

# APPLICATION FOR COMMERCIAL BUILDING/ZONING PERMIT



EAST HEMPFIELD TOWNSHIP  
LANDISVILLE, PA 17538  
1700 NISSLEY ROAD PO BOX 128  
Phone (717) 898-3100  
Fax (717) 898-9486

Date Filed \_\_\_\_\_ Permit Number \_\_\_\_\_

Property Owner's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Address of Project \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Intended Use \_\_\_\_\_

Tenant's Name \_\_\_\_\_

Project Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

### 3 COPIES OF PLANS REQUIRED

**Description of Work (Check all that apply)**

- |                                       |  |                                     |
|---------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Electrical    | <input type="checkbox"/> Conforming |
| <input type="checkbox"/> Addition     | <input type="checkbox"/> Demolition    | <input type="checkbox"/> Plumbing   |
| <input type="checkbox"/> Alteration   | <input type="checkbox"/> Change of Use | <input type="checkbox"/> Mechanical |
|                                       |  | <input type="checkbox"/> Other      |

**ZONING - FOR OFFICIAL USE ONLY**

- Other
- Nonconforming

Authorized By: \_\_\_\_\_  
Date \_\_\_\_\_

**Brief Description of Project**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNAGE - SECTION 313**

- |  |                                  |
|--|----------------------------------|
| <input type="checkbox"/> Wall                    | Number of Signs _____            |
| <input type="checkbox"/> Free Standing           | Total square feet per side _____ |
| <input type="checkbox"/> Temporary Special Event |                                  |
| <input type="checkbox"/> Other                   | Total Square Feet _____          |

Cost of Construction \$ \_\_\_\_\_  
Square Footage \_\_\_\_\_

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Township. The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Township or any other governing body. The applicant certifies that he/she understands all the applicable codes, ordinances and regulations. Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work. I certify that the code official, or the code official's authorized representative shall have authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. I understand that I am responsible for any plan review fees or any additional inspection fees, which may be required during construction, that were not outlined during the initial permit approval. I understand that all fees must be paid in full before a certificate of occupancy can be issued. I agree that I am responsible for any fees incurred in reviewing proposed projects that I choose not to pursue.

Agent Owner/Agent Name \_\_\_\_\_

## Contractor Information

<b>General Contractor</b>	General Contractor _____ Address _____ Phone _____ Fax _____ Cell _____
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<b>Demolition Contractor</b>	Demolition Contractor _____ Scope of Work _____ Asbestos Notification submitted by _____ Date _____
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<b>Framing Contractor</b>	Framing Contractor _____ Scope of Work _____
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<b>Electrical Contractor</b>	Electrical Contractor _____ Scope of Work _____
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<b>Plumbing Contractor</b>	Plumbing Contractor _____ Scope of Work _____
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<b>Heating Contractor</b>	Heating Contractor _____ Scope of Work _____
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<b>Foundation Contractor</b>	Foundation Contractor _____ Scope of Work _____
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<b>Fire Prevention Contractor</b>	Fire Prevention Contractor _____ Scope of Work _____
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Provide copies of all other applicable permits, certifications of licensing requirements, which may apply under the following:

1. Elevator or Lift Device Regulations
2. Boiler and Unfired Pressure Vessel Law
3. Propane and Liquefied Petroleum Gas Act
4. Health Care Facilities Act
5. Older Adult Living Centers Licensing Act

EAST HEMPFIELD TOWNSHIP

WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION

A. The Applicant is:

- 1. A contractor within the meaning of Act 44 of the PA Workers Compensation Law  
YES \_\_\_\_\_ NO \_\_\_\_\_ If the answer is YES, complete Section B & C below
- 2. A homeowner  
YES \_\_\_\_\_ NO \_\_\_\_\_ If you are a homeowner applying for a Building Permit on behalf of a contractor, you may have to obtain verification that the contractor has Workers' Compensation coverage.

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 and notarize 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 Worker's Compensation Insurance under the provisions of PA Workers' Compensation Law for one of the following reasons:

\_\_\_\_\_ Contractor with no employees.

The contractor is prohibited by law from employing any individual to perform work pursuant to this building permit unless the contractor provides proof of insurance to the Township.

\_\_\_\_\_ Religious exemption under the PA Workers' Compensation Law.

Subscribed and sworn to before me this \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires \_\_\_\_\_

(SEAL/STAMP)

\_\_\_\_\_  
*Signature of Applicant*

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Date \_\_\_\_\_

Failure to submit all or part of this information will result in denial of the building permit.

## **Workers Compensation Reform Act of 1993**

Since August 31, 1993, Act 44, the Workers' Compensation Reform Act requires all Townships that issue building permits to ensure that a contractor has workers' compensation coverage for any employees upon application for a Building Permit.

Therefore, the attached form must be completed and submitted to the township with any application for a Building Permit.

Under the Act:

A contractor is any person who contracts to do certain work for a stipulated sum.

A homeowner is not considered to be a contractor.

If a contractor meets this definition, he must complete Section B of the Workers' Compensation Application and submit a copy of his Workers' Compensation Certificate, which includes the effective date of the coverage and the signature of the insurer.

The exemption section of the form (section C) must be completed if a contractor has no employees or has filed an application with the Department of Labor and Industry for a religious exemption. The contractor's Federal or State Employer Identification Number still must be submitted under Section B. Once completed, this section must be signed, notarized and submitted to the Township office.

After completing the application, please sign and return to East Hempfield Township with the building permit application.

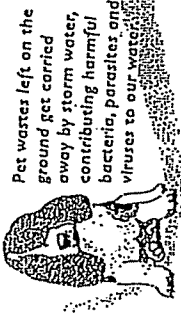
Failure to submit all or part of this information will result in denial of the building permit.

### What is Storm Water?

Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what we call storm sewers. These are the drains you see at street corners or at low points on the sides of streets. Collectively, the draining water is called storm water runoff.

### Why is Storm Water "Good Rain Gone Wrong?"

Storm water becomes a problem when it picks up debris, chemicals, dirt, and other pollutants as it flows or when it causes flooding and erosion of stream banks. Storm water travels through a system of pipes and roadside ditches that make up storm sewer systems. It eventually flows directly to a lake, river, stream, wetland, or coastal water. All of the pollutants storm water carries along the way empty into our waters, too, because storm water does not get treated.



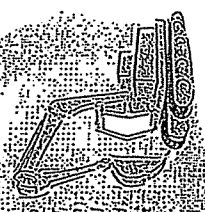
Pet wastes left on the ground get carried away by storm water, contributing harmful bacteria, parasites and viruses to our water.



Vehicles drip fluids (oil, grease, gasoline, antifreeze, brake fluids, etc.) onto paved areas where storm water runoff carries them through our storm drains and into our water.



Chemicals used to grow and maintain lawns and gardens, if not properly cleaned up, can run off into the storm drains when it rains or when snow melts.



Waste from chemical and material used in construction can wash into the storm sewer system when it rains. Soil that is eroded from construction sites causes environmental degradation, including harming fish and shellfish populations that are important for recreation and our economy.

### Where To Go To Continue The Information Flow

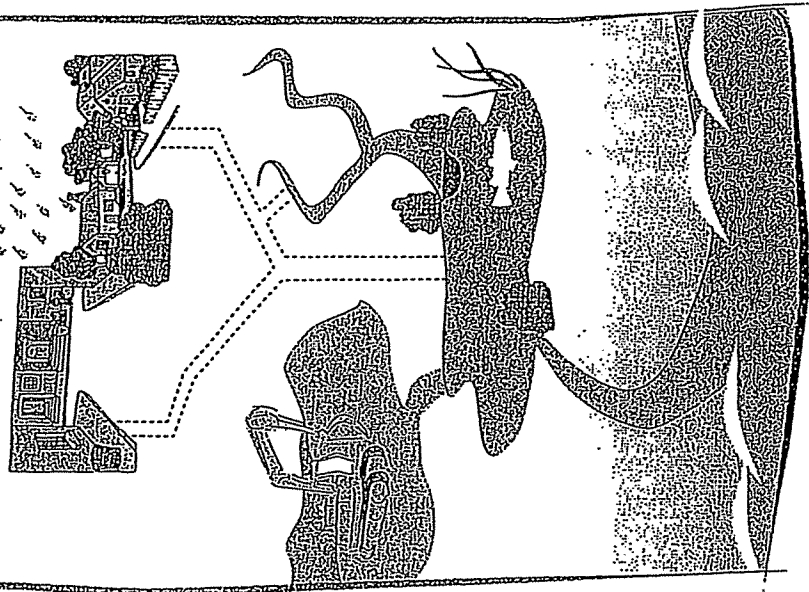
Your community is preventing storm water pollution through a storm water management program. This program addresses storm water pollution from construction, new development, illegal dumping to the storm sewer system, and pollution prevention and good housekeeping practices in municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our water is ... water! Contact your community's storm water management program coordinator or the Pennsylvania Department of Environmental Protection for more information about storm water management.



Pennsylvania Department of Environmental Protection  
www.dep.state.pa.us

# When It Rains, It Drains

Understanding Storm Water and How It Can Affect Your Money, Safety, Health, and the Environment



### Answers to Test Your Storm Sewer System Savvy:

1. Ditch - Part of the storm sewer system, most people think, that the system is just a series of underground pipes. It can also include ditches used to convey storm water from the land to a receiving lake, river, or stream.

2. Fire Hydrant - Not part of the storm sewer system. Water sprayed from fire hydrants is not storm water, but it allowed by law to enter the storm sewer system.

3. Catch with Storm Drain Inlet - Part of the storm sewer system, many people do not realize that this is an opening leading to the storm sewer system. Anything going into this inlet (e.g., trash, leaves, improperly disposed of household materials) travel directly to a receiving lake, river, or stream, without being treated first. Many communities install storm drains with "Do Not Dump" messages to let people know.

4. Storm Sewer Outfall - Part of the storm sewer system, an outfall is where storm water drains from the sewer system into a receiving lake, stream, or river. If there is a flow from an outfall when it isn't raining, there could be a problem with the system or someone has used a storm drain for illegally dumping of materials.

5. Toilet - Not part of the storm sewer system. Wastewater from toilets in houses and businesses travel through a sewer system constructed to carry sanitary wastes. In some instances, older communities may have a combined sewer system designed to carry both storm water and sanitary waste.

6. Septic System - Not part of the storm sewer system. Homeowners use septic tanks to manage sanitary wastes on-site. Improperly maintained septic systems can leak and contribute pollutants to the storm sewer system, as well as directly to lakes, rivers, and streams.

7. Road and Other Paved Areas - Not part of the storm sewer system. Roads and other paved surfaces such as parking lots and sidewalks can accumulate pollutants (e.g., oil, grease, dirt, leaves, pet wastes) that storm water eventually carries into the storm sewer system.

8. Storm Drain Inlet - Part of the storm sewer system. That is another example of what a storm drain inlet looks like. Like the storm drain inlet shown in picture #3, anything that enters this drain will go directly to a receiving lake, river, and stream unless it has been treated first. It is important to recognize this as a storm drain to prevent it from being used as a trash can.

## What Happens When It Rains?

Rain is an important part of nature's water cycle, but there are times it can do more damage than good. Problems related to storm water runoff can include:

Flooding caused by too much storm water flowing over hardened surfaces such as roads and parking lots. Instead of soaking into the ground, it runs off.

Increases in spending on maintaining storm drains and sewer systems. Storm drains become clogged with large amounts of dirt and debris.

Decreases in pollution. Storm water carries sediment and pollutants that degrade important fish habitat.

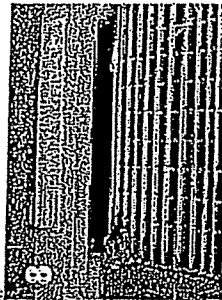
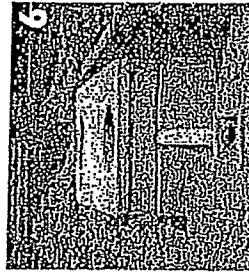
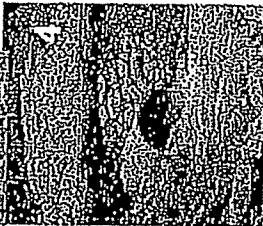
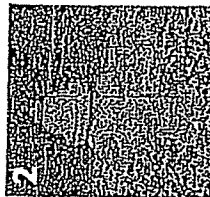
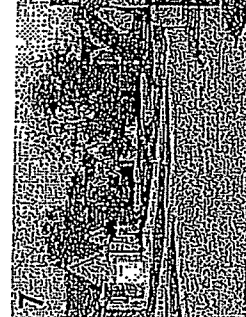
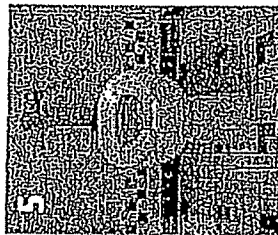
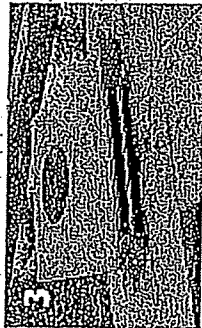
More expensive treatment technologies to remove harmful pollutants carried by storm water into our drinking water.

Closed beaches due to high levels of bacteria carried by storm water that make swimming unsafe.

We can help rain restore its good reputation while protecting our health and environment while saving money for ourselves and our community. Keep reading to find out how...

## Test Your Storm Sewer System Savvy!

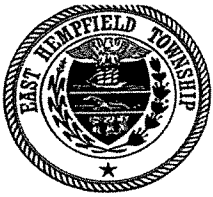
What does the storm sewer system look like in your community? See if you can identify which pictures are part of the storm sewer system. (Answers are on the back.)



## Restoring Rain's Reputation: What Everyone Can Do To Help

Rain by nature is important for replenishing drinking water supplies, recreation, and healthy wildlife habitats. It only becomes a problem when pollutants from our activities like car maintenance, lawn care, and dog walking are left on the ground for rain to wash away. Here are some of the most important ways to prevent storm water pollution:

- 1 Properly dispose of hazardous substances such as used oil, cleaning supplies and paint—never pour them down any part of the storm sewer system and report anyone who does.
- 2 Use pesticides, fertilizers, and herbicides properly and efficiently to prevent excess runoff.
- 3 Look for signs of soil and other pollutants, such as debris and chemicals, leaving construction sites in storm water runoff or tracked into roads by construction vehicles. Report poorly managed construction sites that could impact storm water runoff to your community. (See the back of this brochure for contact information.)
- 4 Install innovative storm water practices on residential property, such as rain barrels or rain gardens, that capture storm water and keep it on site instead of letting it drain away into the storm sewer system.
- 5 Report any discharges from storm water outfalls during times of dry weather—a sign that there could be a problem with the storm sewer system.
- 6 Pick up after pets and dispose of their waste properly. No matter where pets make a mess—in a backyard or at the park—storm water runoff can carry pet waste from the land to the storm sewer system to a stream.
- 7 Store materials that could pollute storm water indoors and use containers for outdoor storage that do not rust or leak to eliminate exposure of materials to storm water.



**EAST HEMPFIELD TOWNSHIP**  
**STORMWATER MANAGEMENT EXEMPTION**

- 1) Article V, §260-28(C) allows an exemption to the Stormwater Management Ordinance for the cumulative installation of impervious surface of up to 1,000 square feet, or 5% of gross lot area, whichever is less. This is a lifetime cumulative amount per property starting June 2, 2014.
- 2) The Stormwater Officer may deny an exemption for complex projects or unique circumstances and require a small project application or regular stormwater management plan.
- 3) A Zoning Permit is required for all projects proposing new impervious surface, even if exempt from Stormwater Management.

**Project Property Address:** \_\_\_\_\_  
Street Address

\_\_\_\_\_

City State Zip

**Impervious Surface** (e.g., roof area, concrete, asphalt, stone/gravel, brick, etc.)

**Added** \_\_\_\_\_ (sf<sup>2</sup>) - **Removed** \_\_\_\_\_ (sf<sup>2</sup>) = **Net Total (+/-)** \_\_\_\_\_ (sf<sup>2</sup>)  
(if applicable)

**Owner/Applicant:** \_\_\_\_\_  
Print Name

\_\_\_\_\_

Signature Date

**Office Use Only:**

**Property Account #:** 290 - \_\_\_\_\_ - 00000 **Permit #:** \_\_\_\_\_

**Property Size:** \_\_\_\_\_ (sf<sup>2</sup>) **Afforded Exemption Area:** \_\_\_\_\_ (sf<sup>2</sup>)

**Exemption Area Claimed:** \_\_\_\_\_ (sf<sup>2</sup>) **Exemption Area Available:** \_\_\_\_\_ (sf<sup>2</sup>)  
(Previous)

**Exemption Area Claimed:** \_\_\_\_\_ (sf<sup>2</sup>) **Exemption Area Remaining:** \_\_\_\_\_ (sf<sup>2</sup>)  
(Current Project)

**Associated Permits:**

APPROVED  DENIED

\_\_\_\_\_ \_\_\_\_\_  
Stormwater Officer Date

# East Hempfield Township 2016 Fee Schedule

1700 Nissley Road PO Box 128 , Landsville, PA 17538, (717) 898-3100, Fax: (717) 898-9486 www.easthempfield.org

Description	Special Criteria, If Any	Other Requirements	Fee
<b>BUILDING PERMIT FEES</b>			
<b>Building Permit, Residential (1 &amp; 2 Family Units)</b>			
non-refundable plan review fee deposit			
New Construction			\$200
Residential Addition		project \$\$ value = materials & labor	\$0.45 / Square Foot, Minimum of \$200
Remodeling & Alterations			\$100
Remodeling & Alterations		\$1 - \$999	\$0.40 / Square Foot, Minimum of \$100
Remodeling & Alterations		\$1,000 & Above	\$100
Deck or Patio			\$100 + \$4 for each Additional \$1,000 Value
Shed, Detached Accessory Building (Site Built)			\$75
Pre-Fabricated Out Buildings			\$75
Pole Barn			\$75
Swimming Pool - above ground			\$100
Swimming Pool - in-ground			\$75
Spa or Hot Tub			\$175
Modular Home			\$75
Manufactured Home Installation			\$100
Electrical Service (change/upgrade-no other work)			\$150
<b>Building Permit, Residential (Multifamily)</b>			\$75
non-refundable plan review fee deposit			
New Construction & Additions		project \$\$ value = materials & labor	\$75
Remodeling/Alterations			\$200
Remodeling/Alterations		\$1 - \$4,999	\$0.50 / Square Foot, Minimum \$200
Remodeling/Alterations		\$5,000 & Above	\$150
Swimming Pool			\$150
Spa or Hot Tub			\$300
Swimming Pool			\$150
<b>Fire Alarm and Fire Protection Systems – Other Than IRC Regulated Occupancies</b>			
Fire Alarm System			\$150
New Fire Sprinkler System		Up to 15,000 sq. ft., additional sq. ft x .01	\$150
Alt. to Existing Fire Sprinkler System <50 Heads		1-100 heads, additional \$1 for each head over 100	\$400
Alt. to Existing Fire Sprinkler System ≥50 Heads			\$200
Pre-Engineered & Hood/Duct Systems			\$300
<b>Fire Alarm and Fire Protection Systems – IRC Regulated Occupancies</b>			
Fire Alarm System			\$300
Fire Sprinkler System		Up to 15,000 sq. ft., additional sq. ft x .01	\$175
Fire Sprinkler System		1-100 heads, additional \$1 for each head over 100	\$200



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Description	Special Criteria, If Any	Other Requirements	Fee
<b>Building Permit, Commercial (Sliding scale)</b>	non-refundable plan review fee deposit		
		Up to \$1,000,000	\$0.015 x Cost of Construction, Minimum \$150
		\$1,000,001 - \$2,000,000	\$0.010 x Cost of Construction
		Over \$2,000,000	\$0.008 x Cost of Construction
Plumbing/Mechanical/Electrical		\$1 - \$999	\$150 each
Plumbing/Mechanical/Electrical		\$1,000 & Above	\$150 + \$4 for each Additional \$1,000 Value
<b>Electrical Permit that requires 3rd party inspection</b>			
<b>Additional Permit Fees</b>		Per 3rd party fee schedule + 10% Administrative Fee	
Demolition			\$100
Reinspections			\$75
UCC Mandated Education Fee			\$4
Requested Special Inspections/Occupancy Permit Inspections			\$150
Building Permit Plan Review Fee is not refundable. The Plan review fee will be paid at the time of permit application. The remaining balance will be due upon receipt of permit.			

# EdsL nemprield Township 2016 Fee Schedule

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Description	Special Criteria, If Any	Other Requirements	Fee
<b>ONING PERMIT FEES</b>			
General Zoning Permit			
Zoning Use Permit			\$50
Zoning Verification (written)			\$50
<b>Commercial, Industrial, Institutional &amp; Multi-Family Residential and Related Accessory Structures (based on gross construction cost)</b>			\$50
\$1 to \$50,000			
\$50,001 to \$200,000			\$150
\$200,001 to \$500,000			\$300
\$500,001 to \$1,000,000			\$400
\$1,000,001 and up			\$500
<b>Single Family Residential &amp; All Other Uses (based on gross construction cost)</b>			\$600
Small Swimming Pools & Children's Play Sets			
\$1 to \$25,000.99			\$25
\$25,001 to \$100,000.99			\$50
\$100,000.99 to \$500,000.99			\$100
\$500,001 and up			\$200
<b>Signs</b>			\$300
Building Sign			
Freestanding Sign			\$75
<b>Hearing Fees</b>			\$100
Conditional Use			
Rezoning or Ordinance Amendment Request	Escrow Deposit \$1,000		\$1,000
Zoning Hearing Board Residential Application			\$1,000
Zoning Hearing Board Non-Residential Application			\$450
UCC/Property Maintenance Board of Appeals			\$650
Continuation of any Hearing			\$300
<b>ON LOT SEWAGE FEES</b>			\$300 Each
Single Family residential & multi-family residential			
Commercial, recreational, & Institutional			
Soil Profile Description			
Percolation Test			\$210
SEO fees for services			\$37.50/hour
<b>HIGHWAY OCCUPANCY PERMIT FEES</b>			\$250
PennDOT fee schedule which is part of the application + a \$50 zoning permit fee, if applicable			

## East Hempfield Township 2016 Fee Schedule

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Description	Special Criteria, If Any	Other Requirements	Fee
<b>SUBDIVISION &amp; LAND DEVELOPMENT</b>			
	Escrow deposit	Two (2) Checks are required for each submittal	
Sketch Plan		-	\$450
Lot Add-On Plan	\$1,000	-	\$450
Revised Final Plan	\$1,000 + \$100 / Acre	-	\$450 + \$25 / Acre
Subdivision Plan	\$1,000 + \$200 / Lot	-	\$450 + \$25 / Lot
Land Development Plan	\$1,000 + \$200 / Acre	-	\$450 + \$25 / Acre
Modification Request	\$125	-	\$50 / Request
Sewer Planning Module review			\$50
<b>STORM WATER APPLICATIONS</b>			
	Escrow Deposit		Fee
Regular SW Project Application Fee	3% of cost (as determined by Twp. Engineer)		\$500
"Small Project" SW Application Fee	N/A		\$100
"Exempt" Project	N/A		Zoning Permit Fee Only
Inspection Fee	N/A		3% of cost (as determined by Twp. Engineer)

**Escrow Deposit Account-** If cost incurred is less than Deposit, a refund will be issued upon plan completion.  
 If the Deposit Account falls below \$200.00, additional escrow may be requested.  
 If the Deposit Account has monies due, no Extension of Time requests will be granted until the Account is up-to-date.  
 Escrow covers Twp. engineering & attorney fees which are billed to the Township & based on their published rates.

### ROAD/STREET PUBLIC DEDICATION FILING FEE

\$1000 (1st street) + \$250 For each additional street

Should fees & costs incurred by the township in processing the acceptance of dedication of streets be greater than the fees established herein, the twp. will bill for the extra cost.  
 The payment of said fees shall not create an obligation upon the township to accept dedication of any street or streets.