

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 717-942-2248)
- 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, including a description of materials.
- 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

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: _____

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_____

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.

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.)

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: _____

DO NOT WRITE BELOW THIS LINE

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.

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 _____

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_____

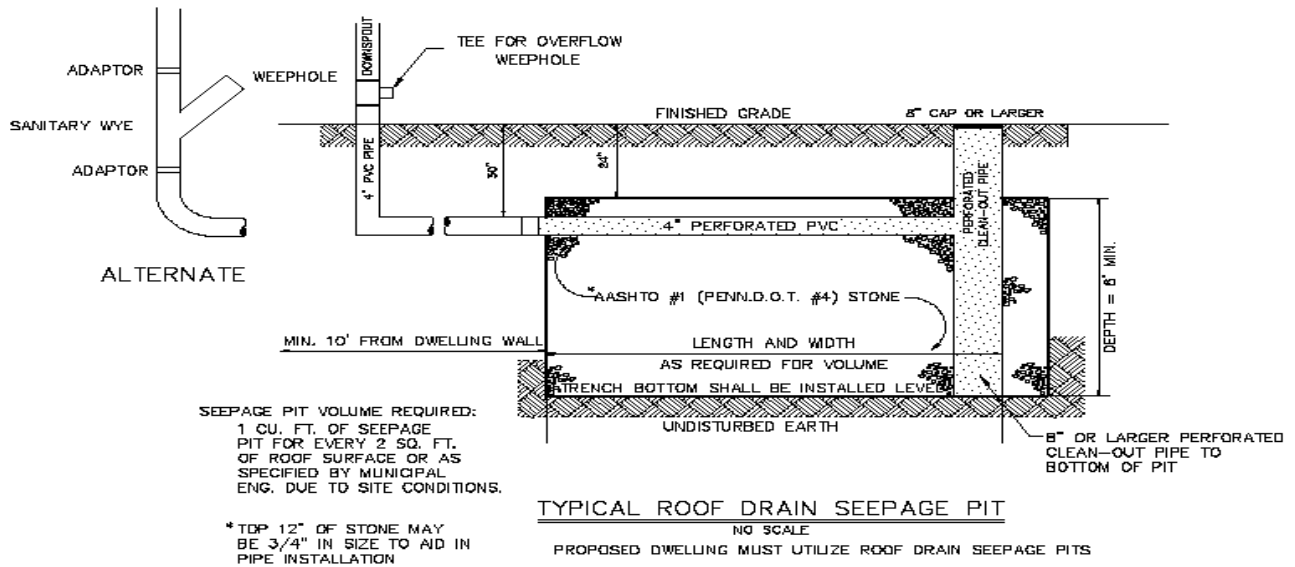
(signature of Notary Public) _____

My commission expires: _____

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

