensation Law or one of the following reasons, as indicated.

Contractor with no employees, Contractor prohibited by the law from employing any individual to perform work pursuant to this building permit unless the contractor provides proof of insurance to the Township.

Religious exemption under the Worker's Compensation Law.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

(signature of Notary Public) \_\_\_\_\_

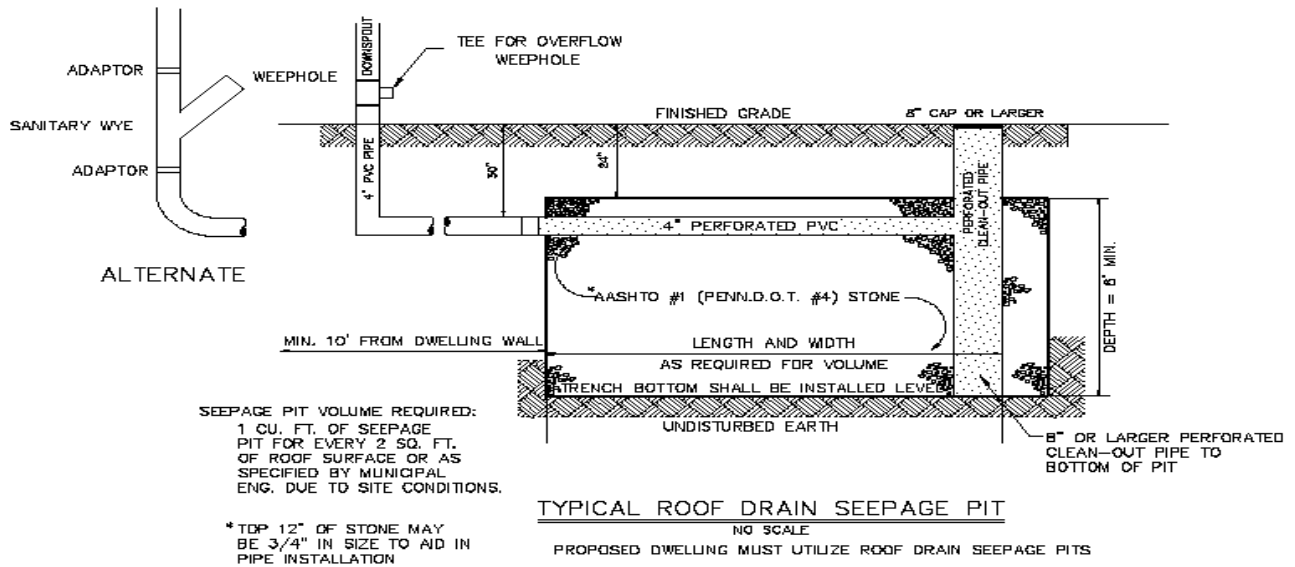
My commission expires: \_\_\_\_\_

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Signature of applicant \_\_\_\_\_

Address \_\_\_\_\_ County of \_\_\_\_\_

\_\_\_\_\_ Municipality of \_\_\_\_\_



### Erosion & Sediment Control

1. Insure that no sediment is deposited onto public roads.
2. It is a violation of State and Federal regulations to allow sediment to enter any stream or drainage channel.
3. If you have any questions concerning erosion control, please contact York County Conservation District at 717-840-7430

