SPRING GROVE BOROUGH
YORK COUNTY, PENNSYLVANIA

Zoning & Codes Department
Phone: 717-225-0650

Bulding Permit Procedures

PLEASE READ IN ITS ENTIRETY BEFORE RETURNING APPLICATIONS

A Building Permit application is used for all items falling under the PA UCC Building Code. If work is exempt from the UCC a Zoning Permit Application would be used. Starting with the correct forms will save time.

TIME FRAME: Applications and plans are reviewed on a first come first serve basis. Permits will be issued as promptly as possible, remember to plan ahead. Residential construction documents will be reviewed within 15 working days or less. Commercial or those other than one & two family dwellings will be reviewed within 30 working days or less.

IF YOU ARE NOT 100% SURE PLEASE CALL THE OFFICE.

SUBMISSION REQUIREMENTS: Must be included to be complete.

1. Read the entire application package first so you know how to prepare.
2. A paperwork checklist for your use is enclosed to help you return everything.
3. Return the completed, signed, dated application along with:
    a. Three (3) copies of a complete set of plans to include:
        -Plot or site plan showing all existing and proposed structures, easements, streets, alleys with dimensions, setback lines, distance from property lines, well and sewer system locations, and any special features of your lot.
        -Footer and foundation plans with details, including basements, crawl spaces, slabs shown with all utility and under slab details.
        -Floor plan showing all dimensions of rooms, corridors, spaces, location of hard wired smoke detectors, egress and accessibility requirements.
        -Elevation detail of ALL sides including dimensions, grade and height.
        -Show typical wall sections with details of construction.
        -Show size and swing of all doors including fire ratings where required.
        -Show locations of all windows with sizing and glazing, ventilation openings, and any clear openings for emergency escape.
        -All plans must be documented with site address, lot number, subdivision name and owner if applicable, or all that apply.
        -Plans and documents that are not legible, faxed, or incomplete will NOT be accepted.
        -Plans must be folded to an 8.5x11 inch size, not rolled or folded in any other fashion.
        -Plans must be drawn to a scale of not less than 1/8” equals one foot.
        -Truss and beam details are required and can be submitted after the start of construction and must be approved prior to placement.
        -Concrete slips will be required to be turned in for all concrete used.
    b. Commercial applications and other than one & two family dwellings must include in addition to the above:
        -All plans must be completed, signed and sealed by a registered design professional.
        -Required emergency lighting systems, fire alarm systems, fire suppression systems, must be shown.
        -Required fire rated assemblies, construction methods, and design numbers.
        -Act 45 use group classifications, construction type and maximum occupancy loads must be on the plans.
        -Complete mechanical plans including ventilation rates and specifications.
        -Complete plumbing plans, diagrams and specifications.
        -Complete electrical plans and specifications.
        -Structural plans, design loads with soils report.
        -Complete fire suppression plans, sprinkler locations, specification and calculations. Including alarm systems.

-Energy conservation specifications and calculations, including proposed method of complying with the UCC "R" values of each assembly and "U" vales of each assembly.
-All egress, fire and panic act, handicap accessibility including hardware, turning radius, applicable signs, heights, and ramps must be shown in detail and approved according to applicable codes.
-Elevators or other lifting devices must be approved by PA L&I.

c. MDIA carbon inspection forms that apply (4 different possible), top section completed to bold line. Electrical, plumbing / HVAC, building, plan review.

d. Copy of approved sewer permit for your plot.

e. If road is a state road; a copy of the PennDOT Highway Occupancy Permit. If a municipal road a permit may be required.

f. Well or water system permit or approval documentation.

g. Conservation permit or letter if required for your project.

h. Certificate of workers compensation insurance or a permit wavier signed to comply with PA Act 11/1993. Certificates should list the municipality as a certificate holder. Municipality must be notified of cancellation or change in the policy for any reason.

i. Additional items may be required for your project and will need to be submitted prior to application approval and permit issuance.

4. Upon receiving all the above completed and approved documents the following review period will result:

a. The three (3) sets of completed plans will be submitted for review. The plans will be reviewed and approved or denied. If denied you will need to fix the requested comments and re-submit the plans for a second review, this will continue until the plans are approved. Upon approval the plans will be certified, and returned to our office. A plan review fee will be charged each time plans are returned. Each time additional items are needed, the review time starts over again at 15 or 30 days.

5. If application is approved a building permit can now be issued and requires the following in order to pick up the permits:

a. A check made payable to Spring Grove Borough for the permit fees.

b. A check made payable to MDIA for the total of the inspections and plan review fees. Please note that additional inspections or re-inspections may be needed for your project and must be paid in full to the inspector or municipality prior to the final inspection.

6. If all payments are received the permit is issued and is good for one (1) year from the date of issue. Time extensions are NOT guaranteed if needed. Work must begin within 180 days from issue or the permit becomes invalid.

7. DID YOU CALL PA ONE CALL? 3-day notice required before digging!!

8. It is now your responsibility to contact MDIA directly to arrange all building, electrical, plumbing and mechanical inspections. Contact our inspector Ed Strevig at 717-359-7696 for all inspections or questions related to the International Codes. Remember failure to contact the inspector prior to any work may require that work to be removed and started over. The following inspections will be made:

a. 1st inspection footer - BEFORE the concrete is poured.

b. Foundation BEFORE back filled; inspector must be able to see drainage tiles.

c. Under slab piping inspection BEFORE concrete is poured.

d. Framing, rough electrical, plumbing and mechanical must be finished to receive a framing inspection.

e. Insulation / energy inspection BEFORE wall covering is hung.

f. Wall board, mechanical and specialty item inspections.

g. Final inspection, safety items, railings, grading and seeding, storm water compliance, and all mechanical ,electrical, plumbing must be completed to receive a final inspection.

h. Additional inspections may be required.

9. After our office receives the FINAL APPROVAL from MDIA the following will result:

a. The Zoning Officer / BCO will complete a final inspection of the property to determine all code compliance has been met.

b. Measurements of impervious surface, driveway and structures will be made to assure no changes were made and zoning requirements met.

c. Any items changed or not meeting code or ordinance will be required to be fixed prior to final approval.

10. After all inspections are approved, all required documents are received and any balance of fees is collected, a certificate of occupancy will be issued. The occupancy certificate will indicate the project as approved and completed. No further work on the property is authorized without a new permit. The occupancy will be revoked if any such additional work is completed. No property is authorized to be occupied at any time without a certificate of occupancy.

11. The occupancy permit will NOT be issued prior to all completed items. This process may take up to five (5) business days from the receipt of the final approval. It is not the municipality's responsibility or problem if settlement is affected by this. Be prepared and schedule appropriately!
12. The property owner must receive the original copy of the occupancy certificate. They must understand permit procedures and have this copy available for inspection at the property for future use. The original must be picked up or can be mailed on request. Fax or photo copies will not be acceptable.

ALL CONSTRUCTION DOCUMENTS ARE FILED BY ADDRESS FOR AN INDEFINITE PERIOD OF TIME AT THE MUNICIPALITY

IMPORTANT PHONE NUMBERS

Zoning & Codes Office	717-225-0650
Spring Grove Borough Main Office	717-225-5791
Spring Grove Borough Fax	717-225-6579
MDIA - Ed Strevig	717-359-7696
MDIA - Main Office	800-382-1438
PA One Call	811 or 800-242-1776
International Code Council	215-638-0554
York County Conservation	717-240-7430
York County Courthouse -Main	717-771-9675
York County Courthouse - Assessing	717-771-9232
York County Courthouse - Mapping	717-771-9730
York County Courthouse - Planning	717-771-9870
PA Dept of Transportation - York	717-848-6230

Building Permit Application Checklist

- ☐ Review zoning ordinance, setbacks and lot size for compliance
- ☐ Complete building permit application
- ☐ Submit copy of PA State HOP if applicable
- ☐ Copy of sewer EDU permit or private septic approval permit
- ☐ York County Conservation permit if applicable
- ☐ Approved E&S plan if required
- ☐ Plot plan showing all dimensions of existing and proposed improvements
- ☐ Plans are folded 8.5 x 11
- ☐ (2) MDIA building permit forms (Green)
- ☐ (1) MDIA electrical permit form (for any electrical work) (White)
- ☐ (1) MDIA plumbing permit form (for any plumbing work) (Blue)
- ☐ (1) MDIA mechanical permit form (for any HVAC work) (Yellow)
- ☐ Workers compensation or proof of insurance
- ☐ Separate checks for Spring Grove Borough & MDIA

SPRING GROVE BOROUGH
APPLICATION FOR BUILDING PERMIT & PLAN REVIEW

USE THIS FORM FOR ALL PA UNIFORM CONSTRUCTION CODE REQUIRED PROJECTS

LOCATION OF BUILDING PROJECT

Site Address: City State Zip Code

Property Owner (s):

Owners Address: *(if different)* City State Zip Code

Owners Home Phone: Owners Cell Phone: Owners Email:

CONTRACTORS INFORMATION

General Contractor:		Phone:		Fax:	
Contact Person:		Phone:		Fax:	
Plumber:		Phone:		Fax:	
Electrician:		Phone:		Fax:	
HVAC:		Phone:		Fax:	
Additional Specialty:		Phone:		Fax:	

MUST BE COMPLETED

ESTIMATED COST OF IMPROVEMENT:

OWNERSHIP: ☐ **Private** ☐ **Public**

TYPE OF WORK

- ☐ New Construction
- ☐ Electrical
- ☐ Mechanical
- ☐ Addition
- ☐ Structural Alteration
- ☐ Accessory Building
- ☐ Moving / Relocating
- ☐ Demolition
- ☐ Foundation / Slab
- ☐ Deck Over 30 Inches
- ☐ Other Explain:

USE OF PROPOSED

RESIDENTIAL

Change of Use Created: Yes ☐ No ☐

Attached: ☐ Detached: ☐

- ☐ One Family Dwelling
- ☐ Two Family Dwelling
- ☐ Multi Family - # of Units
- ☐ Accessory Building
- ☐ Other Explain:

NON-RESIDENTIAL

Change of Use Created: Yes ☐ No ☐

- ☐ Industrial
- ☐ Commercial
- ☐ Hospital, Institutional
- ☐ Office, Professional
- ☐ Transient Hotel, Motel, Dormitory # of Transient Units =
- ☐ Service Station, Repair Garage
- ☐ Other Explain:

BUILDING PERMIT APPLICATION PAGE 2

CHARACTERISTICS OF BUILDING

CONSTRUCTION TYPE

- ☐ Stick Built on Site
- ☐ Manufactured Modular Home
- ☐ Manufactured Mobile Home
- ☐ Manufactured Industrailized
- ☐ Other Explain:

PRINCIPAL TYPE OF FRAME

- ☐ Wood Framed
- ☐ Masonry (Wall Bearing)
- ☐ Structural Steel
- ☐ Reinforced Concrete
- ☐ Other Explain:

PRINCIPAL ROOF TYPE

- ☐ Asphalt Shingle
- ☐ Metal
- ☐ Wood
- ☐ Rubber
- ☐ Other Explain:

TYPE OF FUEL

- ☐ Natural Gas
- ☐ Propane Tank
- ☐ Electric
- ☐ Oil
- ☐ Coal or Wood
- ☐ Other Explain:

SEWAGE DISPOSAL

- ☐ Public System
- ☐ Private on Lot System

Type:

Permit:

SIDING TYPE(S)

- ☐ Vinyl
- ☐ Wood
- ☐ Metal or Aluminum
- ☐ Masonry - Brick, Stone, Block
- ☐ Stucco or Dryvit
- ☐ Other Explain:

WATER SUPPLY

- ☐ Public
- ☐ Private on Lot System

NUMBER OF BEDROOMS

- Basement
- First Floor
- Second Floor
- Third Floor
- TOTAL

NUMBER OF BATHROOMS

- Basement
- First Floor
- Second Floor
- Third Floor
- TOTAL

FOUNDATION / FOOTER TYPE

- ☐ Concrete Poured
- ☐ Monolithic Slab
- ☐ Superior Wall or Similar
- ☐ Pole Construction
- ☐ Other Explain:

Electrical Service

Amp. Service

Meters Serving Building

Other Explain:

OFF STREET PARKING SPACES

- Enclosed Spaces (Garage)
- Outdoor Spaces
- Handicapped if Required
- Van Accessible if Required
- TOTAL

BUILDING DIMENSIONS

Total Building Area

Lot Size Acres

Building Height Above Ground

Number of Stories Overall Size x

MECHANICAL SYSTEMS

- ☐ Central Air Conditioning
- ☐ Forced Hot Air / Heat Pump
- ☐ Furnace / Boiler Heating Sysem
- ☐ Elevators, Escalators, Lifts
- ☐ Fireplace or Stove #
- ☐ Alarm System
- ☐ Sprinkler System
- ☐ Pressure Vessels
- ☐ Refrigeration System
- ☐ Solar Equipment

Fuel Type Vent Type Other:

BUILDING PERMIT APPLICATION PAGE 3

LOCATION OF BUILDING

FLOODPLAIN - Is the site located within an identified flood hazard area?	☐ YES	☐ NO
WETLANDS - Is the site located within an identified wetland area?	☐ YES	☐ NO
HISTORICAL AREA- Is the site located within a Historical District?	☐ YES	☐ NO
HOMEOWNERS - Is the site located within a Home Owners Association Community?	☐ YES	☐ NO
If yes to the above list contact information: Name:	Phone:	

DESCRIBE IN DETAIL WHAT YOU ARE PROPOSING:

The owner of this property and the undersigned agree to conform to all State, Federal and Local laws and ordinances of Spring Grove Borough and that by signing this application further states that any misrepresentation of the facts set forth on this application will result in criminal and civil penalties as set forth in the PA Crimes Code Title 18, Sections 4903 and 4904 dealing with false statements. I also certify that the proposed work is authorized by the property owner of record and that I have been authorized by the owner to make this application as his/her authorized agent.

I also agree and understand that I must contact the designated municipal inspector at each required inspection step throughout the construction project. It is my responsibility to contact the inspector at least 24 hours prior to the time the inspection is needed. No inspections are scheduled on weekends and holidays unless special arrangements are agreed to at least one week in advance with the inspector. Weekend and holiday inspections are not guaranteed, or required of the inspectors to schedule. If an inspection is not completed for lack of scheduling the inspection in time or at all, it is the builders responsibility and liability that those non-inspected items may need to be removed or replaced at their costs in addition to extra charges or fines being accessed.

I understand permits may be required by the County or other State and Local agencies and it is my responsibility to obtain any required permits prior to the start of construction.

Signature of Applicant / Representative: _____ Date:

Print Name: Title/Rep:

NOTE:
A MATERIALS LIST ALONG WITH A DETAILED SITE PLAN AND THE REQUIRED CONSTRUCTION DRAWINGS MUST BE SUBMITTED WITH THIS APPLICATION.

BUILDING PERMIT APPLICATION PAGE 4

WORKERS COMPENSATION INSRUANCE COVERAGE INFORMATION

A. The applicant is a contractor within the meaning of Pennsylvania Workers Compensation Law

☐ YES ☐ NO If "yes" complete Sections B & C below as applicable

B. Insurance Information:

Name of Applicant:

Federal or State Employer Identification Number

Applicant is a Qualified Self-Insurer for Workers Compensation ☐ Certificate Attached

Name of Workers Compensation Insurer

Workers Compensation Insurance Policy Number ☐ Certificate Attached

Policy Expiration Date

C. Exemption:

Complete Section C if the applicant is a contractor claiming exemption form 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 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 Borough.

☐ Religious exemption under the Workers Compensation Law.

Subscribed and sworn to before me this

Signature of Notary Public

My commission expires:

Seal

Signature of Applicant: _____

Address:

City State Zip Code

County of

Municipality of

PLEASE ATTACH COPY OF INSURANCE CERTIFICATE!