

# COMMERCIAL PERMIT APPLICATION

Township will not accept faxed applications.

DATE RECEIVED

**PERMIT #**

**PROJECT ADDRESS** \_\_\_\_\_  
Street City Zip Code

**PROPERTY OWNER INFORMATION**  
Property Owner Name \_\_\_\_\_  
Address (if different than project address) \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

**PROJECT INFORMATION**  
**1 ELECTRONIC** (PDF document) **AND 2 HARD COPIES OF PLANS REQUIRED**  
General Contractor \_\_\_\_\_  
Name Email  
Address \_\_\_\_\_  
GC Contact Person \_\_\_\_\_ Cell # \_\_\_\_\_  
Project Scope \_\_\_\_\_  
Project Cost \$ \_\_\_\_\_ Project Foot Print Area \_\_\_\_\_ square feet

The applicant certifies that all information on this application is correct and 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 Township. 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 Township or any other governing body. The applicant certifies that he/she understands all the applicable codes, ordinances and regulations. Applications 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. **I certify that the code official, or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. I understand that I am responsible for any plan review fees or any additional inspection fees, which may be required during construction, that were not outlined during the initial permit approval. I understand that all fees must be paid in full before a certificate of occupancy can be issued. I agree that I am responsible for any fees incurred in reviewing proposed projects that I choose not to pursue.**

Print Owner / Agent Name \_\_\_\_\_  
Signature Owner / Agent \_\_\_\_\_ Date \_\_\_\_\_

Building Code Official  
(717) 898-3100 extension 225  
building@easthempfield.org

East Hempfield Township Development Services Department  
"From Start to Finish for Home & Business"  
East Hempfield Township - 1700 Nissley Road  
Landisville, PA 17538 - (717) 898-3100  
easthempfield.org

Zoning Officer  
(717) 898-3100 extension 231  
zoning@easthempfield.org

## Contractor Information

<b>Demolition Contractor</b>	Demolition Contractor _____ Scope of Work _____ Asbestos Notification submitted by _____ Date _____
<b>Framing Contractor</b>	Framing Contractor _____ Scope of Work _____
<b>Electrical Contractor</b>	Electrical Contractor _____ Scope of Work _____
<b>Plumbing Contractor</b>	Plumbing Contractor _____ Scope of Work _____
<b>Heating Contractor</b>	Heating Contractor _____ Scope of Work _____
<b>Foundation Contractor</b>	Foundation Contractor _____ Scope of Work _____
<b>Fire Prevention Contractor</b>	Fire Prevention Contractor _____ Scope of Work _____

EAST HEMPFIELD TOWNSHIP

WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION

A. The Applicant is:

1. A contractor within the meaning of Act 44 of the PA Workers Compensation Law  
YES \_\_\_\_\_ NO \_\_\_\_\_ If the answer is YES, complete Section B & C below
2. A homeowner  
YES \_\_\_\_\_ NO \_\_\_\_\_ If you are a homeowner applying for a Building Permit on behalf of a contractor, you may have to obtain verification that the contractor has Workers' Compensation coverage.

B. Insurance Information:

Name of Applicant: \_\_\_\_\_  
Federal or State Employer Identification No. \_\_\_\_\_  
Applicant is a qualified self-insurer for Workers' Compensation. Certificate Attached \_\_\_\_\_  
Name of Workers' Compensation Insurer: \_\_\_\_\_  
Workers' Compensation Insurance Policy No. \_\_\_\_\_  
Certificate Attached \_\_\_\_\_ Policy Expiration Date \_\_\_\_\_

C. Exemption:

*Complete and notarize Section C if the Applicant is a contractor claiming exemption from providing Workers' Compensation Insurance.*

The undersigned swears or affirms that he/she is not required to provide Worker's Compensation Insurance under the provisions of PA Workers' Compensation Law for one of the following reasons:

- \_\_\_\_\_ Contractor with no employees.  
The contractor is prohibited by 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 PA Workers' Compensation Law.

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires \_\_\_\_\_  
(SEAL/STAMP)

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

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_ Date \_\_\_\_\_

Failure to submit all or part of this information will result in denial of the building permit.

## Workers Compensation Reform Act of 1993

Since August 31, 1993, Act 44, the Workers' Compensation Reform Act requires all Townships that issue building permits to ensure that a contractor has workers' compensation coverage for any employees upon application for a Building Permit.

Therefore, the attached form must be completed and submitted to the township with any application for a Building Permit.

Under the Act:

A contractor is any person who contracts to do certain work for a stipulated sum.

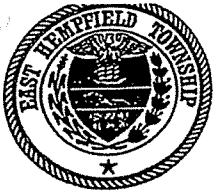
A homeowner is not considered to be a contractor.

If a contractor meets this definition, he must complete Section B of the Workers' Compensation Application and submit a copy of his Workers' Compensation Certificate, which includes the effective date of the coverage and the signature of the insurer.

The exemption section of the form (section C) must be completed if a contractor has no employees or has filed an application with the Department of Labor and Industry for a religious exemption. The contractor's Federal or State Employer Identification Number still must be submitted under Section B. Once completed, this section must be signed, notarized and submitted to the Township office.

After completing the application, please sign and return to East Hempfield Township with the building permit application.

Failure to submit all or part of this information will result in denial of the building permit.



**EAST HEMPFIELD TOWNSHIP**  
**STORMWATER MANAGEMENT EXEMPTION**

- 1) Article V, §260-28(C) allows an exemption to the Stormwater Management Ordinance for the cumulative installation of impervious surface of up to 1,000 square feet, or 5% of gross lot area, whichever is less. This is a lifetime cumulative amount per property starting June 2, 2014.
- 2) The Stormwater Officer may deny an exemption for complex projects or unique circumstances and require a small project application or regular stormwater management plan.
- 3) A Zoning Permit is required for all projects proposing new impervious surface, even if exempt from Stormwater Management.

**Project Property Address:** \_\_\_\_\_  
Street Address

\_\_\_\_\_

City State Zip

**Impervious Surface** (e.g., roof area, concrete, asphalt, stone/gravel, brick, etc.)

Added \_\_\_\_\_ (sf<sup>2</sup>) - Removed \_\_\_\_\_ (sf<sup>2</sup>) = Net Total (+/-) \_\_\_\_\_ (sf<sup>2</sup>)  
(if applicable)

**Owner/Applicant:** \_\_\_\_\_  
Print Name

\_\_\_\_\_

Signature Date

**Office Use Only:**

Property Account #: 290 - \_\_\_\_\_ - 00000      Permit #: \_\_\_\_\_

Property Size: \_\_\_\_\_ (sf<sup>2</sup>)      Afforded Exemption Area: \_\_\_\_\_ (sf<sup>2</sup>)

Exemption Area Claimed: \_\_\_\_\_ (sf<sup>2</sup>)      Exemption Area Available: \_\_\_\_\_ (sf<sup>2</sup>)  
 (Previous)

Exemption Area Claimed: \_\_\_\_\_ (sf<sup>2</sup>)      Exemption Area Remaining: \_\_\_\_\_ (sf<sup>2</sup>)  
 (Current Project)

**Associated Permits:**  APPROVED  DENIED

\_\_\_\_\_ \_\_\_\_\_  
Stormwater Officer Date

## What is Storm Water?

Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what we call storm sewers. These are the drains you see at street corners or at low points on the sides of streets. Collectively, the draining water is called storm water runoff.

## Why is Storm Water "Good Rain Gone Wrong?"

Storm water becomes a problem when it picks up debris, chemicals, dirt, and other pollutants as it flows or when it causes flooding and erosion of stream banks. Storm water travels through a system of pipes and roadside ditches that make up storm sewer systems. It eventually flows directly to a lake, river, stream, wetland, or coastal water. All of the pollutants storm water carries along the way empty into our waters, too, because storm water does not get treated!

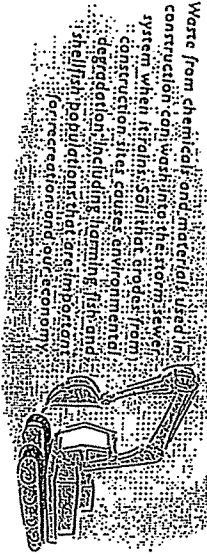


Pet wastes left on the ground get carried away by storm water, contributing harmful bacteria, parasites and viruses to our water.



Vehicles drip fluids (oil, grease, gasoline, antifreeze, brake fluids, etc.) onto paved areas, which storm water runoff carries them through our storm drains and into our waters.

Chemicals used for lawn and garden care are not used properly, can run off into the storm drains, and pollute our water.



Waste from chemical and materials used in construction can wash into the storm sewer system when it rains. Soil, silt, and other materials from construction sites can cause environmental degradation, including harm to fish and shellfish populations that are important for recreation and our economy.

## Where To Go To Continue the Information Flow

Your community is preventing storm water pollution through a storm water management program. This program addresses storm water pollution from construction, new development, illegal dumping to the storm sewer system, and pollution prevention and good housekeeping practices in municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our water is ... water! Contact your community's storm water management program coordinator or the Pennsylvania Department of Environmental Protection for more information about storm water management.



Pennsylvania Department of Environmental Protection  
www.dep.state.pa.us

1. Check for leaks in your home. Fix them before they get worse.
2. Fire Hydrant - If you see a fire hydrant, it is not storm water. It is just a series of underground pipes. It can include ditches used to convey storm water from the land to a receiving lake, river or stream.
3. Storm Drain Inlet - Part of the storm sewer system. Anything that falls into it, like leaves, trash, or other debris, can end up in the storm sewer system. If you see a storm drain inlet, it is an opening in the ground that leads to the storm sewer system.
4. Storm Sewer Outfall - Part of the storm sewer system. It is a pipe that carries storm water from the storm sewer system to a body of water, like a lake, river, or stream.
5. Street - Storm water flows down the street into the storm sewer system. If you see a storm sewer cover, it is an opening in the ground that leads to the storm sewer system.
6. Storm Water Management Program - A plan to prevent storm water pollution. It includes things like cleaning up litter, fixing leaks, and keeping storm drains clear.
7. Storm Water Pollution Prevention Act (SWPPA) - A law that requires property owners to prevent storm water pollution. It includes things like cleaning up litter, fixing leaks, and keeping storm drains clear.
8. Storm Water Quality - The quality of storm water. It is affected by things like litter, leaks, and pollution.
9. Storm Water Quantity - The amount of storm water. It is affected by things like rain, snow, and ice.
10. Storm Water Treatment - The process of removing pollutants from storm water. It includes things like filtration, sedimentation, and chemical treatment.
11. Storm Water Reuse - The use of storm water for things like irrigation, flushing toilets, and washing cars.
12. Storm Water Storage - The storage of storm water for later use. It includes things like detention basins and retention ponds.
13. Storm Water Infiltration - The process of storm water seeping into the ground. It is affected by things like soil type and land use.
14. Storm Water Evaporation - The process of storm water turning into vapor. It is affected by things like temperature and humidity.
15. Storm Water Condensation - The process of water vapor turning into liquid. It is affected by things like temperature and humidity.
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# When It Rains, It Drains

Understanding Storm Water and How It Can Affect Your Money, Safety, Health, and the Environment

## What Happens When It Rains?

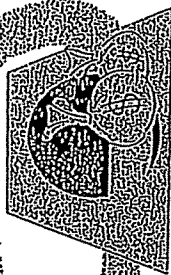


Rain is an important part of nature's water cycle, but there are times it can do more damage than good. Problems related to storm water runoff can include:



Flooding caused by too much storm water flowing over hardened surfaces such as roads and parking lots. Instead of soaking into the ground.

Increases in spending on maintaining storm drains and sewer systems. Storm drains can become clogged with excessive amounts of dirt and debris.



Decreases in fish and wildlife populations. Storm water carries sediment and pollutants that degrade important fish habitat.

More expensive treatment technologies to remove harmful pollutants carried by storm water into our drinking water supply.

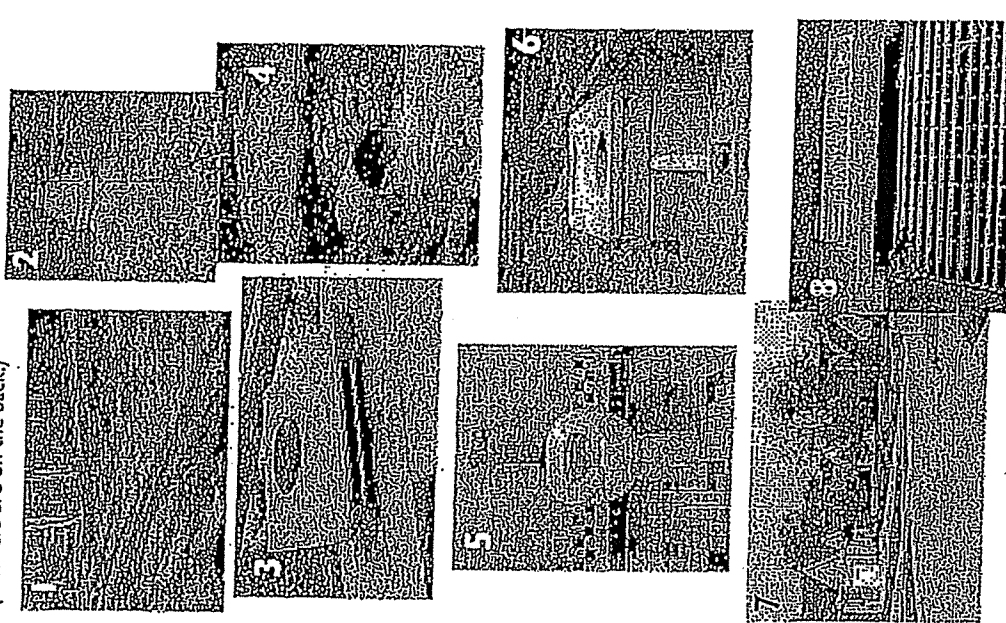


Closed beaches due to high levels of bacteria carried by storm water that make swimming unsafe.

We can help rain restore its good reputation while protecting our health and environment while saving money for ourselves and our community. Keep reading to find out how...

## Test Your Storm Sewer System Savvy!

What does the storm sewer system look like in your community? See if you can identify which pictures are part of the storm sewer system. (Answers are on the back.)



## Restoring Rain's Reputation: What Everyone Can Do To Help

Rain by nature is important for replenishing drinking water supplies, recreation, and healthy wildlife habitats. It only becomes a problem when pollutants from our activities like car maintenance, lawn care, and dog walking are left on the ground for rain to wash away. Here are some of the most important ways to prevent storm water pollution:

- 1. Properly dispose of hazardous substances such as used oil, cleaning supplies and paint—never pour them down any part of the storm sewer system and report anyone who does.
- 2. Use pesticides, fertilizers, and herbicides properly and efficiently to prevent excess runoff.
- 3. Look for signs of soil and other pollutants, such as debris and chemicals, leaving construction sites in storm water runoff or tracked into roads by construction vehicles. Report poorly managed construction sites that could impact storm water runoff to your community. (See the back of this brochure for contact information.)
- 4. Install innovative storm water practices on residential property, such as rain barrels or rain gardens, that capture storm water and keep it on site instead of letting it drain away into the storm sewer system.
- 5. Report any discharges from storm water outfalls during times of dry weather—a sign that there could be a problem with the storm sewer system.
- 6. Pick up after pets and dispose of their waste properly. No matter where pets make a mess—in a backyard or at the park—storm water runoff can carry pet waste from the land to the storm sewer system to a stream.
- 7. Store materials that could pollute storm water indoors and use containers for outdoor storage that do not rust or leak to eliminate exposure of materials to storm water.