



Franklin Township, Adams County Guide to Applying for a Zoning-Land Use Permit

FRANKLIN TOWNSHIP: Phone: 717-334-4901 ext. 100
55 Scott School Rd, Orrtanna, PA 17353
Email: info@franklintwp.us Website: franklintwp.us
PMCA: Phone 717-496-4996
Email: pmca@pacodealliance.com

Prior to applying for a Zoning-Land Use Permit, please research to make sure your property is an approved building lot located in the correct zoning district for the use being proposed.

▶▶ Checklist to assist in the Zoning-Land Use Permit Application process ◀◀

- ☐ **Completed application** – signed and legible [Obtain at the Twp. Office OR the Franklin Twp. Website under "Forms & Documents"]
Please fill out the Application – if the question does not apply to you put "N/A" in the field

Detailed project description

Be specific, provide the size (length, width, height) describe the intended use of the structure.

Plot plan/site sketch required (can be hand drawn and not to scale)

- | | | |
|--|---|-------------------------------|
| ✓ Property boundaries comprising the lot/parcel shape | ✓ Existing and proposed structures | ✓ Flood Plain (if applicable) |
| ✓ Distances from property lines to proposed structures | ✓ Driveway (proposed or existing) | ✓ Well or Public Water Line |
| ✓ Septic Tank & Drain Field OR Public Sewer Lateral | ✓ Public & Private Roads w/R/W width | |
| ✓ Stormwater retention & Infiltration facilities (if applicable) | ✓ Swales, Drainageways, streams, ponds & wetlands | |
| ✓ Easements and right of ways, including utility, stormwater, conservation, open space and agricultural preservation, etc. | | |

Correct Application Fee

Franklin Township has a two-tiered fee structure for Zoning-Land Use Permits. There is an initial fee for review of the application and a square footage fee assessed during the review and communicated to the applicant, payable prior to permit issuance. [Obtain Fee Schedule at the Twp. Office OR the Franklin Twp. Website under "Forms & Documents"]

▶▶ THE FOLLOWING MAY BE REQUIRED, IF BUILDING A NEW STRUCTURE OR ADDING TO AN EXISTING STRUCTURE ◀◀

- ☐ **Stormwater** Design Worksheets - Anytime there is an increase in Impervious Coverage
[Obtain the Stormwater Management Worksheets from the Twp. or Twp. Website under "Forms & Documents"]
Stormwater plan submissions will be reviewed by the Township Engineer (KPI Technology, 143 Carlisle Street, Gettysburg, PA 17325 Phone: 717 339-0612. \$750.00 stormwater review Fee shall be posted to escrow at the Township.

- ☐ **Erosion and Sediment Control plan**
Required for 5,000 sq. ft or more disturbed area [Contact the Adams County Conservation District for assistance and Earth Disturbance **Flowchart**, or Twp. Website under "Forms & Documents"] 1 Acre or greater disturbed area requires an approved DEP issued NPDES Permit (National Pollutant Discharge Elimination System)

- ☐ **Septic** On-Lot Septic Permit from the Township Sewage Enforcement Officer (SEO)
Gil Picarelli, Franklin Twp. SEO Phone: 717 339-0612
Address: KPI Technology, 143 Carlisle Street, Gettysburg, PA 17325
Public Sewer – Provide a copy of paid sewer tap permit from the Public Sewer Service

- ☐ **Well** On-Lot Well Permit Application needs to be Provided for review and approval. "Well Permit Application"
[Obtain at the Twp. office OR the Franklin Twp. Website under "Forms & Documents"]
Public Water – Provide a copy of paid water tap permit from the Public Water Service Provider

- ☐ **Driveway** Driveway on Township Road / Road Encroachment Permit – "Minimum Use Driveway Permit Application"
[Obtain at the Twp. office OR the Franklin Twp. Website under "Forms & Documents"]
State Road Highway Occupancy Permit - Contact Penn DOT 717 549-3018

- ☐ **Contractor Workman's Compensation** Insurance certificate or exemption form
[Obtain Exemption Form at the Twp. office OR the Franklin Twp. Website under "Forms & Documents"]

After Zoning-Land Use Permit Approval:

A Uniform Construction Code (UCC) Building Permit may also be required for your project. Please visit Pa. Municipal Code Alliance website for UCC Building Permit application information: <https://pacodealliance.com/Permit-Applications>

You may apply for a Zoning - Land Use Permit and a UCC Building Permit concurrently. It is, however, a better practice to wait until you have full zoning approval. Regardless, the Building Permit will not be issued before the Zoning-Land Use Permit is approved.

An Adams County Property Improvement Certification may also be required. Call 717-337-9837 or visit the Tax Services Website: : <https://www.adamscountypa.gov/getmedia/c52769cf-e096-417c-86df-acb8bb1e9cc4/PropertyImprovementCertification.pdf>



Date Received: _____

Permit No.: _____

ZONING / LAND USE PERMIT APPLICATION

TO BE FILLED IN BY APPLICANT:

Application is hereby made for a permit in compliance with the Municipal Zoning Ordinance. The application shall be considered complete when all adequate required documentation is submitted, zoning permit fee has been paid and the application is signed by the applicant.

A Site Sketch Plan/Plot Plan shall be submitted with this application showing the location of the proposed building or use (scale not needed). Show dimensions of all property boundaries comprising the lot/parcel shape, locations of existing right-of-ways, stream(s), flood plain(s), public roadway(s), private road(s), driveway(s), well(s), septic(s), existing structures, and present usage or occupancy. No changes will be made to this application and/or Plot Plan without submitting written notification and plans for such changes.

1. **Location of Property:** _____
2. **Parcel/Tax I.D.#:** _____ **Area of Lot/Parcel (sq.ft or acres):** _____
3. **Applicant Information:**
First Name: _____ Last Name or Business Name: _____
Street Address (complete) _____
Phone#: _____ Email: _____
4. **Owner Information:**
First Name: _____ Last Name or Business Name: _____
Street Address (complete) _____
Phone#: _____ Email: _____
5. **Property Information (if different from above):**
First Name: _____ Last Name or Business Name: _____
Street Address (complete) _____
Phone#: _____ Email: _____
6. **Parking Spaces (off street):** Present: _____ Proposed: _____ **Height of Proposed Building:** _____
7. **Present Use:** _____ **Proposed Use:** _____
8. **Describe Project (Check all that apply):**

<input type="checkbox"/> Erect a New Structure(s)	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
<input type="checkbox"/> Replace a Structure(s)	<input type="checkbox"/> Pool	<input type="checkbox"/> Change of Occupancy
<input type="checkbox"/> Add to a Structure(s)	<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Demolition
<input type="checkbox"/> Erect / Replace a Sign (See Sign Permit Zoning Application & attach with this application)	<input type="checkbox"/> Change of Land Use	<input type="checkbox"/> Fence / Wall
<input type="checkbox"/> Other (Please Specify): _____		
9. **Cost of Proposed Project:** _____ ☐ Estimated or ☐ Actual
10. **Describe Proposed Project/Use in more detail:**

11. Is existing septic system in good condition: ☐ YES ☐ NO ☐ NOT APPLICABLE

12. Has a Permit for an on lot septic system been obtained: ☐ YES ☐ NO ☐ NOT APPLICABLE

- If yes, date Permit issued: _____ and Permit #: _____ NOTE: If septic system does not exist nor septic permit has not been issued, no zoning permit will be issued until proof of compliance with DEP regulation for on lot septic disposal is submitted.

13. Road encroachment permit: ☐ Municipal ☐ State

☐ Private, Permit issued: ☐ Yes ☐ No ☐ Not Applicable

14. If applicable, Stake corners of new structure location on lot. This should be completed at the time application is submitted for approval. Failure to do this will delay issuing of zoning permit.

I verify that the foregoing statements are true to the best of my information and belief. I understand that false statements herein are subject to the penalties of 18 PA C.S.A. relating to unsworn falsifications to authorities. I also understand that it is the applicant's responsibility to obtain a Building Permit prior to starting construction as per Act 45. I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable laws of this jurisdiction. 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.

Applicant Name – please print

Signature of Applicant

Date

► Payment is set by Municipality [Resolution 2003-07] at \$35 per Zoning Permit Application
Payment must be received prior to official review – thank you ◀

Everything Below is for Township Official Use ONLY

Checklist of preliminary requirements for obtaining a building permit, approvals to be obtained prior to applying for a building permit. All items must be addressed. Mark N/A for those that are not applicable. Attach extra sheets if necessary to identify special requirements or conditions.

☐ Sewage facilities planning module, DEP Planning Code # _____

Date of approval _____

☐ Sub-division & Land Development, Municipal resolution # _____

Date of approval _____

☐ Sewage permit from Sewage Enforcement Officer, Permit # _____

Date of approval _____

☐ Storm water management module. Approved by: _____

Date of approval _____

☐ Conservation District notification per Chapter 102.

Date of approval _____

☐ NPDES Permit # _____ for earth disturbances 1 acre or more,

Date of approval _____

☐ Driveway Permit, Penn DOT # _____ or Local # _____

Date of approval _____

☐ Public water tap, Permit # _____

Date of approval _____

☐ Public sewer tap, Permit # _____

Date of approval _____

☐ Historical Architectural Review Board,

☐ Check here for Special conditions.

Date of approval _____

☐ Zoning, Permit # _____

☐ Check here for Special conditions

Date of approval _____

☐ Other; sluice pipe, road alteration, etc.

☐ Check here for Special conditions.

Date of approval _____

☐ Floodplain mapping _____

☐ Project may contain flood plain.

Date of review _____

☐ Municipal setback clearances,

☐ Check here for Special conditions.

Date of approval _____

☐ Aviation Flight Path or Airport Impact Possible ☐ Check here for FAA or Pa DOT approval

Date of approval _____

☐ Extra Pages attached to describe special conditions or circumstance.

How many extra pages are attached? _____

TO BE FILLED IN BY ZONING OFFICER/ADMINISTRATOR:

The following shall be the minimum requirements for the proposed project(s) as set forth in the Franklin Township Zoning Ordinance.

1. Plot Plan Submitted? ☐ YES ☐ NO ☐ NOT REQUIRED

2. Zoning District of Property: _____

Required Building Setback: Front: _____

Rear: _____ Side: _____

Proposed Structure Setback: Front: _____

Rear: _____ Side: _____

Second Structure Setback: Front: _____

Rear: _____ Side: _____

Does proposed project conform with Building Setback requirements?: ☐ Yes ☐ No ☐ Not Applicable

Remarks: _____

3. Minimum Loading Space: _____ Loading Space Provided: _____

4. Maximum Sign Area: _____ Proposed Sign Area: _____

5. Maximum Lot Coverage: _____ Proposed Lot Coverage: _____

6. Remarks: _____

7. Fee: \$ _____ Date Paid: _____ (☐ Check # : _____ ☐ Cash)

CERTIFICATION

1. The proposal ☐ DOES ☐ DOES NOT comply with the Franklin Township Zoning Ordinance.

2. The proposal ☐ DOES ☐ DOES NOT require any new water and sewer connection, tapping fees or connection fees and complies with local regulation for water and sewer.

3. A Uniform Construction Code Building Permit is required ☐ YES ☐ NO

Remark: _____

4. A variance is required ☐ YES ☐ NO

5. A Special Exception is required ☐ YES ☐ NO A Conditional Use is required ☐ YES ☐ NO

6. A permit for the above described project/use was ☐ GRANTED ☐ DENIED ☐ EXEMPT

on this _____ day of _____, 20 _____

7. This permit expires on the _____ day of _____, 20 _____

8. If applicable, the following conditions were placed on a special exception permit by the Zoning Hearing Board:

a. _____

b. _____

c. _____

9. Signature of Zoning Officer: _____ Date: _____



Chambersburg Office: 1013 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: 510 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:

RESIDENTIAL SOLAR PANEL

► Roof Mounted or Ground Mounted Solar ◀

- ☐ Completed two-page application (must be legible and signed) [2 COPIES]
 - ☐ Land Use Permit (signed/approved by the Municipality) [2 COPIES]
 - ☐ Site Plan (include all existing structures, proposed structure and their distances to all lot lines) [2 COPIES]
 - ☐ Manufacturers Specifications [2 COPIES]
 - ☐ House Roof Specifications [2 COPIES]
 - ☐ Engineered structural analysis, signed & sealed should be provided.
 - ☐ Copy of Contractors Certificate of Insurance for Workers Compensation
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
-
- ✓ 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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APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE

Rowd. Date Stamp Here

Please print legibly – failure to do so may result in a denial, delay or rejection of this application.

Permit Application No. _____

1. PROPERTY / SITE INFORMATION

Site Address: _____ Tax Map / Parcel No.: _____
Complete Address / Street / Lot #

City _____ State _____ Zip _____

Municipality: _____ County: _____ Land Use Permit No. _____

Use: ☐ Residential ☐ Single-Family Dwelling / Duplex ☐ Multi Family ☐ New / ☐ Relocated Manufactured Home ☐ Modular

☐ Commercial ☐ Other _____ Floodplain present: ☐ Yes ☐ No

Improvement Type: ☐ New ☐ Addition ☐ Alteration ☐ Repair/Replacement ☐ Relocation ☐ Other _____

2. LAND / PROPERTY OWNER'S INFORMATION (Complete Section 5 for Contractor's Info)

First Name _____ Mi. _____ Last Name _____ Phone No: _____ Cell No.: _____

Street Address _____ City _____ State _____ Zip _____ Email: _____

3. BUILDING / STRUCTURE OWNER'S INFORMATION [If Different From Above]

First Name _____ Mi. _____ Last Name _____ Phone No: _____ Cell No.: _____

Street Address _____ City _____ State _____ Zip _____ Email: _____

4. BUILDING PERMIT APPLICATION

Provide below description of Work: (Also provide details on plot plan: Show all improvements on lot & approx. distances to lot lines)

Total Lot Area: _____ Acres/Sq. Ft. ESTIMATED COST OF CONSTRUCTION: \$ _____

ICC Use Group: _____ ICC Construction Type: _____

ESTIMATED START DATE: ____/____/____ ESTIMATED COMPLETION DATE: ____/____/____

5. CONTRACTOR INFORMATION

Business Name: _____ Phone No: _____

Contractor Street Address _____ City _____ State _____ Zip _____

Person in Charge of Work: _____ Phone No.: _____

Email: _____ Cell No.: _____

Workman's Compensation Insurance: ☐ Provided ☐ On Record ☐ Exempt PA Home Improvement Contr. Reg. # _____

►► THIS SECTION MUST BE FULLY COMPLETED OR THE APPLICATION MAY BE REJECTED AS INCOMPLETE ◀◀

6. CERTIFICATION

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. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and 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. I further certify that this information is true & correct to the best of my knowledge and belief. Ref. 18 Pa. Cons. Stat. §4903.

Applicant Signature _____ Print Name (*legibly*): _____ Date _____

Applicant Phone (Land Line and Cell) _____ Applicant Email _____

Business Name (if applicable) _____ Email _____

☐ Business **OR** ☐ Applicant Complete Mailing Address _____

Business Phone Number (Land Line and Cell) _____

7. PROJECT DETAILS

Trades: ☐ Building ☐ Electrical Work ☐ Plumbing Work ☐ Mechanical Work (HVAC) ☐ Fire Suppression/Fire Alarm System

Heat Source (if applicable): _____ Fuel Type: _____

Foundation Type: ☐ Crawlspace ☐ Foundation ☐ Slab at Grade ☐ Piers ☐ Other: _____

Details: _____

SUBCONTRACTOR INFORMATION

Please list subcontractors for major trades. Use additional sheet(s) if needed.

☐ Additional sheet(s) attached

Contractor _____ Address _____ Phone No _____ Pa HIC # _____

Contractor _____ Address _____ Phone No _____ Pa HIC # _____

Contractor _____ Address _____ Phone No _____ Pa HIC # _____

Contractor _____ Address _____ Phone No _____ Pa HIC # _____

APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING PMCA OFFICE FOR ALL REQUIRED INSPECTIONS.

►► IF NOT APPLICABLE TO YOUR PROJECT PLEASE PUT N/A ON THE LINE/ SPACE ◀◀

Required Documents for Solar Photovoltaic Systems Permitting

Completed Building Permit Application and two (2) copies of the following documents:

1. Location, floor, and site plans. Site plan must show septic system location and all buried utilities.
2. Detailed System Diagram of all the system components, highlighting system grounding and bonding.
3. Basic Line Drawing that shows all the devices on the system including the solar module, DC disconnect, inverter, sub-panels, AC disconnect, main service meter, and wire sizes and connections. Specify manufacturer, model numbers, and ratings.
4. Show specific locations and labels used for compliance with NEC 690 and UL 969.
5. PV Module Label and Listing Specs.
6. Inverter Label and Listing Specs.
7. Rack Label and Listing Specs.
8. Rack Mounting Details and Calcs (Ground Mounted Systems).
9. Battery Storage Location and Venting (if applicable).

Worksheet Information

Any proposed supply-side connection will not be approved if it is considered a violation of the UL listing of the equipment. Provide complete information of method of supply-side connection, if proposed.

Point of Connection EXAMPLE

1. Service Panel Rating in Amperes _____ (125A)
2. Service Busbar Rating in Amperes _____ (125A)
3. 120% of Busbar Rating _____ ($125A \times 1.2 = 150A$)
4. Main Panel Breaker Rating _____ (100A)
5. Maximum Allowed PV Breaker _____ ($150A - 100A = 50A$)
6. Backfed PV Breaker in Amperes _____ (25A, $25A < 50A$)

Roof Design

1. Approximate Age of Roof _____
2. Roofing Type: ☐ Comp ☐ Shingle ☐ Tile ☐ Shake ☐ Metal
3. Rafter Size: _____ X _____ Inches
4. Rafter Spacing: ☐ 16" o.c. ☐ 24" o.c. ☐ Other _____
5. Rafter Span: _____ Array Weight: _____ lbs.

Truss/Rafters that are over-spanned or if the array is over 5 lbs psf, design by a licensed professional may be required.

PV System Components

Per Module Manufacturer & Model

1. Photovoltaic Panel _____
2. Rated Power (PMax) _____ Watts
3. Open Circuit Voltage (Voc) _____ VDC
4. Short Circuit (Isc) _____ Amps DC
5. Maximum Voltage (Vpmax) _____ VDC
6. Maximum Current (Ipmax) _____ Amps DC
7. Inverter Model _____

Module Configuration

1. No. of Modules in Series _____
2. No. of Strings in Parallel _____
3. Total Rated Power of System (@STC) _____
4. DC Grounding Electrode Conductor _____ AWG _____ NEC Sec 690.47 (c) (2)
5. AC Grounding Electrode Conductor _____ AWG _____ NEC Sec 690.47 (c) (2)
6. Attach PV module, inverter and mounting system cut sheets.

Checklist for PV System Plan Check

- ☐ Yes ☐ No - Is a basic site diagram provided showing location of structure and equipment?
- ☐ Yes ☐ No - Is the array configuration shown?
- ☐ Yes ☐ No - Is the array wiring identified?
- ☐ Yes ☐ No - Is the combiner/junction box identified?
- ☐ Yes ☐ No - Is the AC / DC disconnect box identified?
- ☐ Yes ☐ No - Is the equipment grounding specified?
- ☐ Yes ☐ No - Is the conduit size from the array to the power source identified?
- ☐ Yes ☐ No - Are cut sheets provided for the PV modules?
- ☐ Yes ☐ No - Are cut sheets provided for the mounting hardware?
- ☐ Yes ☐ No - Are cut sheets provided for the Inverter?
- ☐ Yes ☐ No - Is the system user's manual available to property owner?
- ☐ Yes ☐ No - Does the roof appear to be in good condition?

Special Signage is required for Solar PV Systems. Permanently affixed labels shall have a red background with white lettering. Printed material shall be resistant to fading per UL 969, and NEC Article 690

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.

► 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



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Email: pmca@pacodealliance.com **Website:** <https://pacodealliance.com/>

When applying for a Building Permit you need the following:

- Fill out the appropriate application answering all questions applicable to your job. Application must be legible and signed. (2 copies)
 - If a portion of the application is not applicable to your project put a N/A on the line.
- A copy of the signed Land Use Permit from the Municipality (Borough or Township) (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)
- Copy of Contractors Certificate of Insurance for Workers Compensation **OR** if doing the work yourself submit Workers Compensation Insurance Coverage Waiver *[refer to the attached document]*.

After Building Permit Application is submitted:

- After submitting all required documents your application and drawings will be reviewed.
- PMCA will contact you with an approval or denial.
- If approved, your permit will be issued. 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 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 an inspection call the office where your permit application was submitted or visit our website to schedule online. Be prepared to have your Permit Number, address and type of inspection you are requesting.
 - If you request an inspection BEFORE 3 pm, every effort is made to schedule the inspection for the next business 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 Permit 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
- Sheds
- Barns
- Swimming Pools
- Deck / Patios
- Other buildings or structures on the property
- Location of on lot well and septic IF applicable

Proposed Improvement(s)

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

SAMPLE SITE PLAN ►

