

**PERMIT APPLICATION**

**IMPORTANT – APPLICANT MUST COMPLETE ALL ITEMS IN SECTIONS: I, II, III, AND IV.**

<b>I. LOCATION OF BUILDING</b>	ADDRESS: _____ Parcel No. _____			
	Subdivision Name: _____ Lot No. _____			
<b>Type of Permit:</b>	Zoning Building	Plumbing Electrical	Demolition Sprinkler System	Use & Occ. Mechanical

**II. TYPE AND COST OF BUILDING – All applicants complete Parts A-D**

<p><b>A. TYPE OF IMPROVEMENT</b></p> <table style="width:100%;"> <tr> <td>New Building</td> <td>Deck</td> </tr> <tr> <td>Addition</td> <td>Fence</td> </tr> <tr> <td>Alteration</td> <td>Shed/Accessory Structure</td> </tr> <tr> <td>Demolition</td> <td>Pool</td> </tr> </table> <p>Proposed Work (Describe in Detail):        _____        _____        _____        _____        _____</p> <p>Square footage _____ Square footage added by permit _____        Number of stories _____</p>	New Building	Deck	Addition	Fence	Alteration	Shed/Accessory Structure	Demolition	Pool	<p style="text-align: center;"><b>C. USE</b></p> <p style="text-align: center;">Residential -or- Nonresidential</p> <p style="text-align: center;">Are you changing Use?:        YES                      NO</p> <p>Existing Use: _____</p> <p>Proposed Use: _____</p>
New Building	Deck								
Addition	Fence								
Alteration	Shed/Accessory Structure								
Demolition	Pool								

<p><b>B. COST (including labor &amp; material)</b></p> <table style="width:100%;"> <tr> <td style="width:35%;">Building</td> <td style="width:10%;">(omit cents)</td> <td style="width:55%;">\$ _____</td> </tr> <tr> <td>Plumbing</td> <td></td> <td>\$ _____</td> </tr> <tr> <td>Electrical</td> <td></td> <td>\$ _____</td> </tr> <tr> <td>Sprinkler System</td> <td></td> <td>\$ _____</td> </tr> <tr> <td>Mechanical</td> <td></td> <td>\$ _____</td> </tr> <tr> <td><b>TOTAL COST OF IMPROVEMENT</b></td> <td></td> <td>\$ _____</td> </tr> </table>	Building	(omit cents)	\$ _____	Plumbing		\$ _____	Electrical		\$ _____	Sprinkler System		\$ _____	Mechanical		\$ _____	<b>TOTAL COST OF IMPROVEMENT</b>		\$ _____	<p><b>D.</b>        Building Sprinkled: Yes _____ No _____        Water Supply: Public _____ Private _____        Sewage Disposal: Public _____ Private _____        Structure in flood plain: Yes _____ No _____</p> <p>New buildings and additions require a plot plan drawn to scale showing proposed work, existing structures on site, distances from lot lines and established grades.        Two (2) sets of plans and specifications required.        A description of work accompanied by plans of proposed work required.        Additional information may be required upon plan review.</p>
Building	(omit cents)	\$ _____																	
Plumbing		\$ _____																	
Electrical		\$ _____																	
Sprinkler System		\$ _____																	
Mechanical		\$ _____																	
<b>TOTAL COST OF IMPROVEMENT</b>		\$ _____																	

**III. ZONING REQUIREMENTS (as applicable)**

Zoning District _____ Interior Lot _____ Sq. Ft. of Lot _____ Front Yard Setback _____ Left Side Yard Setback _____ Height of Structure _____ Finished Floor Elevation _____	Corner Lot _____ Sq. Ft. of Structure (Footprint) _____ Rear Yard Setback _____ Right Side Yard Setback _____ No. of Off Street Parking Spaces _____ Total Impervious Area _____ No. of Stories _____
--	---

IV. IDENTIFICATION - To be completed by all applicants		
Name	Mailing Address	Telephone
Owner Or Lessee		
General Contractor		
Permit Applicant		
	contact person's email:	
Design Professional		

**Applicant's Certification:** As the owner or the authorized agent of the project for which this application is filed, I certify that:

- The description of use, estimated construction cost and all other information provided as part of this application for a building permit is correct.
- The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from Lower Swatara Township.
- This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401 - 405.
- Any changes to the approved documents will be filed with the Township Code Department.
- If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to the Township Building Code Official..
- No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401 - 405.
- If signed by someone other than the construction owner, this work has been authorized by the owner of record, and I have been authorized by the owner to complete this application on his behalf. I will be acting on behalf of the owner as:

\_\_\_\_\_ DESIGN PROFESSIONAL    \_\_\_\_\_ CONTRACTOR    \_\_\_\_\_ AGENT

**APPLICANT MUST COMPLETE ONE OF THE SECTIONS BELOW:**

Applicant, if other than owner:

Owner:

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Name (typed or printed)

\_\_\_\_\_  
Signature                      Date

**DO NOT WRITE BELOW THIS LINE For Department Use Only**

**V. ZONING OFFICER APPROVAL**

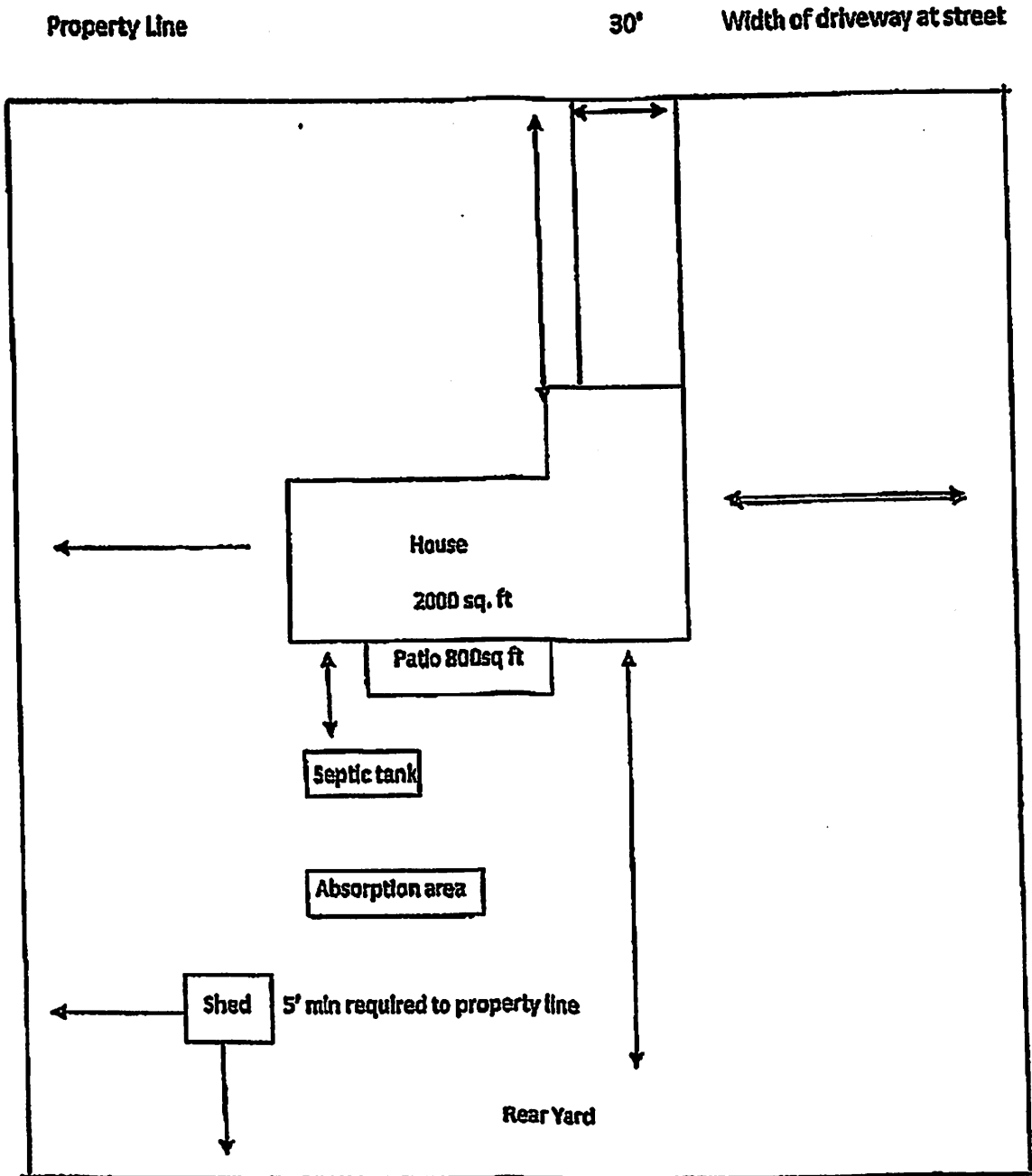
District _____	Use _____
Front Yard Setback                      Required                      Shown	Conforming _____
Left Side Yard Setback                      _____	Non-Conforming _____
Right Side Yard Setback                      _____	Easements _____
Rear Yard Setback                      _____	Fee \$ _____
Building Height                      _____	
Maximum Impervious                      _____	
NOTES: _____	
	_____ Zoning Officer                      Date

**VI. CODE OFFICIAL APPROVAL**

Application Fee                      App Fee \$ _____	Construction Type                      _____
Building Permit No. _____                      Permit Fee \$ _____	Use Group                      _____
Plumbing Permit No. _____                      Permit Fee \$ _____	Occupancy Load                      _____
Electrical Permit No. _____                      Permit Fee \$ _____	
Demolition Permit No. _____                      Permit Fee \$ _____	
DCED                      Fee \$ _____	
Total Codes Fee \$ _____	
Zoning Fee (from Section V) \$ _____	
<b>TOTAL FEE \$ _____</b>	
NOTES: _____	
	_____ Code Official                      Date

# Lower Swatara Township Sample Plot Plan

Spring Garden Drive



Proposed Construction \_\_\_\_\_ sq. ft.      Sidewalks/patio \_\_\_\_\_ sq. ft.  
 Existing Structures \_\_\_\_\_ sq. ft.      Total Coverage \_\_\_\_\_ sq. ft.      Greater than 1000sq ft of disturbance requires a  
 Driveway \_\_\_\_\_ sq. ft.      Lot Size \_\_\_\_\_ sq. ft.      Storm water management permit.

Plot plan to include the following: Accurate property lines, lot size with dimensions, location of easements and right of ways, dimensions and square footage of all impervious areas-drive ways, sidewalks/patios, structures including sheds etc. A survey of your property maybe necessary for compliance.

## Permit Checklist

This form **MUST BE COMPLETED** and turned in with your application.

The following permits are required to be obtained prior to the release of a building permit. A building permit is considered incomplete until the applicable permits below are obtained.

Provided	Needed	Not applicable	Determined by L.S.T	Permit Requirements
				Sewage facilities planning module or exemption letter
				Erosion & Sediment approvals
				NPDES approvals
				Zoning approvals
				L.S.T street cut permit
				L.S.T. sewer authority permit or on-lot septic permit
				FAA Approval if in airport zone, Penn Dot AV 57 form
				Proof of Land Development/Subdivision recording
				Penn Dot HOP Permit or notice of acknowledgment that one is required

\_\_\_ Residential Application Fee of \$50; Commercial Application Fee of \$75

\_\_\_ 2 Sets of plans required. Commercial requires that 1 set of those sets is to have original wet stamp.  
Minimum size: Residential – 11"x17"; Commercial – 24"x36"

\_\_\_ Workers Compensation with Lower Swatara Township as the certificate holder required. Notarized waiver form required if the contractor is exempt from the Workers Compensation Law. Home owners performing their own work or acting as the General Contractor are exempt.

\_\_\_ Commercial Electrical Review is done by a township approved third party (see back of this form). Whoever reviews the plans shall be contacted for inspections. Electrical pages should be separated from the remainder of plans. At permit application, provide which electrical third party you want to review the plans and provide contact information for whom they should bill for their services and contact for questions.

**APPROVED THIRD PARTY ELECTRICAL INSPECTION AGENCIES  
AGREEMENTS WITH LOWER SWATARA TOWNSHIP**

Middle Department Inspection Agency, Inc. (MDIA)  
3901 Hartzdale Drive, Suite 112  
Camp Hill, PA. 17011  
Contact: Ron Yoffee: 717-761-5340 Fax: 717-761-5590

Commonwealth Code Inspection Service, Inc. (CCIS)  
176 Doe Run Road  
Manheim, PA. 17545  
Office 717-664-2347  
Contacts: Jeremy Blanck – inspector George Syder-Plans

Approved Code Services (ACS)  
5060 Ritter Road, Suite A2  
Mechanicsburg, PA. 17055  
Contact: Phone: 717-506-0464 Fax: 717-918-5798

American Inspection Agency (AIA)  
342 Miller Road  
Sinking Springs, PA. 19608  
Contact: Phone: 1-800-806-6610 Fax: 610-678-4359