

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 roads require a "Township Driveway Permit" - 717-456-5913
- C. A "Sewage Permit". South Penn Code Consultants - 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 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/plot plan** **Must Include:**
 - Property Lines
 - Existing Structure(s) On Property
 - (If applicable) Location Of Septic System
 - Location Of Proposed Structure(s)
 - Distance Labeled From Property Lines To Proposed Structure(s)
 - Dimensions Of Proposed Structure(s) **AND** Existing Structure(s)
 - Stormwater Management Plan (if applicable).
- H. Submit a check for the required amount, payable to **Peach Bottom Township** for **building permit application 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.**
- L. Upon completion of the project, you must bring the building permit form back to the Peach Bottom Township Office to receive **Use and Occupancy** from the **Building Code Official**.

Two copies of the application, site/plot plan, and structural plan, must be submitted to the Building Code Official to be considered a complete submission. **Any Missing Information May Result In The Return Of The Application.** Any additional questions, please call Peach Bottom Township Office at 456-5083 Monday-Thursday 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 UNIFORM CONSTRUCTION CODE 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: _____ Use & Occupancy: _____

1) _____ 2) _____
Land Owner (s) name (print) phone number

3) _____ Email _____
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 condition 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: _____

RENEWALS

A permit can be renewed after the first twelve (12) month period for up to two additional nine (9) months periods, if construction has begun by the first nine (9) month period. It is the responsibility of the permit holder to contact the Building Permit Officer to renew the permit. There is a \$50.00 renewal fee for the renewal.

DO NOT WRITE BELOW THIS LINE

Building Inspector's Notes:

Date of Approval: _____ Signature _____
Building Inspector

Date of Approval: _____ Signature _____
Code Enforcement Officer

Residential Permit Application

The following are required to be submitted with this application:

Two (2) Sets of Site Plans

Two (2) Complete Sets of Construction Drawings

Property Information	ID / MAP & PARCEL:
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Project Address	City	Zip
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Owner's Name	Phone	Fax	Email
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Owner's Address	City	State	Zip
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Scope of Project

Description of Work:

		<u>Finished / Unfinished</u>	<u>Attached / Detached / No</u>
Cost of Construction	Square Feet	Floors Basement	Garage

General Contractor:

Company Name	Phone	Fax
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Address	City	State	Zip
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Contact	Email	Cell
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Electrical Contractor:

Company Name	Phone	Fax
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Address	City	State	Zip
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Contact	Email	Cell
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Plumbing Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

Heating/Air Conditioning Contractor

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

As the owner, lessee, design professional employed in connection with the proposed work or agents thereof, I certify that:

- All information provided on and with this application is true and correct and that the work will be completed in accordance with the “approved” construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality;
- I understand that this permit is valid for one (1) year after its issuance by the Municipality;
- I understand that this permit shall become invalid unless the authorized construction work begins within 180 days of this permit’s issuance or if the authorized construction work is stopped for a period longer than 180 days;
- I understand that no work may be started, or continued, unless a permit is issued by, and the fees paid to, the Municipality;
- I understand that, once issued, a copy of this permit will remain on the work site until the completion of this project;
- I understand that a Building Permit Placard shall be placed on the property visible from the street;
- I am responsible for locating all property lines, setback lines, easements, rights-of-way, flood areas, etc.;
- I understand that the 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;
- I understand all applicable codes, ordinances and regulations;
- Any changes to the approved documents will be submitted in writing and these changes will not occur until they have been reviewed and approved;
- I understand that South Penn Code Consultants, or their authorized representative, shall have the authority to enter areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit;
- I understand that I am required to apply for any required Zoning Permits;
- I understand that I am responsible for any plan review fees or any additional inspections fees, which may be required during construction, that were not identified during the initial permit approval; and,
- I understand that all fees must be paid in full before a Certificate of Use and Occupancy can be issued. Should I decide to cancel the project, I agree that I am responsible for any fees incurred in the reviewing process.

Applicant Signature _____

**Pennsylvania Uniform Construction Code (UCC)
Religious Sect Exemption Affidavit**

This form may be utilized to satisfy one of the conditions excluding a dwelling or structure from one or more requirements of the UCC. It should be filled out completely and submitted to the Building Code Official in the municipality in which the dwelling will be constructed. Submission of this form does not satisfy all the requirements of the Act related to this UCC exclusion. Please **type** or **print legibly** all requested information.

Exemption Requested for:

- Electrical provisions of the International Residential Code
- Plumbing provisions of the International Residential Code
- Lumber and wood provision of the International Residential Code (other than for locations requiring wood treated for protection against decay and rot)

Dwelling or Structure Construction Site

Address

Post Office

State

Zip Code

Township/Borough/City

County

Dwelling or Structure Owner Information

Name of Owner

Address

Post Office

State

Zip Code

Telephone Number

Religious Sect

Owner Attestation

By signing this statement in the presence of a notary public, I attest to the fact that the dwelling or structure to be constricted or occupied at the site above conforms to the following criteria:

1. The applicant is a member of a recognized religious sect;
2. The religious sect has established tenets or teachings which conflict with an electrical provision of the Uniform Construction Code;
3. The applicant adheres to the established tenets or teachings of the sect;
4. In the case of a dwelling unit, the dwelling unit will be used solely as a residence for the applicant and the applicant’s household;
5. In the case of a one-room schoolhouse, the one-room schoolhouse will be used solely by members of the religious sect;
6. If an applicant receives an exemption for any building under this request and the applicant subsequently sells or leases the building, the applicant shall bring the building into compliance with provision of the Uniform Construction Code from which it was exempted under this request prior to the sale or lease of the building unless the prospective subsequent owner or lessee files an affidavit in compliance with Items 1-5 above.

Owners Signature

Date

Bishop of Religious Sect Signature

Date

County of _____ Municipality of _____

Subscribed, sworn to and acknowledged before me by the above

_____ this _____ Day of _____ 20_____

SEAL

Notary Public

MUST BE NOTARIZED

WORKERS' COMPENSATION INFORMATION FORM

AFFIDAVIT OF EXEMPTION

The undersigned affirm that he/she is not required to provide workers compensations insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

___Property owner performing own work. If property owner does hire a contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to the municipality. Homeowner assumes liability for contractor compliance with these requirements.

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

___ Religious exemption under the Workers' Compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letter for all employees).

Signature of Applicant _____

County of _____ Municipality of _____

Subscribed, sworn to and acknowledged before me by the above

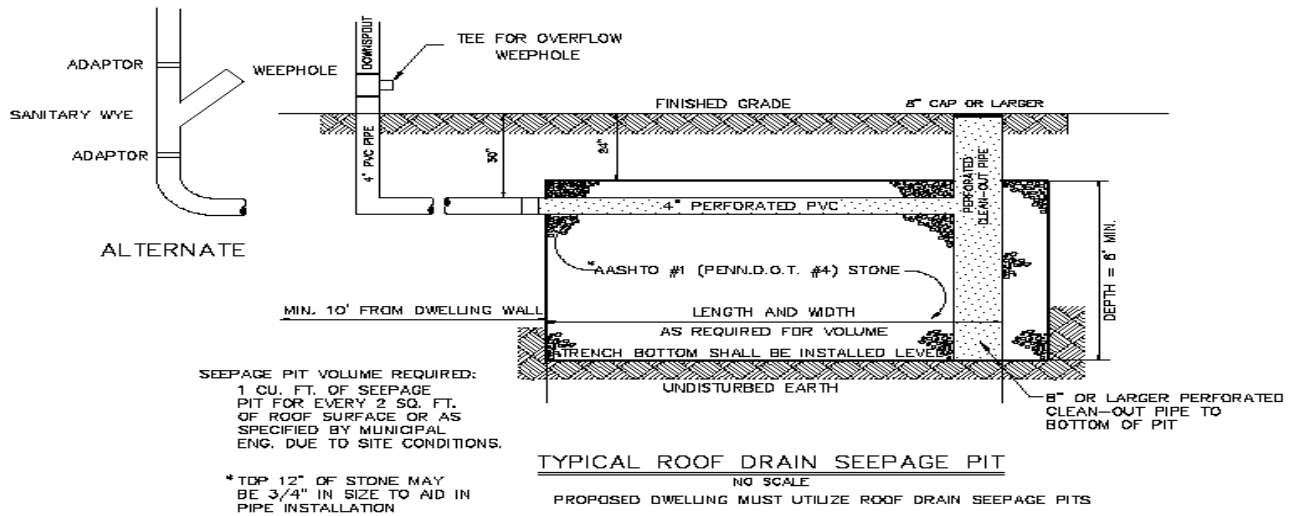
_____ this _____ Day of _____ 20 _____

SEAL

Notary Public

MUST BE NOTARIZED

STORM WATER CONTROL



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

