



Chambersburg Office: 380 Wayne Ave. Chambersburg, PA 17201 **Phone:** 717 496-4996
Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 **Phone:** 814 310-2326
Somerset Office: 318 Georgian Place, Somerset, PA 15501 **Phone:** 814 444-6112
Adams Office: 1895B York Road, Gettysburg, PA 17325 **Phone:** 717 321-9046
Email: pmca@pacodealliance.com **Website:** <https://pacodealliance.com/>

Requirement checklist to obtain a Building Permit for a:

DEMOLITION

PLEASE NOTE – FOR ALL RESIDENTIAL OR COMMERCIAL DEMOLITIONS:

Partial Demolition OR close proximity to other structures may require additional information and details. If you have any question about the level of details needed call the PMCA office nearest you for further clarification so your project is not delayed due to lack of necessary information.

Thank you

- ☐ Completed Demolition Application (needs to be legible and signed) [2 COPIES]
- ☐ Detailed Project Description – explain in a narrative and please be legible – hard to read documents cause delay in the application review process [2 COPIES]
- ☐ Land Use Permit (signed/approved by the Municipality) [2 COPIES]
- ☐ Drawings / Plans (drawings requirements will vary – see the note in the boxed section above) [2 COPIES]
- ☐ Site Plan (include all existing structures, proposed structure and their distances to all lot lines) [2 COPIES]
- ☐ Copy of Contractors Certificate of Insurance for Workers Compensation (Municipality should be named as the Certificate Holder)

OR

If doing the work yourself submit Workers Compensation Insurance Coverage Waiver
[refer to the attached document].

- ☐ Driving directions from a known landmark or intersection

NOTE: All Commercial Buildings to be demolished must notify DEP per *NESHAP Regulation 40 CFR 61 Subpart M* – Call DEP for more details: 814 946-7290

- ✓ After submitting all required documents your application will be reviewed.
- ✓ PMCA will contact you to let you know if your application has been approved or denied.
- ✓ When the project is approved you will be notified the Building Permit is ready. Prior to obtaining the building permit all charges (i.e. administrative, inspections fees) must be paid.
- ✓ Be advised additional fees may be applied, throughout the project, for failed or missed inspections.





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► DEMOLITION PERMIT APPLICATION ◀

Municipality

County

Tax Parcel I.D.

Date rcvd stamp here

Location of Property where demolition is taking place: (Complete Street City Zip)

BRIEFLY DESCRIBE WHAT IS TO BE DEMOLISHED – You must include Site Plan Requirements as noted in Section 4 below

1. BUILDING/STRUCTURE OWNER'S INFORMATION

First Name _____ Mi. _____ Last Name _____ Phone No: _____
Street Address _____ City _____ State _____ Zip _____

2. DEMOLITION CONTRACTOR INFORMATION

First Name _____ Mi. _____ Last Name _____ Phone No: _____
Street Address _____ City _____ State _____ Zip _____

3. UTILITIES

Demolition may not begin until all utilities have been terminated. The owner must ensure that all utilities have been properly terminated. Upon completion of the demolition, all debris shall be removed from the premises and the cellar filled and graded to level.

Gas Service has been terminated: ☐ yes ☐ no Sign & date: _____
Electric Service has been terminated: ☐ yes ☐ no Sign & date: _____
Water/Sewer Service has been terminated: ☐ yes ☐ no Sign & date: _____

4. SITE PLAN REQUIREMENTS

Two copies of a site plan showing the proposed demolition must accompany the application. Each plan must detail:

- Size and location of all buildings or structures to be demolished, distances to property lines and distances to sidewalks, pavement and curbs where they abut property lines.
- Size and location of any existing buildings or structures that will remain on the site.
- Area to be filled to existing grade and seeded or to be fenced and otherwise protected in anticipation of new construction.
- If applicable, location dimension and construction details for pedestrian protections required in section 3306 of the *International Building Code*.

5. APPLICANT INFORMATION

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record, and I agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project.

Print Full Name

Phone (Cell and/or Land line)

Email Address

Complete Mailing Address:

Street/P.O. Box

City

State

Zip

APPLICANT SIGNATURE: _____ DATE: ____/____/____

ATTACH ADDITIONAL SHEETS AS NEEDED TO COMPLY WITH SITE PLAN REQUIREMENTS – see #4 above



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Demolition Permit Handout

INFORMATION ON DISCONNECTION OF UTILITIES, ETC.

A. Owners of Residential Properties:

Owner must pay for and obtain a demolition permit from the building department before the residential structure is to be demolished or removed. You may request, for a fee, to be determined and paid for by owner, at time of your request, that utilities be disconnected on a certain date or within a certain period of time. The applicable agencies need lead time prior to disconnection of services. Please note that most agencies are closed during weekend and holidays.

Dust Control

The owner shall use all means necessary to prevent dust from being a nuisance to the public, neighbors, or local businesses during the construction period. Owner should not perform any demolition work without spraying water over the demolition work area to control the dust if it appears to be a problem.

Storm Water Pollution Prevention

The Owner shall prevent any material created as a result of his activities from entering the storm drain system. The storm drain system includes, but is not limited to, the gutter, the roadway, creeks, ditches, and any underground storm water conduit.

Regardless of the size and area of the property, the owner shall install straw wattles or other appropriate erosion and sedimentation (E&S) control features or devices along the entire length of the drain and discharge sides of the property. E&S controls shall be placed in a manner consistent with standard industry practice."

Agencies to contact

Electric

Water

Telephone

Gas

Sewer

Cable

Call a minimum of three (3) working days prior to start of work to the applicable agencies above:

- 1) Contact the office where your application was submitted – see letterhead for contact information to confirm when demolition will start.
- 2) To disconnect the existing electric, water, and sewer lines to your property, some utilities may require a greater lead time.
- 3) Call PA ONECALL, 72 hours before any excavation, (800) 242-1776

Encroachment Permit

You may need to take an encroachment permit from Penn DOT Engineering Division or the municipality if the demolition work involves work to be carried out into public right of way. Owner is responsible for all the required fees

Abandoning Wells & Septic Tanks

Call your municipal Sewage Enforcement Officer (SEO)
Owner is responsible for all the required fees

B. Owners & Contractors:

Owners who wish to demolish their properties, and contractors with a contract to demolish any structure, must pay for and obtain a demolition permit from the building department before the structure is to be demolished or removed. The Owner and/or Contractor shall arrange to have all utility services connections disconnected, and capped off at the curb side, at his own expense, prior to start of demolition work. Owner and/or Contractor must call the building department, and other appropriate agencies, for inspections to verify the work was done properly and according to the acceptable construction standards. Please note that most agencies are closed during weekend and holidays.

Dust Control

The Owner and/or Contractor shall use all means necessary to prevent dust from being a nuisance to the public, neighbors, or local businesses during the construction period. Owner and/or Contractor should not perform any demolition work without spraying water over the demolition work area to control the dust if it appears to be a problem.

Storm Water Pollution Prevention

The Owner and/or Contractor shall prevent any material created as a result of his activities from entering the storm drain system. The storm drain system includes, but is not limited to, the gutter, the roadway, creeks, ditches, and any underground storm water conduit.

Regardless of the size and area of the property, the owner shall install straw wattles or other appropriate erosion and sedimentation (E&S) control features or devices along the entire length of the drain and discharge sides of the property. E&S controls shall be placed in a manner consistent with standard industry practice.

Agencies to contact

Call five (5) working days prior to start of work:

- 1) Contact the office where your application was submitted – see letterhead for contact information to confirm when demolition will start.
- 2) To disconnect the existing electric, water, and sewer lines to your property, some utilities may require a greater lead time.
- 3) Call PA ONECALL, 72 hours before any excavation, (800) 242-1776

Encroachment Permit

Owner and/or Contractor need to take an encroachment permit from Penn DOT Engineering Division if the demolition work involves work to be carried out into state right of way. Owner and/or Contractor are responsible for all the required fees.

Abandoning Wells & Septic Tanks

Call your municipality. Owner and/or Contractor are responsible for all the required fees.

Environmental Health

- Buildings built prior to 1/1/1978 are presumed to contain lead-based paint.
- Buildings built prior to 1/1/1980 are presumed to contain asbestos.

For information about removal of lead-based paint and asbestos containing materials, contact:

The Pennsylvania Department of Environmental Protection (DEP)

South Central Region
909 Elmerton Avenue
Harrisburg, Pa. 17110-8200
PHONE: 717 705-4700

DIRECTIONS TO THE SITE LOCATION

Please give directions to the work site from a known landmark and/or intersection. Use a directional drawing also in the space provided below if that would assist.

Applicant: _____ Phone: _____

Site Street Address: _____

Directions: _____

Use this space if needed to further clarify the site location:

Please Note: Inspectors cannot inspect what they cannot find, Be certain the directions are clear. Use Road or Street names, distances between turn offs, and the direction of that travel (North South East or West). Landmarks are very helpful.



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When applying for a building permit you need the following:

- Fill out the appropriate application answering all question applicable to your job. Application must be legible and signed. (2 copies)
 - A Site Plan showing the location of the existing improvements/structures on your property and approx. distances to all property lines, well, septic system, driveway, etc. Also show the location of the proposed construction. (2 copies)
 - Drawings showing details of the construction you want to do. (2 copies)
 - If you are doing the work please fill out the Workers Comp Cert of Liability OR if you will be contracting out the work PMCA needs a copy of the contractor's certificate of liability insurance.
 - A copy of the signed Land Use Permit from the Municipality (Borough or Township)
-

After Building Permit Application is submitted:

- After submitting all required documents your application will be reviewed.
 - PMCA will contact you with an approval or denial.
 - If approved, your permit will be issued and the inspection & administrative fees are due when you pick up the permit. You will also obtain a copy of your original application and stamped set of plans.
-

After the Building Permit is issued:

- The Building Permit placard and municipal placard are to be visible on site at all times during the construction process.
- To schedule and inspection call the office where your permit was submitted to schedule an inspection. Be prepared to have your Permit Number, address and type of inspection you are requesting. If you call on a work day and provide all the needed information prior to 3:00 p.m. every effort is made to schedule the inspection for the following work day.
- The copy of your application and approved plans are to remain on site when the building inspectors come for inspections. Be advised: we cannot inspect if these are not on site and you may incur additional costs due to extra trip(s) by the inspector.

✓ Checklist for the Site Plan to be provided with the Building Application

1. Site plans are essential and must be clearly legible and reproducible regardless of the reason for requesting the permit.
2. Use an 8 ½" X 11" sheet of paper at minimum.
3. After locating all the structures on your property show distances in feet to the lot lines and between the structures.

Provide dimensions of the property getting the proposed improvement

- Drawing of approx. property layout (Can use hand drawing, photocopy of survey, etc.)
- Acreage (Refer to deed or survey drawing)
- Approx. boundary dimensions (Can be from the deed, field measurement, or a survey drawing)
- Parcel Number (Not mandatory – obtained from deed or property tax notice)

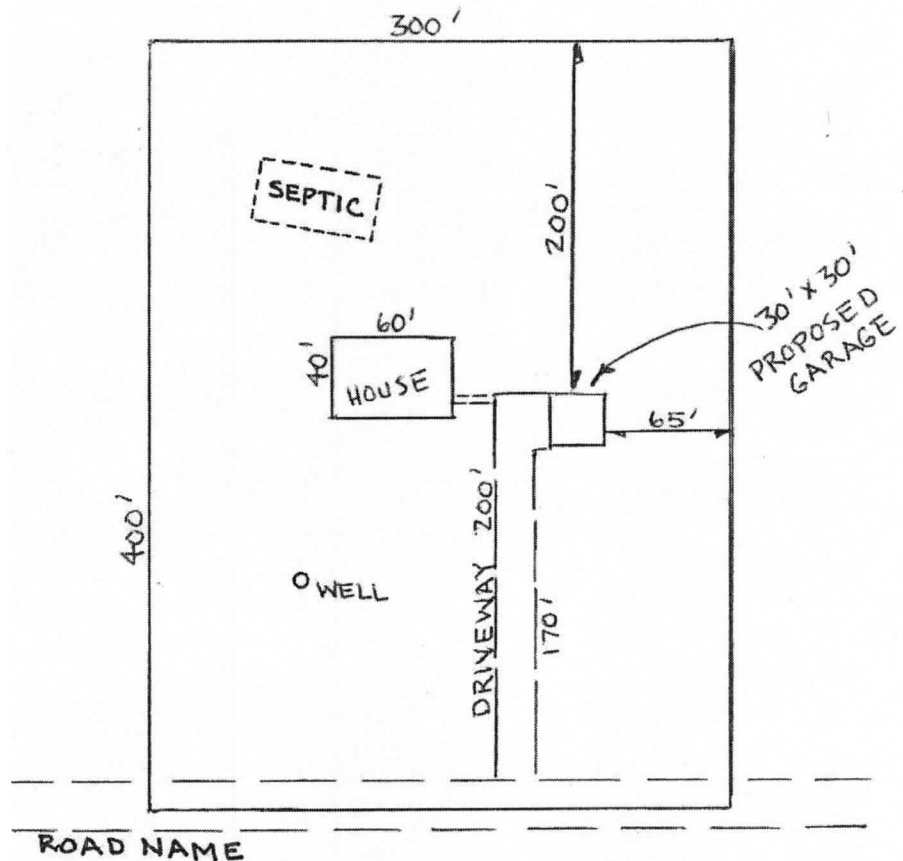
Existing Buildings / Structures with Corresponding Dimensions

- | | |
|------------------|--|
| ○ Houses | ○ Deck / Patios |
| ○ Sheds | ○ Other buildings or structures on the property |
| ○ Barns | ○ Location of on lot well and septic IF applicable |
| ○ Swimming Pools | |

Proposed Improvement(s)

- Proposed Structure Dimensions (House, Shed, Barn, Addition, Deck, etc.)
- Location of Proposed Driveway and Sidewalk

SAMPLE SITE PLAN ►



► 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 Sections B and C below as appropriate.

B. Insurance Information

Name of Applicant: _____

Federal or State Employer Identification No. _____

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

☐ Certificate attached

Name of Workers' Compensation Insurer: _____

Workers' Compensation Insurance Policy No. _____

☐ Certificate attached

Policy Expiration Date: _____

C. Exemption – **MUST BE NOTORIZED**

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 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.**

☐ **Homeowner** who elects to do all work without contracting or hiring others to assist.

☐ **Religious exemption** under the Workers' Compensation Law.

Signature of Applicant: _____ Print Name: _____

Address: _____ Date: _____

Commonwealth of Pennsylvania, County of _____

On this, the _____ day of _____, 20____ before me _____,

(Notary)

the undersigned personally appeared _____, known to me (or satisfactorily proven)
(Signatory)

to be the person whose name subscribed to the within instrument, and acknowledged that he/she executed the same for the purpose herein contained.

In Witness whereof, I hereunto set my hand and official seal.

Notary Public