

# MEP PERMIT APPLICATION PACKET

Mechanical, Electrical & Plumbing (MEP) Permits are needed for projects that involve mechanical, electrical and/or plumbing work only. If a project includes anything “more” – like a finished basement that includes plumbing work, or solar panels that include electrical work – a Building Permit is needed.

Note... a permit is not needed if you are repairing/replacing (1) an existing HVAC system, (2) an existing electrical switch, or (3) an existing sink, commode, tub, shower or other plumbing fixture that does not require altering a drain or venting device.

If you're unsure if your project needs a MEP Permit please call the Township at (717) 336-1720.

## **MEP PERMIT APPLICATIONS MUST INCLUDE THE FOLLOWING ITEMS. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.**

1. **MEP PERMIT APPLICATION.** Complete all applicable sections of the MEP Permit Application, and sign and date the application.
2. **PLANS.** Plans must include detailed information and all relevant specifications for the proposed work. All plans must include a floor plan drawing of the project area. Three sets of plans must be submitted. In addition, all plumbing plans for work at commercial properties must be signed and sealed by a licensed architect or professional engineer.
3. **BUILDING AND IMPERVIOUS COVERAGE CALCULATIONS.** There is a limit to how much impervious surface can be added to any property in the Township. But for most MEP projects the work to be done doesn't create additional building or impervious coverage, in which case there's no need to complete this form. But if the project includes new building or impervious surfaces – like installing a concrete pad for an emergency generator – you'll need to calculate how much building and impervious coverage exists today, and how much will exist after the project is completed. Some of the information you'll need to complete this calculation – like the property size, house dimensions, and tax parcel number – can be found at [lanasterpa.devnetwedge.com](http://lanasterpa.devnetwedge.com).
4. **CERTIFICATE OF INSURANCE.** If your project is being completed by a contractor, the contractor must provide a certificate of insurance that names the Township as a certificate holder and additional insured, to be listed as “East Cocalico Township, 100 Hill Road, Denver PA 17517.” The contractor must also complete the Pennsylvania Workers Compensation Insurance Coverage Information form.
5. **HOME IMPROVEMENT CONTRACTOR VERIFICATION.** If your project is at a residential property and the work is being completed by a contractor, State Law requires the contractor to register as a home improvement contractor with the Office of the Pennsylvania Attorney General. Ask your contractor to provide his/her current license, or visit [hicsearch.attorneygeneral.gov](http://hicsearch.attorneygeneral.gov) to download and print the contractor's license status (it must be valid), and submit this information to the Township.
6. **PERMIT FEE.** The permit fee must be paid at the time the permit is approved for pick-up. Fees vary by project type. Visit [ect.town](http://ect.town) to view the current Fee Schedule.

**Questions? Call the Township at (717) 336-1720, or e-mail [twp@ect.town](mailto:twp@ect.town).**

# EAST COCALICO TOWNSHIP

100 Hill Road, Denver, PA 17517

717-336-1720 • ect.town

## MEP PERMIT APPLICATION

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### PROPERTY INFORMATION

address \_\_\_\_\_ tax parcel number \_\_\_\_\_

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### APPLICANT INFORMATION

name \_\_\_\_\_

address \_\_\_\_\_

phone \_\_\_\_\_ e-mail \_\_\_\_\_

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### APPLICANT INFORMATION *(if not property owner)*

name \_\_\_\_\_

address \_\_\_\_\_

phone \_\_\_\_\_ e-mail \_\_\_\_\_

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### CONTRACTOR INFORMATION *(if any)*

name \_\_\_\_\_

address \_\_\_\_\_

phone \_\_\_\_\_ e-mail \_\_\_\_\_

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**CHECK THE APPROPRIATE CIRCLE(S)**

- |  |  |
|--|--|
| <input type="radio"/> Mobile Home or Manufactured Dwelling | <input type="radio"/> Single Family Dwelling   |
| <input type="radio"/> Two Family Dwelling                  | <input type="radio"/> Apartment or Condominium |
| <input type="radio"/> Addition or Alteration               | <input type="radio"/> Sewer Lateral            |
| <input type="radio"/> Non-residential : _____              | <input type="radio"/> Water Lateral            |
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**THE SCOPE OF WORK INCLUDES....**

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**PLAN CHECKLIST**

Three copies of the plan must be submitted. Plans must include, where applicable...

1. an accurate floor plan that shows existing and proposed improvements;
  2. product and equipment specifications;
  3. detailed drawings; and,
  4. plans and drawings signed and sealed by a licensed architect or professional engineer for plumbing work at commercial properties.
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**ACKNOWLEDGMENT & SIGNATURE**

As Owner or authorized agent of the project I certify that:

- To the best of my knowledge and belief, all information herein true, correct, and complete, and I understand that any false statement may result in a work stoppage and/or revocation of this Permit.
- This project will be constructed and/or use conducted in accordance with the approved Permit and pursuant to all applicable Township ordinances.
- By signing this application, I hereby authorize the East Cocalico Township Zoning Officer, Building Inspector, or other Township representative to enter the property if necessary to confirm compliance with the Permit and applicable Township ordinances.
- Any proposed changes to this project or use after the Permit is issued will require approval by the East Cocalico Township.

signature: \_\_\_\_\_ date: \_\_\_\_\_

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**TOWNSHIP USE ONLY**

permit #

fee paid

cash / check no.

<input type="checkbox"/> Rough Mechanical	<input type="checkbox"/> Rough Plumbing	<input type="checkbox"/> Underslab Plumb.	<input type="checkbox"/> Rough Electric	<input type="checkbox"/> Sprinkler Hydro.
<input type="checkbox"/> Final Mechanical	<input type="checkbox"/> Final Plumbing	<input type="checkbox"/> Electric Service	<input type="checkbox"/> Final Electric	<input type="checkbox"/> Final Sprinkler

# LOT COVERAGE CALCULATIONS & STORMWATER REQUIREMENTS

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please complete the calculations below to determine the total existing and proposed lot coverages, and return this form with your permit application. This information is needed to issue a permit for your project. This form is also used to determine if stormwater management will be required for your project.

## STEP 1: CALCULATE EXISTING LOT COVERAGE

- A. \_\_\_\_\_ sf existing home/office/building
- B. \_\_\_\_\_ sf existing garage
- C. \_\_\_\_\_ sf existing shed
- D. \_\_\_\_\_ sf existing driveways & walkways
- E. \_\_\_\_\_ sf existing patio (do not include if constructed with pervious pavers)
- F. \_\_\_\_\_ sf existing pool and coping
- G. \_\_\_\_\_ sf existing covered deck
- H. \_\_\_\_\_ sf existing other \_\_\_\_\_
- I. \_\_\_\_\_ sf total existing lot coverage (*add Lines A through H*)
- J. \_\_\_\_\_ sf property size (to find you property size visit [lanasterpa.devnetwedge.com](http://lanasterpa.devnetwedge.com))
- K. \_\_\_\_\_ sf existing % lot coverage (*Line I divided by Line J*)

## STEP 2: CALCULATE PROPOSED LOT COVERAGE CHANGES

- L. \_\_\_\_\_ sf for all proposed improvement(s): \_\_\_\_\_
- M. \_\_\_\_\_ sf for all impervious area(s) to be removed: \_\_\_\_\_
- N. \_\_\_\_\_ sf proposed net change in impervious area (*Line L minus Line M*)

## STEP 3: CALCULATE PROPOSED LOT COVERAGE

- O. \_\_\_\_\_ sf proposed lot coverage (*add Line I and Line N*)
- P. \_\_\_\_\_ % proposed % lot coverage (*Line O divided by Line J*)

## STEP 4: DETERMINE STORMWATER MANAGEMENT REQUIREMENTS

- Q. \_\_\_\_\_ sf proposed net change in impervious area (*Line N*)
- R. \_\_\_\_\_ sf impervious area added 8/6/2003-present (not included in current stormwater management)
- S. \_\_\_\_\_ sf area requiring stormwater management (*add Line Q and Line R*)

If Line S is less than 1,000 sf, then stormwater management is waived for now.

If Line S is between 1,000 and 1,999 sf, then a simplified stormwater management plan ("small project") is required.

If Line S is 2,000 sf or greater, then a complete engineered stormwater management plan is required.

## PENNSYLVANIA WORKERS COMPENSATION INSURANCE COVERAGE INFORMATION

### A. The Applicant Is

A contractor within the meaning of the Pennsylvania Workers' Compensation Law ☐ Yes ☐ No

If the answer is "Yes" complete Section B and C below as appropriate.

### B. Insurance Information

Name of Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_

☐ Applicant is a qualified self-insurer for workers' compensation

Attach insurance certificate

☐ Applicant carries workers' compensation coverage with an insurance company

Name of Workers' Compensation Insurer: \_\_\_\_\_

Workers' Compensation Policy No.: \_\_\_\_\_ Policy Expiration Date: \_\_\_\_\_

Attach insurance certificate

### C. Exemption

Complete 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 workers' compensation insurance under the provisions of the Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

☐ Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.

☐ Religious exemption under the Workers' Compensation Law.

### D. Signature

My signature as the contractor indicates my understanding of the requirements to provide proof of Workers' Compensation Insurance as need and verifies that all statements made above are true. I understand that if I am a contractor requesting an exemption under the Workers' Compensation Act, I must sign this form in front of a notary public.

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

COMMONWEALTH OF PENNSYLVANIA  
COUNTY OF LANCASTER

ON THIS, the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, and being authorized to do so, executed this instrument for the purposes contained herein.

IN WITNESS WHEREOF, I hereto set my hand and official seal.



NOTARY PUBLIC

My commission expires: \_\_\_\_\_