

ELIZABETHTOWNBOROUGH PERMIT REQUIREMENTS

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PART 1

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 Pennsylvania's statewide Uniform Construction Code. Both permits will be required for many construction projects. Permit applications are available on the Borough's website at www.etononline.com or at the Borough Office, 600 S. Hanover Street, Elizabethtown, PA 17022, Phone: 717-367-1700.

How Do I Apply For Permits?

ZONING PERMIT

1. Complete the sections of the application for the type of permit you are applying for and submit it to the Borough Office. Please attach all supporting and detailed documents such as site plans, drawings, and photos that are required with the application. Sample site plans and drawings are attached to the permit application. **Incomplete applications will be returned.**
 - Please note that it is the property owner's, the applicant's or the authorized agent's responsibility to provide accurate and complete information regarding easements (including stormwater, drainage, utility, etc.), property line locations, right-of-ways, or deed restrictions for the property in order for the Zoning Permit application to be processed.
 - Research into the history of a deed and/or a recorded subdivision plan may be required for locating property lines and accessing details on recorded easements, right-of-ways, or deed restrictions. The Lancaster County website www.lancasterdeeds.com facilitates public record searches where most of this information is available.
 - In order to continue providing our residents with minimal zoning permit processing fees and efficient processing time for the issuance of permits, it is expected that property owners will provide accurate and complete information regarding easements (including stormwater, drainage, utility, etc.), property line locations, right-of-ways, or any deed restrictions for the property at the time of application. The Borough of Elizabethtown is not responsible for verifying the accuracy of this information. Should a complaint be received and/or it is determined that false information was provided on the application (whether intentional or not), the property owner will be required to remove the property improvement or bring the property into compliance with the applicable recorded restrictions and/or applicable zoning ordinance at the property owner's expense.
2. The Zoning Official will review the permit application and will check for compliance with the Borough's Zoning Ordinance. The Zoning Official will issue the Zoning Permit for an approved application. The applicant will be **notified when the permit has been processed and available. Payment for the Zoning Permit application fees are due at the time the permit is issued at the Elizabethtown Borough Office.**

ZONING PERMIT FEE SCHEDULE:

(Based on the cost of the project)

Residential		
\$0 - \$5,000	=	\$35
\$5,001 - \$15,000	=	\$50
\$15,001 - \$35,000	=	\$100
\$35,001 & over	=	\$3 per \$1,000
 Dumpster Permit	=	 \$25
 Commercial, Industrial, Open Space		
\$0 - \$10,000	=	\$50
\$10,001 - \$35,000	=	\$100
\$35,001 & over	=	\$3 per \$1,000
 Institutional		
\$0 - \$10,000	=	\$50
\$10,000 - \$100,000	=	\$300
\$100,001 - \$200,000	=	\$600
\$200,001 - \$350,000	=	\$1,000
\$350,001 - \$1,000,000	=	\$3,000
\$1,000,001 - \$2,000,000	=	\$6,000
\$2,000,001 - \$3,000,000	=	\$9,000
\$3,000,001 & over	=	\$3 per \$1,000

CONSTRUCTION PERMIT

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.

1. Complete the sections of the application for the permit type you are applying for and submit it to the Borough Office. Two sets of signed and sealed drawings by a licensed architect or engineer **and an electronic version of the plans in PDF are required for all commercial construction projects, when applicable.** Residential projects such as swimming pools, decks, new construction, additions to a structure, and any other structural changes require a plan with detailed construction specifications that meet the current International Construction Codes in accordance with the statewide Uniform Construction Code. These drawings do not have to be signed and sealed. Incomplete applications will be returned. For clarification or questions, please contact the Borough’s Code Compliance Official.
 - 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 under “Quick Links” click on Building Codes.
 - Work on any project may not begin until the appropriate permit(s) have been issued.
 - The Borough of Elizabethtown, in cooperation with other municipalities in the Elizabethtown area, has contracted with Commonwealth Code Inspection Services, Inc. of Manheim, PA, as a third-party to review Construction Permit application plans and conduct construction inspections in accordance with the Uniform Construction Code.
2. Following review by the Borough’s Building Code Official, and upon determination that the application is complete, the Construction Permit application will be forwarded to Commonwealth Code Inspection Services, Inc. for processing. Commonwealth Code Inspection Services, Inc. will review the plans accompanying the application and will approve or deny the Construction Permit in accordance with the Uniform Construction Code regulations.

3.
 - Commonwealth Code Inspection Services, Inc. will invoice the applicant for any plan review or inspection fees necessary for the construction project. The payment of this fee is made at the time the permit is issued. Commonwealth Code Inspection Services provides its own fee schedule.
 - The application fee of \$50, payable to Elizabethtown Borough, is due at the time the Construction Permit is issued. Payment of the fees for plan review and applicable inspections, made payable to Commonwealth Code Inspection Services, is also due at this time. **THE APPLICANT WILL BE NOTIFIED AT THE TELEPHONE NUMBER PROVIDED WHEN THE PERMITS ARE READY AND THE AMOUNT OF THE PERMIT FEES.**
4. Following the issuance of a Construction Permit, it is the responsibility of the applicant, contractor of the property owner to contact Commonwealth Code Inspection Services, Inc. (Phone: 717-664-2347) to schedule the required inspections. Following final inspection approval, Commonwealth Code Inspection Services, Inc. will notify the Borough's Building Code Official of project completion.
5. The Borough's Building Code Official will issue the Certificate of Occupancy when the final inspection has been completed.

PERMIT TYPE

SECTIONS TO BE COMPLETED

1. ACCESSORY STRUCTURE A, B, D, E, F, J, K, L, M
 Includes but not limited to swimming pools, sheds, fences, patios, hot tubs, retaining walls, enlarging of driveways area. (A drawing is required indicating the location of the accessory structure in reference to property lines and to the existing structure including the distance from the property lines.)
2. BUILDING OCCUPANCY OR CHANGE IN USEA, B, G, K, L, and the Elizabethtown Police Department BUSINESS EMERGENCY CONTACT LISTING (See page 10)
 If there is no renovation work, no drawings are required. If renovations are required, the applicant must also complete information in number 4 and number 6.
3. SIGN A, H, J, K, L, M
 Detailed drawing demonstrating the size and placement of the sign is required. (For certain commercial signs, number 6 must be completed. Contact the Zoning Official with questions.)
4. ALTERATIONS TO EXISTING STRUCTURES OR
 NEW CONSTRUCTION..... A, B, C, D, E, F, G, J, K, L, M & # 6 below
 Two (2) sets of detailed drawings are required. Commercial projects require two (2) sets of drawings signed and sealed by a registered Architect or Professional Engineer.
5. DUMPSTER A, B, J, L
 Temporary placement of a dumpster to remove household debris only. No renovations or building alterations are included. (Dumpsters may NOT be placed on the street, unless advanced permission is granted by the Zoning Official and Police Chief.)
6. CONSTRUCTION CODE APPLICATION....
 Two (2) sets of signed and sealed drawings from a Pennsylvania registered architect or engineer must be submitted with the application for Commercial Projects. **In addition, an electronic version of the plans, in PDF, must be submitted.** For residential projects, two (2) sets of detailed drawings are required. See samples on pages 11-16.

PART 2

BOROUGH OF ELIZABETHTOWN

600 S. Hanover Street Elizabethtown,
Pennsylvania 17022 Lancaster County

Office: 717-367-1700

Fax: 717-367-6800

REQUIRED INFORMATION

PROJECT INFORMATION

- A. **LOCATION (Street Address of project)** _____
Property Owner's Name: _____
Property Owner's Address: _____

Property Owner's Telephone Number _____

Applicant's Name: _____
Applicant's Address: _____

Applicant's Phone Number: _____

Note: All Commercial construction projects require both a Zoning Permit and a Construction Permit.

Type of permit requested:

Accessory Structures

Driveway
Deck
Fence
Patio
Retaining Wall
Storage Shed
Swimming Pool
Water Garden
Others _____

Building Occupancy

Change in use or owner
for Commercial Buildings

Dumpster

Dumpster

Sign

Type _____

Alterations or New Construction

Finish Basement
New Construction
Alterations to existing structure
Addition to existing structures
Electrical upgrade
HVAC-change in heat source or
New installations
Others _____

B. **DESCRIPTION OF THE PROPERTY OR STRUCTURE USE (Check One)**

***Structures that have more than two (2) dwellings are considered non-residential and must follow the commercial regulations of the Uniform Construction Code.

RESIDENTIAL

- One-Family Dwelling
 Two-Family Dwelling
 Multiple family dwelling***
 Townhouse Dwelling

NON-RESIDENTIAL

Specific Use: _____
Use Group: _____
Change In Use YES NO
If YES, indicate former: _____
Maximum Occupancy Load: _____
Maximum Live Load: _____

Name of recorded subdivision or land development plan: _____

Does the work require an erosion and sedimentation control plan? YES NO
 If yes, provide proof that the Lancaster County Conservation District has approved the erosion and sedimentation control plan.
 Does the work require installation of a new driveway to access a public street? YES NO

Easements, Restrictions, or Right-Of-Way

It is the responsibility of the property owner to provide accurate and complete information regarding easements (including stormwater, drainage, utility, etc.), property line locations, right-of- ways, or deed restrictions for the property in order to process a zoning permit application.

Information is available on www.lancasterdeeds.com to research deeds, search subdivision and land development plans, and conduct other searches of public records. In order to continue providing our residents with minimal zoning permit processing fees and efficient processing time for the issuance of permits, it is expected that property owners will provide accurate and complete information regarding easements (including stormwater, drainage, utility, etc.), property line locations, right-of-ways, or any deed restrictions for the property at the time of application. The Borough of Elizabethtown is not responsible for verifying the accuracy of this information. Should a complaint be received and/or it is determined that false information was provided on the application (whether intentional or not), the property owner will be required to remove the property improvement or bring the property into compliance with the applicable recorded restrictions and/or applicable zoning ordinance at the property owner's expense.

***Are there any easements, right-of-ways or deed restrictions? Yes No**
 *If yes, please describe them (provide a drawing to indicate the location on property):

Flood Plain

Is the site located within an identified flood hazard area? (Check One) YES NO
 Will any portion of the flood hazard area be developed? (Check One) 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: _____

Historic District

Is the site located within a Historic District established pursuant to Act 167?
 YES NO

If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.

C. EXISTING BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units: Existing, _____ Proposed, _____
Mechanical: Indicate Type of Heating/Ventilating/Air Conditioning (*i.e. electric, gas oil, etc.*) _____
Does or will your building contain any of the following:
Fireplace(s): Number _____ Type of Fuel _____ Type Vent _____
Elevator/Escalator/Lifts/Moving Walks (Check) YES NO
Sprinkler System: YES NO
Pressure Vessels: YES NO
Refrigeration Systems: YES NO

D. IMPERVIOUS COVERAGE INFORMATION (Impervious coverage is any area that water will not penetrate the surface. (Example: concrete, blacktop, all buildings, swimming pools, patios.) Pervious areas are grass and garden areas.

Existing Impervious Coverage _____ sq. ft.
 Proposed new impervious coverage _____ sq. ft.
 Total Impervious Coverage _____ sq. ft.

E. NEW STRUCTURE(S)/ADDITION(S) OR ALTERATION(S) TO EXISTING STRUCTURE(S)

(Complete this section only if proposing the construction of a new structure or addition and/or alteration to an existing structure.)

Proposed number of units _____ Total square ft. of lot _____

Number of Stories _____ Proposed height of building _____ ft.

Is the property a corner lot? Yes No

Proposed setback distance: Front _____ Side _____ Rear _____

(Front setback is measured from the inside of the sidewalk to the front wall of the structure. If the lot is a corner lot, there are two front yards, one along each public street.)

F. DETAILED DESCRIPTION OF PROJECT: (Provide a description of the project)

For all permits, except a use / building occupancy permit, the applicant must provide a plan of the property showing the existing building, the location of easements (including stormwater, drainage, utility, etc), deed restrictions, and / or right-of-way, the dimensions of the existing structure in relationship to the property lines, and the location and dimensions from the property lines for the new or proposed structure or improvement. (See attached sample drawings for examples to be submitted.) Commercial projects require two (2) sets of drawings signed and sealed by a Pennsylvania registered engineer or architect and the submitted design must meet the international Codes. **In addition, an electronic version of the plans, in PDF, must be submitted.**

G. USE PERMIT (BUILDING OCCUPANCY)

(If renovations, additions or other structural changes are proposed for the building, you must also complete the sections for Alterations as outlined in Part 1, number four, and provide the required drawings and supporting materials.)

Please provide a detailed description for the intended use or occupancy of the building:

Is off street parking available? Yes No

If yes, please indicate how many spaces and the location of the spaces:

H. SIGN PERMIT

(Complete this section only if applying for a sign permit.)

Type of sign:

Directional	Freestanding	Wall sign	Message Center
Projecting	Roof sign	Window	Others

Overall size/dimensions _____ Square feet _____

Will the sign have electric? Yes No.- If yes Part 3 of the application must be completed.

Attach a drawing indicating the wording on the sign, the proposed location on the property in relation to the structure and property lines, description of the sign, construction, and the manner and method of installation. If the applicant is other than the owner or lessee of the building, a written authorization from the property owner or lessee of the building is required.

PART 3

The principal contractor is responsible to make sure any sub-contractors working on this project meet the State's requirements for Workmen's Compensation Insurance coverage.

J.

Principal Contractor: _____ Phone# _____

Fax # _____ Mailing Address: _____

_____ E-Mail: _____

Pennsylvania Registration No. _____

Subcontractor: _____ Phone # _____

Fax # _____ Mailing Address _____

Address _____ E-Mail: _____

Architect/Engineer _____ Phone # _____

Fax # _____ Mailing Address _____

_____ E-Mail: _____

TYPE OF WORK OR IMPROVEMENT (Check all that apply)

New Building , Addition, Alteration, Commercial Repair, Demolition,
Electrical , Plumbing, Change in Use, Structural Changes, HVAC ,
Commercial roof replacement, Others: _____

K. PROJECT COST

Fair Market value* of the completed project \$ _____

- Includes cost of all material, supplies, equipment and labor necessary to complete the project.

L. SIGNATURE

I hereby acknowledge that the above-mentioned project will be completed or the property used as described in the information on this application and any attached plot plans. Furthermore, I acknowledge that it is my responsibility to know where applicable drainage, stormwater, utility and or any other easement restrictions are located on my property. I will not build, construct, erect, plant, and or assemble a structure or store any item(s) within an easement. The Borough is not liable or to be held responsible for determining the location of an easement, right(s) of way, property lines or recorded restriction(s) for the property.

I hereby authorize the designated Borough officials and their inspectors to enter on the property and to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the Construction Code and to determine the accuracy of the statements contained herein.

I am aware that I cannot commence excavation or construction until the Borough has issued a Construction Code Permit. By signing this Application, I certify that all facts in the application and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of the Borough, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

I expressly acknowledge that the issuance of a Zoning Permit and a Construction Code Permit is based upon the facts stated and representations made in this Application. I expressly acknowledge that the Borough may revoke any permit if the use and/or structure for which it has been issued violates any applicable Borough, County, State or Federal law or regulation. I also expressly acknowledge that the Borough may revoke any permit if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the Applicant.

I acknowledge that the holder of a Zoning Permit and a Construction Code Permit is responsible to insure compliance with all applicable Borough Ordinances during and at completion of the work authorized by the issued permits. I acknowledge that the Borough requires a final inspection be performed by the construction code official and that the Borough issue a certificate of occupancy before the structure which is authorized by permit may be occupied. It is my responsibility to insure that this inspection is scheduled and the certificate of occupancy obtained before the structure may be occupied. I acknowledge that if I occupy or permit the occupancy of this structure prior to the issuance of a certificate of occupancy under this permit, I will have committed a violation of the Uniform Construction Code and will be subject to the penalties and remedies in the Uniform Construction Code. I also acknowledge that, if the structure is occupied prior to the final inspection, work may have to be removed and re-executed in order that it may be adequately inspected. If the Borough is required to perform an inspection after the structure is occupied, intending to be legally bound hereby, I agree to pay the fee established by the Borough for delinquent inspections.

Nothing contained in this application shall be construed to relieve or limit the obligations of the applicant to comply with all provisions of the Zoning Ordinance or to waive violations of the Zoning Ordinance or any other Borough ordinances or to stop the Borough from enforcing Borough ordinances, including but not limited to the Zoning Ordinance. I expressly acknowledge that permits and certificates of use and occupancy may be required under the Zoning Ordinance and it is my obligation to obtain all permits and approvals the Zoning Ordinance requires before the structure which is authorized by the Construction Code Permit may be authorized.

Signature of Owner, Applicant or Authorized Agent

Print Name

Date

M. PROOF OF INSURANCE

Any contractor that has employees working for them must provide a "Certificate of Insurance." The contractor's insurance agent can provide this information. Please attach it to the application or fax it to the Elizabethtown Borough Office, Attention: Codes Department, at 717-367-6800.

If the contractor is self-employed, please complete the Workers Compensation affidavit.

WORKERS COMPENSATION AFFIDAVIT

I, _____ (CONTRACTOR) so solemnly affirm that I am self-employed and that I am performing all of the work myself for the project that is described on the attached permit application, and that I will not employ/hire any other persons for this project. I may use subcontractors that will provide to me and to the Borough of Elizabethtown a copy of their workers compensation insurance coverage or a copy of their workers compensation affidavit.

After receipt of the zoning permits if I employ any other persons, I must notify the Codes Compliance Official at Elizabethtown Borough and provide proof of workers compensation coverage or the affidavit, within three (3) working days.

I further understand that failure to comply will result in a stop work order and that such order may not be lifted until the proper coverage is obtained, as provided by §302(e)(4) of the Act of June 2, 1915 (Pt. 736), known as the Pennsylvania Workers Compensation Act. Reenacted and amended June 21, 1939, amended December 5, 1947 and amended July 2, 1993.

Contractor's Signature

Date

Application Number _____
(Completed by Code Official)

PLEASE ALLOW FIVE TO TEN BUSINESS DAYS FOR PROCESSING APPLICATIONS. THE APPLICANT WILL BE NOTIFIED WHEN THE PERMITS HAVE BEEN APPROVED.

**Elizabethtown Police Department
BUSINESS EMERGENCY CONTACT LISTING**

Business/Organization Name: _____

Street Address: _____
Elizabethtown, PA 17022

Mailing Address: _____
City: _____ PA, Zip: _____

Business Phone: _____ Business E-mail: _____

PERSONS TO CONTACT IN CASE OF EMERGENCY

#1 Name: _____ Phone # _____ Cell # _____

#2 Name: _____ Phone # _____ Cell # _____

#3 Name: _____ Phone # _____ Cell # _____

#4 Name: _____ Phone # _____ Cell # _____

- Alarm systems (circle one): YES NO If yes: Silent Audible
- Type of alarm(s): Burglar Fire Hold-up Panic Motion Other _____
- Name of alarm company: _____
- 24 Hour telephone number for the alarm company: () _____ - _____
- Recorded surveillance cameras YES NO
If yes: Inside Outside Drive-thru Other _____
- Storage format: Digital VHS Other _____
- Duration of video surveillance storage/loop: _____
- Are firearms stored on site: YES NO If yes: Handgun Rifle Shotgun
- Is ammunition stored on site: YES NO
- Do you have a safe? YES NO If yes, explain its location _____

Hazardous materials, list type and location(s): _____

Normal business hours: _____

Other special instructions: _____

Branch or corporate security contact name: _____ Phone # _____

Name of person submitting: _____ Date: _____

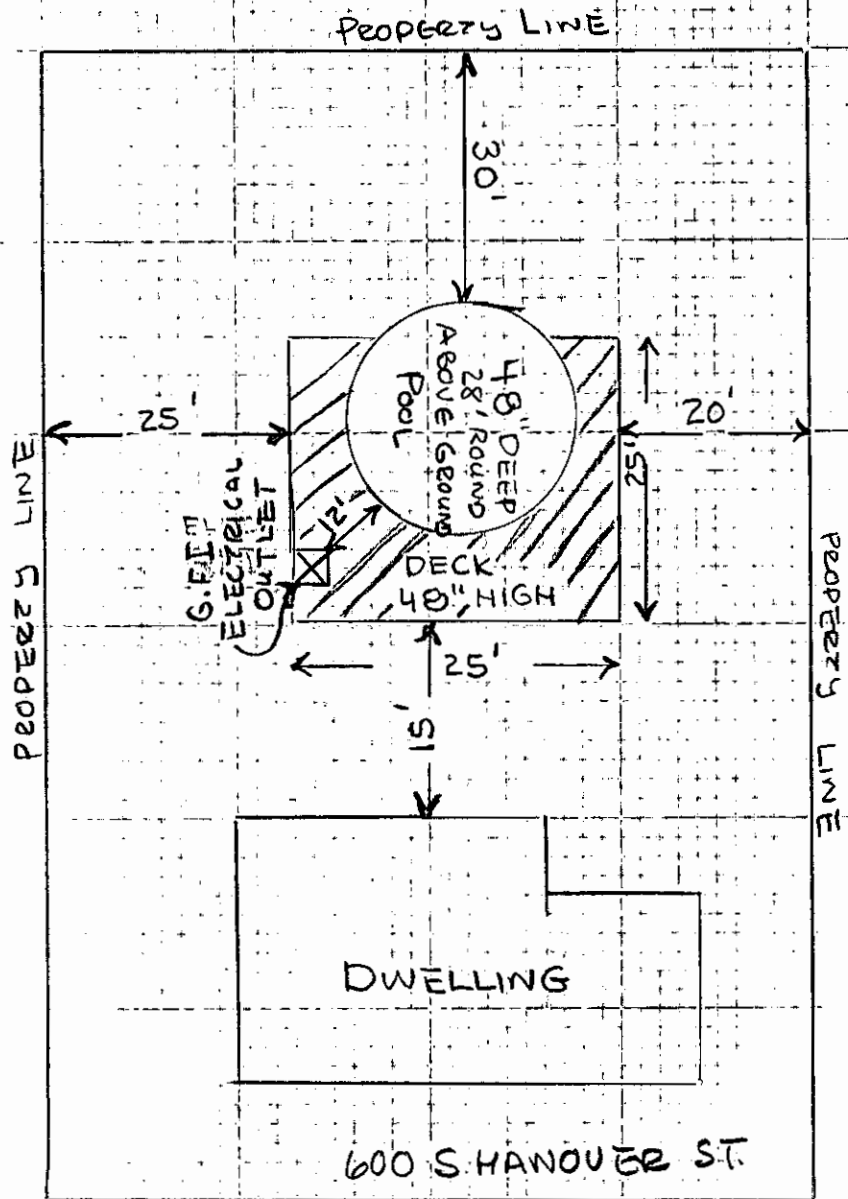
**RETURN THIS FORM TO: Elizabethtown Police Department
600 South Hanover Street
Elizabethtown, PA 17022**

~~~~~ POLICE USE ONLY ~~~~~

- 1. VA Entry Review (Date/Initials) \_\_\_\_\_ / \_\_\_\_\_ Faxed to LCWC (Date/Initials): \_\_\_\_\_ / \_\_\_\_\_
- 2. VA Entry Review (Date/Initials) \_\_\_\_\_ / \_\_\_\_\_ Faxed to LCWC (Date/Initials): \_\_\_\_\_ / \_\_\_\_\_
- 3. VA Entry Review (Date/Initials) \_\_\_\_\_ / \_\_\_\_\_ Faxed to LCWC (Date/Initials): \_\_\_\_\_ / \_\_\_\_\_
- 4. VA Entry Review (Date/Initials) \_\_\_\_\_ / \_\_\_\_\_ Faxed to LCWC (Date/Initials): \_\_\_\_\_ / \_\_\_\_\_

# SAMPLE PLOT PLAN FOR SWIMMING POOL WITH DECK

ADJOINING PROPERTY



E. ARCH ST.

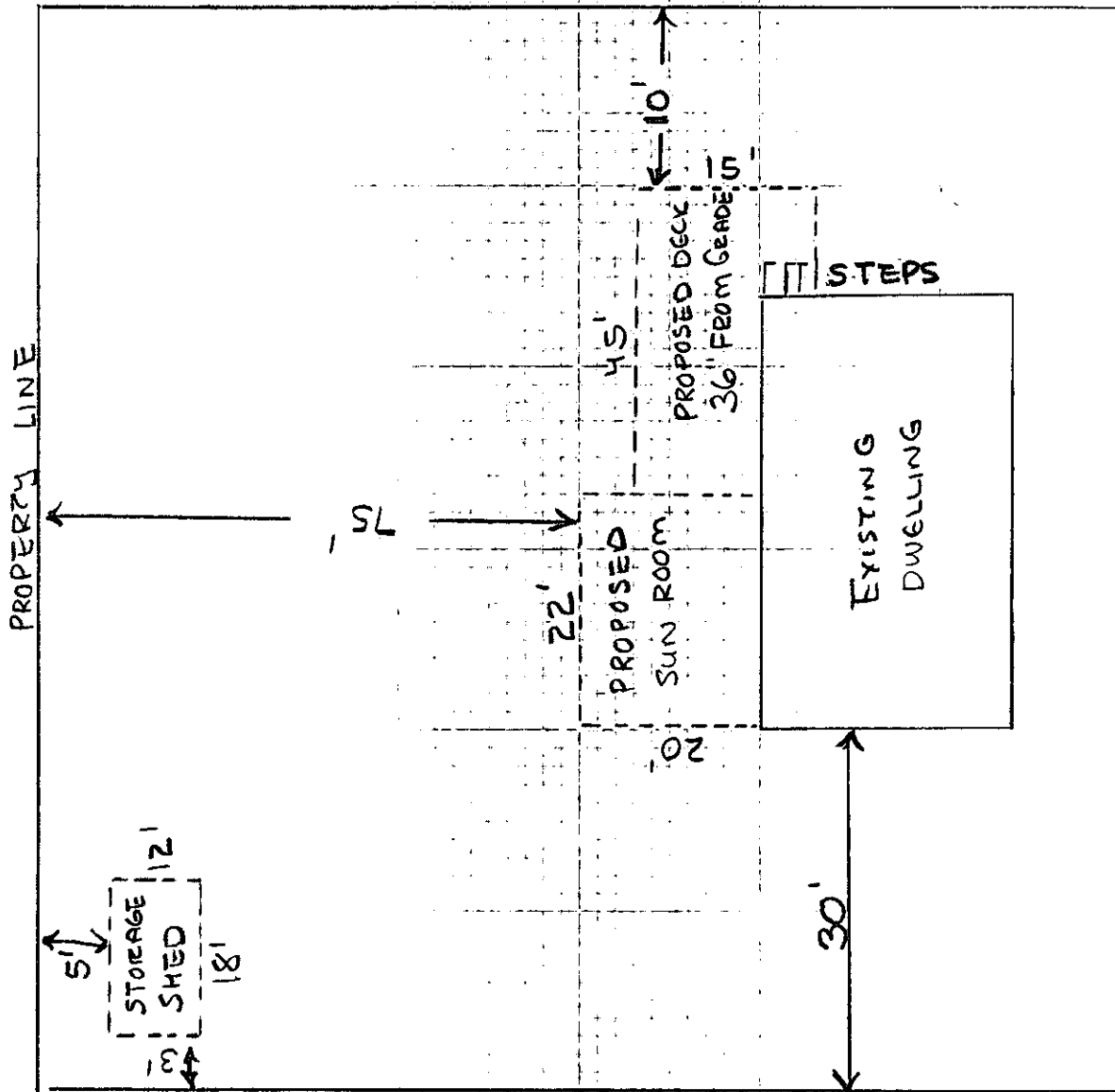
S HANOVER STREET

REQUIRED WITH  
A ZONING APPLICATION

SAMPLE  
 PLOT PLAN  
 FOR  
 STORAGE SHED  
 DECK & ADDITION  
 TO DWELLING

REQUIRED WITH A  
 ZONING APPLICATION

S. CHERRY ALLEY



S. HANOVER ST.

ADJOINING PROPERTY

**TYPICAL DRAWINGS REQUIRED FOR NEW CONSTRUCTION  
OR ANY TYPE OF STRUCTURAL ALTERATIONS**

