



## Elizabethtown Borough

**Effective August 1, 2009**, all permit applications for projects such as swimming pools, decks, new construction, additions to a structure, and any structural changes will require a construction plan to be submitted with the applications for review. The property owner or designee will be responsible for payment of this fee. You will be notified when the permit is ready to be picked up and all permit fees, inspection fees and plan review fee are required to be paid at that time.

Thank you,

Gregory P. Gobrecht  
Code Compliance Official

## ELIZABETHTOWN BOROUGH PERMITS

### Permits

A Zoning Permit is issued for compliance to the Borough's zoning ordinance. A Construction Permit is issued for compliance to the regulations of the statewide Uniform Construction Code. Both permits will be required for many construction projects. An authorized Zoning Permit must be attached to all Construction Permit applications. Permit applications are available on the Borough's website at [www.ETownOnline.com](http://www.ETownOnline.com) or at the Borough Office, 600 S. Hanover Street, Elizabethtown.

### *How Do I Apply For Permits?*

1. Complete a Zoning Permit Application and submit it to the Borough Office. Please attach all supporting documents such as site plans, drawings, and photos required with the application. Incomplete applications will be returned.
2. The Zoning Officer will review the application and check for compliance with the Borough's Zoning Ordinance. The Zoning Officer will issue the Zoning Permit for an approved application. You will be notified when the permit is approved. Payment will be due at the time the permit is picked up.
3. Depending on the type of proposed project, a Construction Permit may be required. A Construction Permit is issued for compliance with the regulations of the statewide Uniform Construction Code. It will be indicated on the Zoning Application if a Construction Permit is required. If a Construction Permit is required, complete a Construction Permit Application and submit it to the Borough Office. Two sets of signed and sealed drawings by a licensed architect or engineer are required for all commercial projects. Incomplete applications will be returned. Both applications may be submitted at the same time. If required, **you may not begin construction until a Construction Permit is issued.**
4. Following review by the Borough's Building Code Official, the Construction Permit Application will be forwarded to Commonwealth Code Inspection Services, Inc. of Manheim for processing. Commonwealth Code Inspection Services, Inc. will review the application and approve or deny the Construction Permit. Commonwealth Code Inspection Services, Inc. will invoice the applicant for any plan review or inspection fees necessary for the construction project. Before any Permit is issued, payment for the permit, plan review, and inspections fees must be received. You will be notified when the permit is ready and all payments will be due at that time.
5. Following the issuance of a Construction Permit, it is the responsibility of the applicant to contact Commonwealth Code Inspection Services, Inc. to schedule inspections. Following final inspection approval, Commonwealth Code Inspection Services, Inc. will notify the Borough's Building Code Official of project completion.
6. The Building Code Official will issue the Certificate of Occupancy when all inspections, reviews, and fee payments are complete.

(Please see reverse side for information regarding the Uniform Construction Code.)

# Uniform Construction Code

## Regulations of the UCC

The regulations of the UCC, the statewide building code, are available on the PA Department of Labor and Industry website at [www.dli.state.pa.us](http://www.dli.state.pa.us) under “Quick Links” click on Building Codes.

## Codes

The UCC administration and enforcement regulations adopt the following codes for use throughout the Commonwealth of Pennsylvania:

- \* **International Building Code 2006** (base code for commercial construction)
- \* **International Residential Code 2006** (code for one and two family dwellings no more than three stories in height)
- \* ICC Electrical Code 2005 (utilizes National Electric Code 2002 standards)
- \* International Energy Conservation Code 2006
- \* International Existing Building Code 2006
- \* International Fire Code 2006
- \* International Fuel Gas Code 2006
- \* International Mechanical Code 2006
- \* International Performance Code for Buildings and Facilities 2006 (provides alternative compliance approach)
- \* International Plumbing Code 2006
- \* International Urban-Wildland Interface Code 2006

These code books may be purchased from the International Code Council, either on their website at [www.iccsafe.org](http://www.iccsafe.org) or by calling the ICC at 1-800-786-4452.

The Department of Labor & Industry has made only minor changes to the codes listed above. Please check the L&I website and Chapter 403 of the UCC regulations for further details on these changes.

Act 13 of 2004 (HB 1654) also changed the residential stairway tread and riser standards adopted in the UCC regulation (those specified in the International Residential Code 2003). The standards to be used for residential stairways are those found in CABO One and Two Family Dwelling Code 1992.

## Plan Review and Inspections

**Commonwealth Code Inspection Services, Inc.** of Manheim, PA, has been contracted to provide UCC plan review and inspection services for Elizabethtown Borough. Please call Commonwealth Code Inspection Services, Inc. at 1-800-732-0043 for questions regarding the code.