

JEFFERSON BOROUGH
Zoning & Codes Department
Phone: 717-225-0650 Fax: 717-225-6579

BUILDING & ZONING 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 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 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. **Two (2) 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 plans 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 8½ x 11 inch size, not rolled, or they will not be accepted.
 - Plans must be drawn to a scale of not less than 1/8" equals one foot.

submit the plans for a second review, this review will continue until approval of the plans. Upon approval the plans will be certified, and returned to our office. A Plan review fee will be charged. Each time additional items are needed starts the review time over again for the 15 or 30 days.

5. If the 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 Jefferson Borough for the permit fees.
- b. A check made payable to Middle Department Inspection Agency (MDIA) for the total of inspections and plan review fees. (Note, additional inspections, re-inspections may be needed for your project and must be paid to the inspector or municipality prior to the final.)

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!!

1-800-24201776

8. It is now your responsibility to contact MDIA Directly to arrange all building, electric, plumbing, mechanical inspections. Contact our Inspector Ed Strevig at 717-359-7696 for all inspections or questions related to the ICC 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 is the footer BEFORE concrete is poured.
- b. Foundation BEFORE back filled; inspector must be able to see drainage tiles.
- c. Under slab piping inspection is necessary 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. (drywall)
- f. Wall board, mechanical and specialty item inspections.
- g. Final Inspection, Safety Items, Railings, grading & seeding, storm water compliance, and all Mechanical, Electrical, Plumbing must be completed to receive a final inspection.
- h. Additional inspections may be required, make sure you know!

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; Occupancy will be revoked if any such additional work is completed. NO

- Truss and beam details are required and can be submitted after the start of construction and must be approved prior to placement, this will stop construction if not followed.
- Concrete slips will be required to be turned in for all concrete used or the passing of that inspection will not occur.

b. Commercial applications and other than one & two family dwellings must in addition to above include:

- 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. Plans Required.
- Required fire rated assemblies, construction methods, and design numbers.
- Act 45 Use Group classifications, construction type; maximum occupancy loads must be on the plans.
- Complete mechanical plans including ventilation rates & 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, specifications 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" values of each assembly.
- All Egress, Fire and Panic Act, Handicapped accessibility including hardware, turning radius, applicable signs, heights, and ramps must be shown in detail and approved. Must meet all applicable codes.
- Elevators or other lifting devices must be approved by PA L&I.

c. MDIA carbon inspection forms that apply (4 possible), top section completed to bold line. Electrical, Plumbing/HVAC, Building, Plan Review

d. Copy of approved sewer permit for your plot (Varies per area).

e. If Road is a state road a copy of the PA State Highway Permit Required, if a municipal road a permit may be required, check on that.

f. Well or water system permit or approval documentation.

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

h. Certificate of Worker Compensation insurance or a permit waiver 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 2 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 review will continue until approval of the plans. Upon approval the plans will be certified, and returned to our office. A Plan review fee will be charged. Each time additional items are needed starts the review time over again for the 15 or 30 days.

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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 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. PLAN AHEAD!***
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:

Jefferson Borough Main Office:..... 717-229-0545

Jefferson Borough Fax:..... 717-229-2845

MDIA Inspector Ed Strevig:..... 717-359-7696

MDIA Main Office:..... 800-382-1438

PA One Call:..... 800-242-1776

Sewage Enforcement Officer Douglas Stambaugh..... 717-637-3800

York County Conservation, E&S, NPDES:..... 717-840-7430

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 Trans, Roads, York County:..... 717-848-6230

JEFFERSON BOROUGH APPLICATION FOR **BUILDING PERMIT---ZONING---** & PLAN REVIEW

Use this form for all PA Uniform Construction Code Required Projects

LOCATION OF BUILDING PROJECT

Site Address: _____
 Property Owner (s): _____
 Owners Address if different: _____
 Owners Phone #: _____ Cellular: _____ 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	USE OF PROPOSED	
Check all that apply:	<u>Residential</u>	<u>NON-Residential</u>
_____ New Construction	Change of Use Created: <input type="checkbox"/> YES <input type="checkbox"/> NO	Change of Use Created: <input type="checkbox"/> YES <input type="checkbox"/> NO
_____ Electrical	_____ Attached _____ Detached	_____ Industrial _____
_____ Plumbing	_____ One-Family Dwelling	_____ Commercial _____
_____ Mechanical	_____ Two-Family Dwelling	_____ Service Station, Repair Garage
_____ Addition	_____ Multi-Family - # of Units = _____	_____ Hospital, Institutional _____
_____ Structural Alteration	_____ Accessory Building	_____ Office, Professional _____
_____ Accessory Building	_____ Other _____	_____ Transient Hotel, Motel, Dormitory
_____ Moving, relocating		# of Transient Units = _____
_____ Demolition		_____ Other _____
_____ Foundation/Slab		
_____ Deck over 30 inches		
_____ Other		
	<p><i>IF PROJECT IS EXEMPT FROM INSPECTIONS OR DOES NOT MEET INSPECTION CRITERIA A ZONING APPLICATION SHOULD BE USED NOT THIS BUILDING PERMIT APPLICATION</i></p>	

Building Permit Application Page 2

CHARACTERISTICS OF BUILDING		
<p style="text-align: center;">CONSTRUCTION TYPE</p> <p><input type="checkbox"/> Stick built on site</p> <p><input type="checkbox"/> Manufactured Modular Home</p> <p><input type="checkbox"/> Manufactured Mobile Home</p> <p><input type="checkbox"/> Manufactured Industrialized</p> <p><input type="checkbox"/> Other _____</p>	<p style="text-align: center;">PRINCIPAL TYPE OF FRAME</p> <p><input type="checkbox"/> Wood Framed</p> <p><input type="checkbox"/> Masonry (wall bearing)</p> <p><input type="checkbox"/> Structural Steel</p> <p><input type="checkbox"/> Reinforced Concrete</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p style="text-align: center;">PRINCIPAL ROOF TYPE</p> <p><input type="checkbox"/> Asphalt Shingle</p> <p><input type="checkbox"/> Metal</p> <p><input type="checkbox"/> Wood</p> <p><input type="checkbox"/> Rubber</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p style="text-align: center;">TYPE OF FUEL</p> <p><input type="checkbox"/> Natural Gas</p> <p><input type="checkbox"/> LP Propane Tank - AG or BG</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Oil</p> <p><input type="checkbox"/> Coal or wood</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p style="text-align: center;">SEWAGE DISPOSAL</p> <p><input type="checkbox"/> Public System</p> <p><input type="checkbox"/> Private on site system</p> <p>Type: _____</p> <p>Permit #: _____</p>	<p style="text-align: center;">SIDING TYPE(S)</p> <p><input type="checkbox"/> Vinyl Siding</p> <p><input type="checkbox"/> Wood Siding</p> <p><input type="checkbox"/> Metal or Aluminum</p> <p><input type="checkbox"/> Masonry Brick, block, stone, etc.</p> <p><input type="checkbox"/> Stucco / Dryvit</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p style="text-align: center;">WATER SUPPLY</p> <p><input type="checkbox"/> Public System</p> <p><input type="checkbox"/> Private on site well</p>	<p style="text-align: center;">NUMBER OF BEDROOMS</p> <p><input type="checkbox"/> Basement – Remember egress</p> <p><input type="checkbox"/> First Floor</p> <p><input type="checkbox"/> Second Floor</p> <p><input type="checkbox"/> Third Floor</p> <p><input type="checkbox"/> TOTAL</p>	<p style="text-align: center;">NUMBER OF BATHROOMS</p> <p><input type="checkbox"/> Basement - Finished or RI</p> <p><input type="checkbox"/> First Floor</p> <p><input type="checkbox"/> Second Floor</p> <p><input type="checkbox"/> Third Floor</p> <p><input type="checkbox"/> TOTAL</p>
<p style="text-align: center;">FOUNDATION/FOOTER TYPE</p> <p><input type="checkbox"/> Concrete Poured</p> <p><input type="checkbox"/> Monolithic Slab</p> <p><input type="checkbox"/> Superior Wall or Similar</p> <p><input type="checkbox"/> Pole Construction</p> <p><input type="checkbox"/> Other _____</p>	<p style="text-align: center;">ELECTRICAL SERVICE</p> <p><input type="checkbox"/> _____ Amp. Service</p> <p>No of meters to serve building: _____</p> <p>Other Specialty: _____</p>	<p style="text-align: center;">PARKING SPACES OFF-STREET</p> <p><input type="checkbox"/> Enclosed Spaces (Garage)</p> <p><input type="checkbox"/> Outdoor Spaces</p> <p><input type="checkbox"/> Handicapped if required</p> <p><input type="checkbox"/> Van Accessible if required</p> <p><input type="checkbox"/> TOTAL</p>
<p style="text-align: center;">BUILDING DIMENSIONS</p> <p><input type="checkbox"/> Number of Stories</p> <p>Basement: Yes/No Finished/Unfinished</p> <p>Attic or other storage area: Yes/No</p> <p>Total Building Area _____ sq. ft</p> <p>Lot is _____ sq. ft // _____ acres</p> <p>Overall Size _____ x _____</p> <p>Building Height above grade: _____ ft.</p>	<p style="text-align: center;">MECHANICAL SYSTEMS</p> <p><input type="checkbox"/> Central Air Conditioning</p> <p><input type="checkbox"/> Forced Hot Air or Heat Pump Unit</p> <p><input type="checkbox"/> Furnace or Boiler Heating System</p> <p><input type="checkbox"/> Fireplace or Stove Num _____ Fuel Type _____ Vent Type _____</p> <p><input type="checkbox"/> Solar Equipment</p> <p><input type="checkbox"/> Elevators, Escalators, lifts, moving walks</p> <p><input type="checkbox"/> Automatic Alarm System</p> <p><input type="checkbox"/> Sprinkler System</p> <p><input type="checkbox"/> Pressure Vessels</p> <p><input type="checkbox"/> Refrigeration Systems</p> <p><input type="checkbox"/> Other (specify) _____</p>	

Building Permit Application Page 3

FLOODPLAIN – Is the site located within an identified flood hazard area? (*Check One*) YES NO

WETLANDS – Is the site located within an identified wetland area? (*Check One*) YES NO

HISTORICAL AREA - Is the site located within a historic district? (*Check One*) YES NO

IS THE SITE LOCATED WITHIN A HOME OWNERS ASSOCIATION COMMUNITY? YES NO

If YES to the above question who is the contact for the association: Name _____

DESCRIBE IN DETAIL WHAT YOU ARE PROPOSING: (must be completed)

The owner of this property and the undersigned agree to conform to all State, Federal, and Local laws and ordinances of Jefferson 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 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. Weekends and holidays no inspections are scheduled unless special arrangements are agreed to at least 1 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 cost 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.

Workers Compensation Insurance Coverage Information
(attach to building permit application)

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 applicable.

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:

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.

Religious exemption under the Workers Compensation Law.

Subscribed and sworn to before me this

_____ day of _____ 19 _____

(Signature of Notary Public)

My commission expires: _____

(Seal)

Signature of Applicant _____

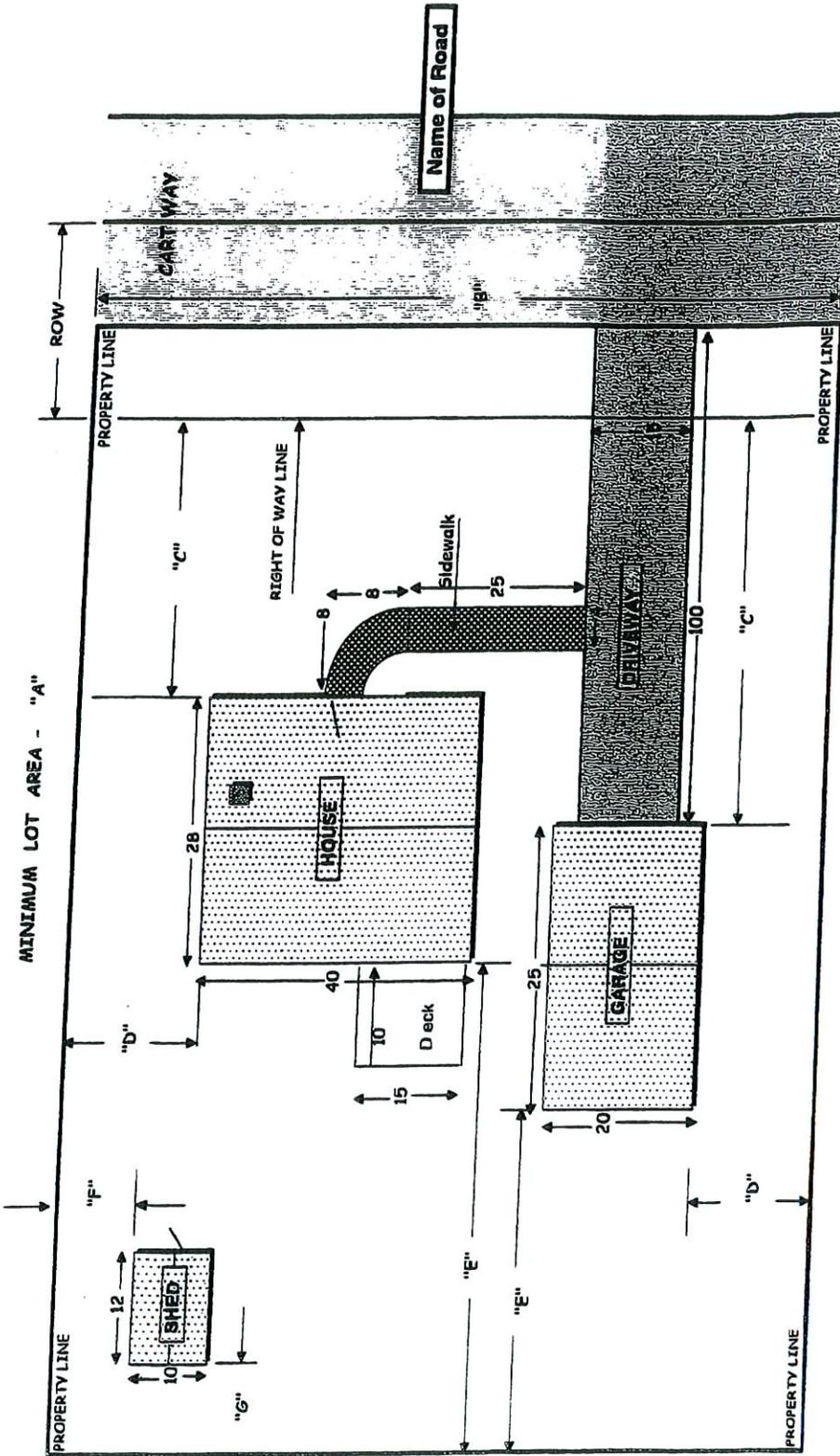
Address _____

County of _____

Municipality of _____

PLEASE ATTACH COPY OF INSURANCE CERTIFICATE!

SAMPLE PLOT PLAN-HAND DRAWN IS OK



- ROW = Distance of Right of Way from center of road back into property, varies depending on the road.
 A = Minimum Square footage of your lot required.
 B = Lot width or road frontage of your lot, is considered a front on every road.
 C = Front setback from ROW line
 D = Side setback from property line
 E = Rear setback from property line
 F = Side setback from property line of accessory structures
 G = Rear setback from property line of accessory structures

IF YOU ARE ON A CORNER LOT YOU WILL HAVE 2 FRONT SETBACKS

REMEMBER A PLOT PLAN MUST BE COMPLETE AND INCLUDE ALL DIMENSIONS