

# RESIDENTIAL

## SINGLE FAMILY DETACHED & ATTACHED

### BUILDING PERMIT APPLICATION SUBMISSION PROCEDURES

**EAST PENNSBORO TOWNSHIP**  
98 South Enola Drive  
Enola, PA 17025-2796

Dept. of Housing & Community Development  
Phone: (717) 732-0711 Ext. 1212  
Fax: (717) 732-7810  
[www.eastpennsboro.net](http://www.eastpennsboro.net)

East Pennsboro Township does not verify the registration of home improvement contractors. Building permit applicants are advised to verify the registration of home improvement contractors by referring to the website of the Pennsylvania Office of Attorney General, Bureau of Consumer Protection [www.attorneygeneral.gov/hic.aspx](http://www.attorneygeneral.gov/hic.aspx) or by calling this toll-free number: 1-888-520-6680. Complaints about home improvement contractors should be directed to that office.

**APPLICATIONS:** Any individual requesting a Building, Plumbing, Electrical, Mechanical or Demolition Permit must complete the appropriate application(s). Completed application(s) and all supporting documents must be submitted for review by the Township staff.

1. **A Certificate of Workers' Compensation Insurance for the contractor, naming East Pennsboro Township as certificate holder, or a notarized affidavit of self-employment,** must accompany the submission.
2. Fees must be submitted with the application. Refer to applicable pages of this document for calculating fees.
3. Applications will be accepted in person. **Faxed copies of plans and associated documents will not be accepted.** Questions or additional information can be obtained by contacting the Department of Housing & Community Development at the above number.
4. **Incomplete or illegible application submissions will be returned to the applicant.**

**ZONING PERMIT:** Required for zoning compliance (setbacks, lot coverage, special flood hazard areas, etc.)

**OCCUPANCY PERMIT:** Required when type of occupancy is changed.

**DEMOLITION PERMIT:** A site inspection must be scheduled to verify that utilities are disconnected prior to issuance of a permit.

**TIME FRAME:** Applications and plans will be reviewed on a first come, first served basis. Permits will be issued as promptly as possible. Allow 15 business days for review; however, NEW residential dwellings may require additional time for thorough review. Resolution of plan deficiency comments will result in an extended plan review period. Every effort will be made by the Township staff to expedite permits in an efficient and timely manner.

1. **Completed Application(s)** – Submit one (1) copy of the Building Permit Application & Submission Procedures and one (1) copy of the Zoning Permit Application(if needed), signed, dated, and including telephone numbers for the applicant, owner, and contractor or his designated contact person.
2. **Two (2) complete sets of plans and documents.** One set will be stamped when approved and returned to you when the permit is issued.
  - a. Plans **must** be drawn to scale (not less than 3/16" equals one foot). Identify all drawings with the address, or lot number and subdivision name. Square footage of living space, finished basement space, unfinished basement, and garage shall appear on all sheets.
  - b. **Plot Plan (Site Plan)** – show all structures, off street parking facilities, easements, streets, alleys with measured distances from adjacent or adjoining buildings and setback lines so the inspectors can locate the building/structure.
  - c. **Electrical plans must FIRST be submitted to, reviewed, and approved by a Third Party Agency prior to submission with this application. Electrical plans must include size and location of service panel, switches, and receptacles as well as location of all hardwired interconnected smoke detector(s).**
  - d. Foundation and Floor Plans (including basements, crawl spaces, decks, etc.) - show complete structural details including all footing(s) size and depth, and dimensions of **all** rooms, corridors, and spaces. Label each room with intended use (bedroom, family room, storage, etc.)
  - e. Elevations of **all** sides of the building or structures with dimensions, grade and height(s).
  - f. Submit truss drawings, if applicable, which have been signed and sealed by a design professional registered in Pennsylvania.
  - g. Identify all framing lumber and include the specie, sizes, spacing, span, and grade.
  - h. Show typical wall section(s) and necessary details of the wall construction.
  - i. Indicate clear span, size, and spacing of all framing members in rafter and floor details.
  - j. Show location(s) of **all** window(s) with height above finished floor, sizes of glazing, ventilation, and clear openings for emergency escape. **(Manufacturer's window schedule)**
  - k. Choose one of the following energy compliance methods and provide details of all insulation values for windows (U-value), walls, floors & ceilings (R-value) as set forth by PA UCC:

**CIRCLE ONE and NOTE THE CHOSEN CODE ON THE PLANS**

    - Chapter 11 of the International Residential Code
    - PA Alternative Energy Code
    - International Energy Conservation Code
    - Alternative Computer assisted energy compliance (ResCheck)
  - l. Include size and types of drain, waste, vent, and domestic water piping in Plumbing plans. A description of proposed materials, ie; pvc, cpvc, pex, copper...etc.
  - m. Include all HVAC equipment (heat system, water heater etc) type, size and locations mechanical plans. Proposed new ductwork must indicate type of material, size of ducts and insulation R-value.
  - n. Any construction proposing a driveway entrance from a State Highway requires submission of a copy of the approved Penn DOT Highway Occupancy Permit with this application.
  - o. Residential Fire Sprinkler Acknowledgment Form, new home only. (See pg 4)

## GENERAL INFORMATION – PERMIT DENIAL AND REFUNDS

1. Notification of permit application denial will be in writing. Permit applications, plans, and documents that were submitted may be picked up at the Township Office within ten (10) days after a permit is denied. Plans, documents, and applications will be disposed of if not picked up within that time period. The Township will retain one copy of all documents.
2. Refunds – In the case of non-issuance or revocation of a permit or abandonment or discontinuance of a building project, the cost of work performed under the permit shall be estimated and any excess fee for the incomplete work shall be returned to the permit holder upon written request; except that all plan examination and permit processing fees and all penalties that have been imposed on the permit holder under the requirements of the Building Code shall first be collected. Moreover, no such excess fee shall be refunded hereunder unless said written request is received by the code official before the earlier of thirty (30) days following said revocation, abandonment or discontinuance (as the case may be) or one (1) year from the date of issuance of said permit. Payment of fees does not guarantee issuance of any permits.

**This is only to be used as a guide.** Review the adopted Ordinances of East Pennsboro Township prior to submitting an application.

I/WE HAVE READ AND UNDERSTAND THESE BUILDING PERMIT PROCEDURES AND SUBMISSION REQUIREMENTS.

I/WE HAVE SUBMITTED THE APPLICATION AND ALL REQUIRED DOCUMENTS, PLANS, DRAWINGS ETC. IN ACCORDANCE WITH THE APPLICATION SUBMISSION PROCEDURES.

\_\_\_\_\_  
APPLICANT(S)

\_\_\_\_\_  
DATE



## RESIDENTIAL AUTOMATIC FIRE SPRINKLER ACKNOWLEDGEMENT FORM

As required by Act 1 of 2011, enacted on April 25, 2011, the builder of a one-family or two-family dwelling subject to the International Residential Code shall, at or before the time of entering into the purchase contract, do all of the following:

1. Offer to a buyer the option to install or equip, at the buyer's expense, an automatic fire sprinkler system in the building or dwelling unit designed and installed in accordance with the provisions of section R313.2.1 (relating to design and installation of automatic fire sprinkler systems) of the International Residential Code (2009 edition).
2. Provide the buyer with information which explains the initial and ongoing cost of installing and equipping an automatic fire sprinkler system in the building or dwelling unit.
3. Provide the buyer with information, as made available by the State Fire Commissioner on the agency's Internet website, on the possible benefits of installing an automatic sprinkler system.  
[www.osfc.state.pa.us](http://www.osfc.state.pa.us)

After considering both the costs and benefits of installing an automatic fire sprinkler system in my new home, 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.

\_\_\_\_\_  
ADDRESS OF NEW HOME

\_\_\_\_\_  
Date

-- **BUYER** --

-- **BUILDER** --

\_\_\_\_\_  
Print Name(s)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

# RESIDENTIAL

## SINGLE FAMILY DETACHED & ATTACHED

### APPLICATION FOR PLAN REVIEW AND BUILDING PERMIT APPROVAL

**EAST PENNSBORO TOWNSHIP**  
98 South Enola Drive  
Enola, PA 17025-2796

Dept. of Housing & Community Development  
Phone: 717-732-0711 Ext. 1212  
FAX: 717- 732-7810  
www.eastpennsboro.net

**OFFICE HOURS: Monday through Friday 8:00 AM to 4:00 PM**

|   |               |                       |
|---|---------------|-----------------------|
| Site Address _____  |               |                       |
| Is this site in a Special Flood Hazard Area? Yes _____ No _____ |               |                       |
| Owner _____   | Phone # _____ | Fax # _____           |
| Mailing Address _____   |               | E-Mail: _____         |
| Applicant (if other than owner) _____                           |               |                       |
| Phone # _____   |               | Fax # _____           |
| Mailing Address _____   |               | E-Mail: _____         |
| Contractor _____  |               |                       |
| Phone # _____   |               | Fax # _____           |
| Mailing Address _____   |               | E-Mail: _____         |
| Contractor's Federal I.D. # (E.I.N) _____                       |               | State License # _____ |
| Commercial Architect or Engineer _____                          |               |                       |
| Phone # _____   |               | Fax # _____           |
| Mailing Address _____   |               | E-Mail: _____         |

#### **SECTION I: Type of improvement(s), check all that apply**

- New Construction    Addition    Alteration    Demolition    Swimming Pool
- Change of Use    Shed > 200 sq. ft.    Foundation Only    Repair    Relocation

**Describe the proposed work in detail:** \_\_\_\_\_

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**Estimated Cost of This Construction Project:**    \$ \_\_\_\_\_

Note: Cost of construction is subject to verification by the Building Official based on current valuation tables  
**For change of use, describe in detail the proposed use of the building/structure:**

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**SECTION II: NEW RESIDENTIAL DWELLING CONSTRUCTION**, Complete all that apply.

**HVAC:** Type of Heating/Ventilating/Air Conditioning System (i.e. electric, gas, oil, etc.) \_\_\_\_\_

**WATER SERVICE:** (Check one)       Public       Private      **FLOOD ZONE:** \_\_\_\_\_

**SEWER:** (Check one)       Public       Private (Septic Permit # \_\_\_\_\_)

**SPRINKLING SYSTEM TO BE INSTALLED:**     YES       NO

**BEDROOMS:** \_\_\_\_\_ **BATH:** \_\_\_\_\_ **½ BATH:** \_\_\_\_\_ **OFF STREET PARKING SPACES** \_\_\_\_\_

**FIREPLACE?** # \_\_\_\_\_ Type of Fuel \_\_\_\_\_ BTU's \_\_\_\_\_ Type Vent \_\_\_\_\_

**DECK?** \_\_\_\_\_ **PORCH?** \_\_\_\_\_ **PATIO?** \_\_\_\_\_ **SWIMMING POOL?** \_\_\_\_\_

**EXTERIOR MATERIALS** (i.e. vinyl, brick, stone, stucco, etc.) \_\_\_\_\_

For heated pools, provide the location of fuel supply and the distances to structures and ANY opening (i.e., window, door, vent) in the structure.

\* \* \* \* \*

**SECTION III: BUILDING PERMIT FEES**

**PERMIT FEE CALCULATION – New Construction**

Complete the following: (round up to the next dollar; no cents)

|                           |                    |         |
|---------------------------|--------------------|---------|
| Living Space _____        | \$ .57 per sq. ft. | = _____ |
| Basement (finished) _____ | \$ .57 per sq. ft. | = _____ |
| Basement (unfin.) _____   | \$ .27 per sq. ft. | = _____ |
| Garage _____              | \$ .32 per sq. ft. | = _____ |

**TOTAL BUILDING PERMIT** \_\_\_\_\_

SEWER FEE includes: \$2,300.00

Sewer Tap Fee \$ 1850

Sewer Inspection \$450

RECREATION FEE\* \_\_\_\_\_

DOWNSTREAM IMPROVEMENTS\*\* \_\_\_\_\_

PA UCC Fee \$4.00

CERTIFICATE OF OCCUPANCY \$10.00

ZONING PERMIT \$15.00

**TOTAL FEE DUE** \_\_\_\_\_

\*Recreation Fee Varies – check subdivision plan

\*\*For direct discharge of storm water = \$100/lot, Magaro Hills Subdivision = \$1,000/lot extra

**PERMIT FEE CALCULATION – Alterations/Renovations**

Complete the following: (round up to the next dollar; no cents)

\$35.00 for first \$1,000 of estimated cost of construction, plus \$9.00 for each additional \$1,000.00 or part thereof. The following formula is to help you calculate fee only; don't include this number in total permit fee.

*Estimated construction cost (round up to next 1000) ÷ 1000 = \_\_\_\_\_*

\$35.00 for first \$1,000, plus = \$ 35.00

\$9 for each additional \$1000 = \$ \_\_\_\_\_

U.C.C. fee = \$ 4.00

Add Certificate of Occupancy Fee (if applicable) = \$ 10.00

Zoning Permit Fee (only if applicable) = \$ 15.00

**TOTAL FEE DUE** = \$ \_\_\_\_\_

\* \* \* \* \*

**SECTION IV: ALL APPLICANTS**

Application for a permit shall be made by the **owner** of the building or structure, or his/her agent, or by the **registered design professional** employed in connection with the proposed work. An application made by a person other than the **owner** shall be accompanied by an affidavit of the **owner** or the qualified applicant or a signed statement of the qualified applicant witnessed by the code official or his designee to the effect that the proposed work is authorized by the **owner** and that the applicant is authorized to make such application. The full names and addresses of the **owner**, lessee, applicant and responsible officers, if the **owner** or lessee is a corporate body, shall be stated in the application.

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 all applicable codes, ordinances and regulations of East Pennsboro Township, as well as all State and Federal regulations. 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 East Pennsboro Township or any other governing body

The property owner and/or applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. The applicant certifies he/she understands all the applicable codes, ordinances and regulations. Please consult your Deed of Record or Homeowners Association Covenant's, etc. for other restrictions.

**PLEASE NOTE:** For each review of construction plans beyond the initial review and report and one additional review, or if the permit application is withdrawn after the initial plan review, the permit

applicant will be charged a plan review fee based on a per hour charge set forth by the Board of Commissioners.

**East Pennsboro Township takes no responsibility for any misrepresentation or omission of information presented on this application by the owner or applicant.**

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 hereby certify that the information submitted herewith is true and correct. I understand that false statements are made subject to the penalties of 18 PA C.S. Section 4904, relating to unsworn falsification to authorities. I certify that I am the owner of record for the property listed, or that I am authorized by the owner of record to submit this application on the owner's behalf.

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

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (required)  
REQUIRED

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved  
East Pennsboro Township Building Code Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved  
East Pennsboro Township Flood Plain Administrator

\_\_\_\_\_  
Date

## Third Party Electrical Inspection Agencies

East Pennsboro Township enacted the Pennsylvania Construction Code Act 45 on July 7, 2004. The Uniform Construction Code requires that electrical drawings must be submitted with construction permit applications. East Pennsboro Township does not have a certified electrical inspector on staff; therefore, electrical plan review approval must be obtained before the construction permit application is submitted to the Township.

Several Third Party Electrical Inspection Agencies have been authorized by East Pennsboro Township to perform plan review and to conduct any necessary electrical inspections during the construction process. The applicant is responsible for submitting electrical drawings to one of the authorized third party agencies for the plan review and to arrange for the inspections. All costs associated with this service shall be paid directly to the third party agency; the Township cannot collect or accept any fees for this service.

Only the following third party agencies are authorized to provide the service:

National Inspection Agency  
James D. Quigley  
117 Cherry Ridge Rd.  
State College, PA 16803  
1-800-365-2633  
jdquigley@nationalcode.com

Commonwealth Code Inspection Service  
David Morris  
290 Mountain Rd.  
Liverpool, PA 17045  
717-444-3008  
ccisoffice@aol.com

Middle Department Inspection Agency, Inc  
Wayne Welker, Manager  
3901 Hartzdale Dr., STE 112  
Camp Hill, PA 17011  
717-761-6340 or 1-800-962-6342  
www.mdia.com

Approved Code Services, Inc.  
Jeff Gardner  
5 Brenneman Cir., STE 101  
Mechanicsburg, PA 17050  
717-506-0464  
jgardner@approvedcode.com

American Inspection Agency, Inc.  
Kenneth Smith  
342 Miller Rd.  
Sinking Springs, PA 19608  
717-432-8059  
www.aia.20m.com

Pennoni Associates, Inc.  
Robert E. Hollabaugh  
1215 Manor Dr., STE 100  
Mechanicsburg, PA 17055  
717-975-6481  
www.pennoni.com

ARRO Consulting, Inc.  
4750 Delbrook Rd., STE 101  
Mechanicsburg, PA 17050  
717-975-3995  
www.thearrogroup.com

Light-Heigel & Associates, Inc.  
Ron Schubauer  
430 East Main St.  
Palmyra, PA 17078  
717-838-1351  
rons@light-heigel.com