Permit No._____

EAST PENNSBORO TOWNSHIP

HOUSING & COMMUNITY DEVELOPMENT
98 South Enola Drive
Enola, PA 17025
Phone: 717-732-0711 Fax: 717-732-7810

BUILDING PERMIT APPLICATION

LOCATION OF PROPERTY	
Address	Tax Parcel No.

WORK PROPOSED

Type of Improvement

- ☐ New Structure
- ☐ Addition
- ☐ Alteration
- ☐ Repair
- ☐ Change of Occupancy
- ☐ Fire Protection (only)
- ☐ Electrical (only)
- ☐ Plumbing (only)
- ☐ Mechanical (only)
- ☐ Demolition

☐ **Residential** ☐ **Commercial**

Use Group: _____ **Construction Type: _____**

Description: A concise, specific statement of proposed work or change. All new structures, additions and alterations require three (3) complete sets of scaled plans and specifications for all building systems; the size and complexity of which may also require greater detail and calculations.

_____

_____

_____

Declared Fair Market Value

$

Exterior Dimensions:

Height in feet _____ Square Footage (Building Footprint) _____

No. of Stories _____ Combined Square Footage (All Floors) _____

IDENTIFICATION

	Name	**Complete Address**	**Phone & Email Address**
Owner			
Architect/ Engineer			
Contractor			

AFFIDAVIT

I, hereby, authorize and certify that I am the owner in fee or the authorized agent of the owner in fee of the property upon which the work authorized by the permit sought will be performed. I further certify that all work will be performed in accordance with all applicable laws and regulations of the United States of America, the Commonwealth of Pennsylvania and East Pennsboro Township and that all information submitted is true and correct. I understand that false statements are subject to the penalties of 18 PA CS § 4904 Unsworn falsification to authorities.

Print Name	Owner or Agent
Signature of Owner or Authorized Agent	Date

WATER & WASTE SERVICE

Domestic Water Service:

Public ☐ Private ☐ On-Site ☐

New ☐ Existing ☐

Commercial Work Only: Proposed Usage _____ GPD

Waste Removal System:

Public ☐ Private ☐ On-Site ☐

New ☐ Existing ☐ Repair ☐

Sewer Capacity Reviewed Thru Land Development: Yes ☐ No ☐

FIRE PROTECTION EQUIPMENT

Fire Sprinkler Type	Fire Sprinkler Type	Hydrants No.
No. Heads	No. Heads	Key Box Size
Other Fire Suppression Type	Other Fire Suppression Type	Notification System Type
No. Heads	No. Heads	Building Alarm Type
Portable Extinguisher Type No.	Portable Extinguisher Type No.	Manual Pull Stations No.
Standpipe Type Class No.	Standpipe Type Class No.	Horns No. Strobes No.

RESIDENTIAL SPRINKLER ACKNOWLEDGEMENT

As required by Act 1 of 2011, I have been informed by my builder of the costs and benefits of installing an automatic fire sprinkler system in my new home and have been offered the option to have the same installed at my expense. After consideration of the costs and benefits, I have elected to:

☐ Accept the offer for the installation of an automatic sprinkler system in my home.
☐ Not have an automatic sprinkler system installed in my home.

Signature of Buyer	Date

WORKERS' COMPENSATION INSURANCE

PLEASE CHECK WHICH OF THE FOLLOWING APPLIES

☐ Workers' Compensation Insurance Certificate (East Pennsboro Township named as Certificate Holder) attached.

☐ Qualified Self-Insurer for Workers' Compensation Certificate attached.

☐ Notarized East Pennsboro Township Affidavit of Exemption from Workers' Compensation Insurance attached.

ZONING

Impervious Coverage

Provide the Square Footage for each of the following Site Elements Present (if not applicable mark N/A):

House: _____ + Deck: _____ + Driveway: _____ + Private Sidewalks/Patio/Pavers: _____ +

Pool/ Hot Tub: _____ + Detached Garage: _____ + All Storage Buildings: _____ + Other: _____

= Impervious Coverage Square Footage: _____ ÷ Lot Square Footage: _____

= Percentage of Impervious Coverage: _____

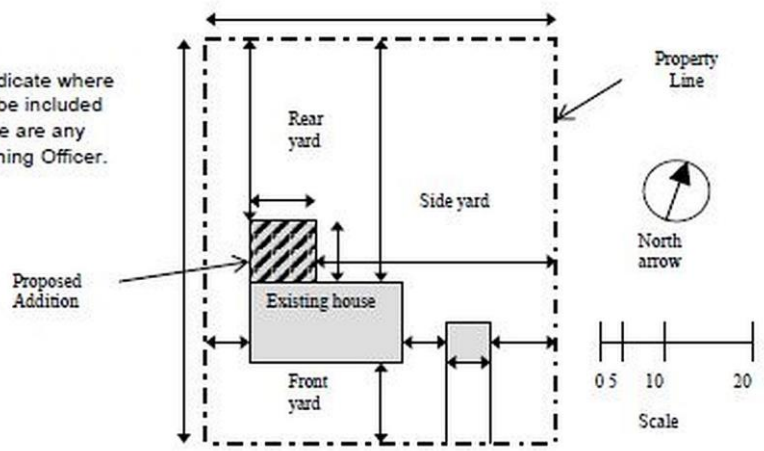
Print Name: _____ Signature: _____

SITE PLAN

☐ Attach A Fully Dimensioned and/or Scaled Site Plan Indicating All Existing Site Conditions & Proposed Improvements in Relation to each other & All Existing Public & Private Roads, Right-of-Ways, Easements, Wetlands, Floodplains, Lot Lines and Setbacks.

Example Map

** Double-ended arrows (↔) indicate where a setback (measured in feet) should be included by the owner and/or Applicant. If there are any questions, please ask the issuing Zoning Officer.



SITE INFORMATION

Zoning District: _____ Current Use: _____

Proposed: _____ New Use ☐ Same Use ☐ Conversion to Conforming ☐

Current Number of Off-Street Parking Spaces: _____ Proposed Number of Off-Street Parking Spaces: _____

Setbacks	Required	Provided	Front *(check)*
North			
East			
South			
West			

Site within an Identified Flood Prone Area: Yes ☐ No ☐ Unsure ☐

Improvement within *ANY* portion of an Identified Flood Prone Area: Yes ☐ No ☐

East Pennsboro Township assumes no responsibility for any misrepresentation or omission by the applicant.

Application Submission Checklist

Bold Items Required for Application to be Accepted
(Check All Items Present)

- ☐ **Completed Application(s)**
  - ☐ **All Required Signatures**
- ☐ **Three (3) Sets of Construction Documents (may include any or all of the following)**
  - ☐ Dimensioned Architectural & Structural Plans
  - ☐ Dimensioned Life Safety Plan
  - ☐ Plumbing Design & Dimensioned Layout
  - ☐ Mechanical Design & Dimensioned Layout
  - ☐ Electrical Design & Dimensioned Layout
    - ☐ Commercial - Reviewed & Approved by 3rd Party Inspection Agency
  - ☐ Fire Protection Design & Dimensioned Layout
  - ☐ Accessibility Design & Dimensioned Layout
  - ☐ Dimensioned Site Plan
    - ☐ Show & Dimension All Known Property Lines, Easements, Wetlands & Flood Plains
    - ☐ Show All Lot Impervious Coverage & Complete Worksheet within Application
- ☐ **Permit Application Fee:** ☐ **Residential - $100.00** ☐ **Residential Demolition - $150.00**
  ☐ **Commercial - $250.00** ☐ **Commercial Demolition - $450.00**
- ☐ **Workers' Compensation Certificate/ Workers' Compensation Affidavit**
- ☐ Storm Water Plan – Approved by Township Engineer
- ☐ Highway Occupancy Permit (All Driveways, Sidewalks, Curbs & Any Work within Right-of-Way)
- ☐ Waste Water Approval
  - ☐ On-Site Septic - SEO Taylor Troutman (717-732-3621 ext 1245 *or* ttroutman@)
  - ☐ Sanitary Sewer - Township Engineer

FOR OFFICE USE

Zoning Officer Signature:	Date:
Flood Plain Administrator Signature:	Date:
Building Code Official Signature:	Date:

Application Payment Type: _____ Amount: _____ Tracking #: _____

Permit Payment Type: _____ Amount: _____ Tracking #: _____

Revision Date: 3/12/2024 Effective Date: 3/18/2024