

**Documents needed to obtain a RESIDENTIAL BUILDING PERMIT:**

- Complete Application signed by the applicant and land owner or a signed contract agreement between both
- Deed if purchased in the last 6 months
- Accessory building letter (if applicable)
- Septic permit or water/sewer letter
- Survey/Plot Plan with setbacks labeled showing the distance from ALL 4 property lines
- Signed REScheck (showing insulation of the doors and windows)
- Manual D and Manual J (duct and load calculations for HVAC)
- Address application
- Construction drawings
- HOA approval (if applicable)

**Documents needed to obtain a SWIMMING POOL PERMIT:**

- Complete Application signed by the applicant and land owner or a signed contract agreement between both.
- Survey/Plot Plan with setbacks labeled showing the distance from ALL 4 property lines
- HOA approval (if applicable)

**Documents needed to obtain a mobile home CHANGE OF OWNERSHIP/NEW DECAL:**

- Complete Application signed by the applicant and land owner
- Paid current tax receipt
- Bill of Sale or title w/signed owner signature(s)

**Documents needed to obtain a mobile home MOVING permit:**

**Move MH out of Lancaster County**

- Complete Application signed by owner
- Paid Advance tax receipt

**Move MH within Lancaster County**

**Move existing MH already located in Lancaster County to a location in Lancaster County you will need a moving permit and setup permit. If purchasing from a dealer in Lancaster County you do not need a moving permit only a setup permit.**

- Complete Application signed by owner and landowner
- Paid current tax receipt for the moving location

**Documents needed to obtain a mobile home setup permit:**

- Complete Application signed by applicant and land owner
- Paid up to date tax receipt (if new, will not have a tax bill)
- Bill of Sale or Title with signed owner signature
- Septic permit or water/sewer letter
- Survey/Plot Plan with setbacks labeled showing the distance from ALL 4 property lines

**Documents needed to obtain a DEMO permit:**

**Stick built Home:**

- Complete Application signed by applicant and/land owner
- Proof of ownership or contract from land owner

**Mobile Home:**

- Complete Application signed by applicant and land owner
- Bill of sale or title with signed owner signature
- Paid Advance tax receipt

**Commercial building:**

- Contact Zoning this process must go through zoning and finance

**Documents needed to obtain a Fire Permit:**

**Fire Alarm:**

- Commercial Permit Application
- Shop Drawings
- Battery Calculations
- Material Specifications

**Sprinkler System:**

- Commercial Permit Application
- Shop Drawings
- Hydraulic Calculations
- Material Specifications
- State Fire Marshal Approval Letter (Only needed for large Projects)

**Alternate Fire Suppression:**

- Commercial Permit Application
- Shop Drawings
- Material Specifications

**Commercial Permits**

**Sign permit:**

- Complete Sign Application
- Site plan showing sign location
- Sign Drawings including footing details if monument or ground sign.

**If a new tenant is going into a space that was occupied by the same type of business and no building or site work is needed please complete the Power Authorization/Change of Use form.**

**Commercial New Construction (New building, addition, swimming pool, clubhouse/amenity center, upfit to existing building and retaining walls)**

- Complete Commercial permit application
- Complete Plan review application
- Construction Drawings (2 hard copies and 1 CD or Flash drive)
- Site plan