



BOROUGH OF MILLERSVILLE BUILDING/ZONING PERMIT APPLICATION

OFFICE USE ONLY

Date Received _____ Lot No _____ Account No _____ Permit No. _____

A. Construction Details

Street Address _____ Subdivision _____ Lot Type ☐ corner ☐ interior
Application is for ☐ New ☐ Renovation ☐ Addition ☐ Change of Use ☐ Repair/Replace
☐ Sign ☐ Home Occ ☐ Curb and/or Sidewalk ☐ Other
Proposed Use ☐ Single Family ☐ Two Family ☐ Multi-Family ☐ Other Building ☐ Accessory Structure
Heating/Cooling ☐ Gas ☐ Oil ☐ Electric ☐ Geothermal ☐ Central Air

Detail Description _____

Dwelling/Addition Width _____ Depth _____ #Stories _____ Square Footage _____

Accessory Structure Width _____ Depth _____ #Stories _____ Square Footage _____

Total Cost of Construction _____ Total Square Footage _____

B. Owner/Contractor Information

Owner Name _____ Address _____ Phone _____

Applicant _____ Address _____ Phone _____

Applicant Email Address: _____

Contractor _____ Address _____ Phone _____

Contractor _____ Address _____ Phone _____

C. Authorization

Is application being made by owner of property _____? If not, by what authority _____

Estimated Starting Date _____

Estimated Completion Date _____ Signature of Applicant _____ Date _____

D. Required with each Building Permit Application

- (3) sets of construction plans
- window and door schedule with U factors
- complete the workers' comp insurance form
- ResCheck or Energy worksheet
- stamped and signed truss drawings
- copy of workers' comp insurance certificate
- plot plan with lot size and setbacks
- include total cost of construction

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ZONING HEARING BOARD

Appeal Number _____

Approval Date _____

Conditions ☐ yes ☐ no

FEE SCHEDULE

Zoning Hearing Fee _____

REVIEWS / APPROVALS

Yes No N/A

Building Plans ☐ ☐ ☐

Zoning (Construction) ☐ ☐ ☐

Stormwater Mgmt. ☐ ☐ ☐

Sub-Division Land Dev. ☐ ☐ ☐

Sewage System ☐ ☐ ☐

Energy Plan ☐ ☐ ☐

Historic Commission ☐ ☐ ☐

Building Permit Fee _____

Zoning Permit Fee _____

SWM Filing/Insp. Fee _____

Escrow _____

Sewer Permit/Tap Fee _____

Curb and/or Sidewalk Fee _____

UCC Fee _____

Total Fees _____

Date Paid _____

Date Permit Granted / Denied _____

Code Enforcement Officer _____



BOROUGH OF MILLERSVILLE BUILDING/ZONING PERMIT APPLICATION

A. The applicant is:

1. A contractor within the meaning of Act 44 of the Pennsylvania Workers' Compensation Law

☐ Yes ☐ No

If the answer is Yes, complete Sections B & C below, as appropriate

2. A Homeowner

☐ Yes ☐ No

Note: If you are a homeowner applying for a Building Permit on behalf of a contractor, the contractor must complete this form and provide any required documentation.

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 _____

Workers' Compensation Insurance 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 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

_____ day of _____ 20_____

Signature of Notary Public

My commission expires: _____

(SEAL)

Signature _____

Name of Firm _____

Address _____

Phone _____ Date _____

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

RESIDENTIAL PERMIT SUBMISSION

Documentation required for New Home Construction or Addition

Applicant shall provide two copies of all documentation. Incomplete submissions may delay the Plan Review process and subsequent issuance of a Building Permit.

Architectural

- Provide dimension stair plans showing maximum riser height and minimum nose-to-nose tread depth.
- Provide site plans showing distances to other buildings on the same property and distances to lot lines.
- Show all required means of egress from bedrooms and basement levels.
- Show all egress window and door sizes, or provide manufacturer specifications.
- Show all code required fire separation items for an attached garage.
- Indicate the pitch of all roof levels.
- Show the locations of any areas where tempered glass is required by the code.

Structural

- If pre-engineered truss plans are used provide truss plans.
- Provide a typical wall section detail from footings through the roof line.
- Provide details and location of all required narrow wall bracing.
- Submit two complete sets of building plans showing all structural design indicating lumber sizes and spacing, two copies of any engineered framing members such as trusses, Glu-Lams, LVL's, TGI's, etc. used in the construction. The cover page of all plan sets shall indicate the applicable building code design criteria based upon the UCC. {i.e. _ _ _ (year) IRC}

Mechanical

- Provide specifications for all HVAC equipment. (Operating voltage, current, BTU output, etc.)
- Show the cfm output of all bathroom fans.

Electrical

- Indicate the ampacity of the electrical service on the plans.
- Indicate the locations of the required smoke detectors on the plans.

Plumbing

- Show the locations of all plumbing fixtures.

Fire Protection

- Indicate the locations of the required smoke detectors on the plans.

Energy

- Provide a ResCheck or PA Alternative Energy Code Compliance form.