RESIDENTIAL ONE- AND TWO-FAMILY DWELLINGS BUILDING PERMIT PACKET

EVERYTHING IN THIS PACKET IS IMPORTANT.

PLEASE READ CAREFULLY.

EVERTHING IN THIS PACKET MUST FILLED OUT AND RETURNED TO THE TOWNSHIP.

ONCE SUBMITTED, THIS ORIGINAL APPLICATION (AND ANYTHING ELSE SUBMITTED) WILL NOT BE RETURNED TO YOU. THEREFORE, YOU ARE ADVISED TO KEEP A COPY FOR YOUR RECORDS.

REQUIREMENTS FOR OBTAINING ONE- AND TWO-FAMILY RESIDENTIAL BUILDING PERMIT

(A 15-business day review period is permitted by State Code)

Listed below are the items that are required to be submitted to East Cocalico Township in order for you to obtain a building permit. Failure to submit the required items may result in a denial of the issuance of the permit. Required applications are attached.

1) The Building Permit Application must be completed by either by the Owner(s) or Lessee of the building or structure, or an agent of either, or by the Registered Design Professional employed in connection with the proposed work.

2) **All applications must be accompanied by four (4) sets of site plans.**

3) **All applications must be accompanied by four (4) sets of construction documents.**

4) It is recommended that a Registered Design Professional prepare the construction documents. The documentation shall include the name and address of the Registered Design Professional and shall be signed, dated and sealed.

5) If the application is for a new home requiring an on-lot septic system, a copy of the septic system permit must be submitted.

6) If an addition including bedrooms is to be constructed, the Sewage Enforcement Officer must check the plans to verify that an adequate septic system is available. Verification must accompany the application.

7) If this application is for a new home and municipal water and/or sewer connection will be made, a copy of the issued permit or receipt is required prior to a building permit being issued.

8) If this application is for a new home a driveway permit is required.

9) A Soil Erosion & Sedimentation Control Plan must be submitted to Lancaster County Conservation District. A copy of the approval letter or the letter of exemption must be submitted with the building permit application.

10) **BUILDING AND IMPERVIOUS COVERAGE CALCULATIONS**. There is a limit to how much impervious surface can be added to any property in the Township. Complete the Building and Impervious Coverage Calculation form (page 10) 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 lancasterpa.devnetwedge.com.

11) **CERTIFICATE OF INSURANCE**. If your project is being completed by a contractor, your 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** (page 11).

12) **PERMIT FEE.** The permit fee must be paid at the time the application is submitted. Fees vary by project type. Visit ect.town to view the current Fee Schedule. Cash or check only (no cards). Checks payable to East Cocalico Township. Mail and/or drop off (M-F 8am-4:15pm) your permit with fee to: East Cocalico Township, 100 Hill Road, Denver, PA 17517. Permits received without the fee will be placed on hold until the fee is received.

13) **NO WORK SHALL BEGIN** UNTIL THE PERMIT HAS BEEN ISSUED.

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

FOUR (4) SETS OF PLANS SHALL BE SUBMITTED ALONG WITH THIS BUILDING PERMIT APPLICATION

All applications must be accompanied by four (4) sets of site plans.

1) **SITE PLAN**

All Applicants shall submit a Site Plan drawn to scale, and the Site Plan shall contain at minimum the following information:

- **a)** Lot dimensions, including all dimensions of all existing and proposed structures
- **b)** Building location on lot and setbacks
- **c)** Street or highway right-of-ways and any other easements or right-of-ways
- **d)** Existing or proposed septic & well locations
- **e)** Existing or proposed driveway location with percentage of slope (or grade) of lot

THE FOLLOWING PLANS SHALL BE DRAWN ON A SCALE OF ONE-QUARTER INCH (1/4″) = ONE FOOT (1′). ALL PLANS SHALL SUBMITTED IN QUADRUPLICATE.

All applications must be accompanied by four (4) sets of construction documents.

2) **ELEVATION PLANS**

Elevation Plans of the front, back, and both sides of the structure shall be submitted and shall, at minimum, show the following (from the finished grade):

- **a)** Floor lines with dimensions, and dimensions from grade to peak.
- **b)** Overhangs or porches (with dimensions and materials).
- **c)** Exterior coverings and materials.
- **d)** Roof materials and roof slope including stamped and signed truss drawing.
- **e)** Chimney size, chimney material, and location of chimney above ridge line and from nearest wall.

3) **FOUNDATION PLAN**

- **a)** Basement crawl spaces and slabs.
- **b)** Footings to include depth size, width and rebar if any.
- **c)** Foundation material and sizes with window and door sizes and locations. Wall steel
- **d)** Structural members, and their sizes and types.
- **e)** Stairs and their sizes and types.
- **f)** Interior and exterior dimensions.
- **g)** Emergency escape and rescue window, outside entrance location or equivalent.
- **h)** Louvers and vents (with sizes).

4) **FLOOR PLANS**

- **a)** First, second and third (if applicable) floors with all dimensions.
- **b)** Structural framing members, and their sizes, directions and spacing.
- **c)** Stairs, stairways and stairwells, including dimensions - handrails.
- **d)** A window and door schedule showing the manufacturer, insulation u-factor, model, sizes and locations for each. (Bedroom windows must meet egress requirements (attach manufacturers specifications)
- **e)** An Energy Conservation Code compliance certificate or equivalent must be submitted with all applications for new construction.

f) Plumbing drawings:
- **1)** Provide a ladder diagram showing drainage and vent piping sizes.
- **2)** Provide a list of materials to be used.
- **3)** If a residential fire sprinkler system is being installed:
  - **a)** Provide information on the system to be utilized NFPA 13R, 130 or 2009 IRC.
  - **b)** Provide cut sheets of materials to be used (sprinkler heads, piping, etc.)
  - **c)** Provide details of sizing calculations for the system.
  - **d)** Provide plans showing a layout of the piping, including sizes, sprinkler head locations.

g) Mechanical drawings:
- **1)** Provide heating and cooling load calculations.
- **2)** Provide cut sheets of equipment to be installed and R-valve for dock.
- **3)** For gas and oil heating systems:
  - **a)** Provide details on combustion air and venting.
- **4)** Provide a sketch of the HVAC system with run sizes and locations of outlets.
- **5)** If gas fire places and pellet/wood stoves will be installed:
  - **a)** Provide cuts sheets including venting requirements and information on clearance from combustibles.

h) Electrical drawings/Duct testing:
- **1)** Provide the electrical service location, lateral or overhead, amperage size, grounding method & equipment cut sheets.
- **2)** Provide a panel schedule identifying branch circuits, overcurrent protection ratings, AFCI protection & GFCI protection and tamper resistant.
- **3)** Provide smoke and carbon monoxide detector locations.
- **4)** Outlet & switch locations on plans. Smoke detector required if over 500sf area.

5) <u>CROSS SECTION</u>
- **a)** Building or wall cross sections.
- **b)** Footer and foundation type and details.
- **c)** Framing details with floor-to-floor height.
- **d)** Roof construction and all material used throughout.
- **e)** Section through chimneys and/or fireplaces showing damper(s), smoke chamber, throat, flue(s), clean out and mantle.

FOR RESIDENTIAL CONSTRUCTION, IT IS STRONGLY RECOMMENDED THAT ALL PLANS LISTED ON THESE PAGES BE PREPARED BY A REGISTERED DESIGN PROFESSIONAL.

INSPECTIONS REQUIRED DURING THE STAGES OF CONSTRUCTION

THE ISSUANCE OF THE BUILDING PERMIT FOR WHICH YOU HAVE APPLIED REQUIRES YOU TO COMPLY WITH ALL PROVISIONS OF ALL CODES APPLICABLE TO BOTH CONSTRUCTION AND CONSTRUCTION INSPECTIONS. FOLLOWING ARE THE STAGES OF CONSTRUCTION WHEN THE CODE ENFORCEMENT OFFICER MUST BE NOTIFIED. INSPECTIONS MUST BE SCHEDULED A MINIMUM OF TWENTY-FOUR (24) HOURS IN ADVANCE UNLESS OTHERWISE SPECIFIED IN THE INSPECTION INSTRUCTIONS. INSPECTIONS BY THE CODE ENFORCEMENT OFFICER MUST BE APPROVED BEFORE YOU PROCEED TO THE NEXT STAGE OF CONSTRUCTION. SHOULD THE BUILDING INSPECTOR/ZONING OFFICER BE REQUIRED TO MAKE ADDITIONAL INSPECTIONS, A RE-INSPECTION FEE WILL BE DUE TO DEFRAY THE COST OF THE INSPECTION. THE ENTIRE FEE MUST BE PAID PRIOR TO THE INSPECTION.

ELECTRICAL INSPECTIONS

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

PLEASE NOTE: As the appointed Third-Party Agency, Technicon Enterprises, Inc., II will perform all electrical inspections for all permitted work under the Uniform Construction Code. To schedule inspections, please call (610) 286-1622.

INSPECTION #1: FOOTINGS

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection is to be scheduled AFTER excavation is completed and forming for footings, reinforcement and grade stakes have been installed. Concrete **MAY NOT** be poured until this Inspection has been completed and approved by the Code Enforcement Officer. For pre-cast walls the stone placement must be inspected prior to the wall placement. **Note:** Footings are required to have smooth side and sharp corners, be continuous and of appropriate size. Property lines or setback lines MUST be staked accurately to identify those property lines.

INSPECTION #2: PRE-POUR

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

Concrete walls and ICF walls: Forms set and pinned and rebar installed and supported prior to concrete.

INSPECTION #3: FOUNDATION BACKFILL

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection will be made upon your completion of foundation and foundation drains but PRIOR to any backfilling and setting of joists in a frame structure or upon completion of all walls before setting floor joists in a masonry structure (exception pre-cast walls). All parging and waterproofing must be completed prior to this inspection. Foundation drains will also be inspected at this time. UNDER NO CIRCUMSTANCES IS BACKFILLING TO BE STARTED UNTIL THIS INSPECTION #3 HAS BEEN COMPLETED AND APPROVED BY THE CODE ENFORCEMENT OFFICER.

INSPECTION #4: ROUGH FRAMING

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection will be made upon completion of all framing and completion of all rough-ins. All concealed plumbing and mechanical equipment should be installed prior to calling for this Inspection and must be tested at this time. An electrical rough wiring inspection sticker must be posted on-site at this time. The plumbing system pressure testing must be performed on all waste and drainage, water supply, and natural gas piping at the time of inspection as required by the International Residential Code.

All fire stopping, fire blocking, fire caulking must be in place prior to the rough framing inspection.

UNDER NO CIRCUMSTANCES SHOULD ANY INSULATION, DRYWALL OR PLASTERING BE STARTED BEFORE INSPECTION #4.

INSPECTION #5: WALLBOARD OR LATHE

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

This inspection will be made after the installation and completion of all wallboard and/or lathe. However, under no circumstances should any plastering or taping and finishing of joints and fasteners be done prior to this Inspection. A certificate of compliance from the energy installer is required at this time.

INSPECTION #6: FINAL INSPECTION / CERTIFICATE OF OCCUPANCY

MINIMUM TWENTY-FOUR (24) HOUR WORKING NOTICE IS REQUIRED

The final inspection will be made upon completion of the structure. Prior to the final inspection the following items must be completed: grading, seeding, installation of any driveway and a final electrical inspection sticker must be placed on the main electrical panel. No Use and Occupancy Permit will be issued until the Code Enforcement Officer has determined that the structure is in full compliance with the approved Building Plans and provisions of all Codes.

Septic approval and potable water test (if well) are required to be submitted before a Use & Occupancy Certificate will be issued.

NOTE: NO DWELLING OR STRUCTURE MAY BE OCCUPIED IN ANY MANNER UNTIL THE ISSUANCE OF A FINAL USE AND OCCUPANCY PERMIT. ANY DEVIATION FROM THE APPROVED BUILDING PLANS SUBMITTED WITH YOUR ORIGINAL APPLICATION MUST BE APPROVED BY THE BUILDING CODE OFFICIAL, IN WRITING, BEFORE PROCEEDING WITH ANY CHANGE.

EAST COCALICO TOWNSHIP

100 Hill Road, Denver, PA 17517

717-336-1720 ♦ ect.town ♦ Mon-Fri 7am-4:30pm

RESIDENTIAL ONE- AND TWO-FAMILY DWELLINGS BUILDING PERMIT PACKET

ZONING APPROVED : _____ **PERMIT # :** _____
Approved by Date

LOCATION OF PROPOSED WORK:

Zoning District: ☐ Agricultural ☐ Light Industrial ☐ Suburban Residential ☐ Conservation ☐ Rural Residential ☐ General Commercial ☐ Other *(describe)* _____

County: Lancaster
Municipality: East Cocalico Township

Site Address: _____ Tax Parcel #: 080- -0-0000

Lot #: _____ Subdivision/Land Development: _____ Phase: _____ Section: _____

Lot Size (Dimensions) _____

Owner/Agent: _____ Phone # _____ Fax # _____

Mailing Address: _____ Cell # _____

E-Mail Address: _____

Principal Contractor: _____ Phone # _____ Fax # _____

Mailing Address: _____ Cell # _____

E-Mail Address: _____

Architect: _____ Phone # _____ Fax # _____

Mailing Address: _____ Cell # _____

E-Mail Address: _____

TYPE OF WORK OR IMPROVEMENT *(Check all that apply)*

☐ New Building ☐ Addition ☐ Alteration ☐ Repair ☐ Demolition ☐ Renovation

☐ Change of Use ☐ Plumbing ☐ Mechanical ☐ Electrical ☐ Electrical Service

Describe proposed work:

ESTIMATED COST OF CONSTRUCTION (reasonable fair market value) $ _____

BUILDING / SITE CHARACTERISTICS:

Number of residential dwellings _____existing _____ Proposed

Mechanical: Indicate type of Heating / Ventilating / Air Condition (i.e., electric, gas oil, etc.)

_____

Water Service	☐ Public	☐ Private (Sewage Permit # _____)	
Sewer Service	☐ Public		
Existing Electric	☐ Yes	☐ No	

FLOODPLAIN: Is the site located within an identified flood hazard area: ☐ Yes ☐ No

Will any portion of the flood hazaard area be developed? ☐ Yes ☐ No ☐ N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3

Lowest Floor Level:

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 PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. 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 the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I **certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.**

I/WE RECEIVED A COPY OF THE REQUIRED INSPECTIONS AND ARE FULLY AWARE OF REQUIREMENTS.

Date: _____ _____
Applicant's Signature

Date: _____ _____
Applicant's Signature

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

_____ _____
Address Date

Directions to Site: _____

_____

_____

_____

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.	0.00	sf	total existing lot coverage *(add Lines A through H)*
J.	_____	sf	property size (to find your property size, visit lancasterpa.devnetwedge.com)
K.	0.00%	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.	0.00	sf	proposed net change in impervious area *(Line L minus Line M)*

STEP 3: CALCULATE PROPOSED LOT COVERAGE

O.	_____	sf	for all proposed improvement(s): _____
P.	_____	sf	for all impervious area(s) to be removed: _____

STEP 4: DETERMINE STORMWATER MANAGEMENT REQUIREMENTS

Q.	0.00	sf	proposed net change in impervious area *(Line N)*
R.	_____	sf	impervious area added 8/6/2003 to present (not included in current stormwater mgmt.)
S.	0.00	sf	area requiring stormwater management *(add Line Q and Line R)*

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

If Line S is between 1,000 and 1,999 sf, 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.

_____

SEAL

NOTARY PUBLIC
My commission expires: _____

FOR CODE ADMINISTRATOR USE ONLY
ADDITIONAL PERMITS/APPROVALS REQUIRED

PERMIT # _____

☐	STREET CUT/DRIVEWAY	APPROVED _____
☐	PENNDOT HIGHWAY OCCUPANCY	APPROVED _____
☐	DEP FLOODWAY OR FLOODPLAIN	APPROVED _____
☐	EROSION AND SEDIMENT CONTROL PLAN	APPROVED _____
☐	SEWER CONNECTION	APPROVED _____
☐	ON-LOT SEPTIC	APPROVED _____
☐	ZONING	APPROVED _____
☐	PUBLIC WATER CONNECTION	APPROVED _____
☐	STORMWATER	APPROVED _____
☐	OTHER _____	APPROVED _____

APPROVALS

BUILDING PERMIT DENIED: Date _____ Date Returned: _____

BUILDING PERMIT APPROVED: Date _____

CODE ADMINISTRATOR _____

Date Issued: _____ Date Expires: _____

BUILDING PERMIT FEE	$ _____	Receipt # _____
ZONING PERMIT FEE	$ _____	Receipt # _____
PLUMBING PERMIT *(if appl.)*	$ _____	Receipt # _____
MECHANICAL PERMIT *(if appl.)*	$ _____	Receipt # _____
ELECTRICAL PERMIT *(if appl.)*	$ _____	Receipt # _____
DRIVEWAY PERMIT *(if appl.)*	$ _____	Receipt # _____
CURB AND SIDEWALK *(if appl.)*	$ _____	Receipt # _____
CERTIFICATE OF OCCUPANCY	Y or N	FEE: $ _____
PLAN REVIEW	Y or N	FEE: $ _____

ZONING INFORMATION

LOT SIZE: _____ ZONE: _____

Minimum Setback Front Yard (from right-of-way line) _____

Minimum Setback Rear Yard _____

Minimum Setback Side Yard – Each Side / Aggregate _____

BUILDING DIMENSIONS

Existing Building Area:	_____ sq. ft.	Number Of Stories:	_____
Proposed Building Area:	_____ sq. ft.	Height of Structure Above Grade:	_____ ft.
Total Building Area:	_____ sq. ft.	Area of the Largest Floor:	_____ sq. ft.

THIS PAGE FOR CODE ADMINISTRATOR USE ONLY