



ELIZABETHTOWN BOROUGH COMMERCIAL PERMIT APPLICATION

PART 1 PERMITS

Permits are issued to ensure compliance with both the Borough's Zoning Ordinance and the Pennsylvania Uniform Construction Code (UCC Building Permit). Many types of alterations and new construction projects may require both a Borough Permit and a UCC Building Permit. If you're unsure whether a permit is required for your project, please contact the Building Code Official at 717-367-1700 or email Boro@etownonline.com.

It is the responsibility of the property owner, applicant, or authorized agent to provide accurate and complete information regarding all relevant site conditions. This includes, but is not limited to, easements (such as stormwater, drainage, and utility), property line boundaries, rights-of-ways, and any deed restrictions. Providing this information is essential for the proper review and processing of the Permit application.

APPLICATION REVIEW PROCESS

The Building Code Official will review your permit application to ensure compliance with the Borough's Zoning Ordinance. If the proposed project conflicts with zoning regulations or encroaches on easements or rights-of-way, the application will be returned along with a plot plan highlighting the affected areas. You will then be required to revise and resubmit your application, confirming that the project no longer interferes with any easements or rights-of-way.

PLOT PLAN REQUIREMENTS FOR EXTERIOR CONSTRUCTION AND ACCESSORY STRUCTURES

For all permits, the applicant must provide a plan of the property showing the existing building (s), the location of easements (including stormwater, drainage, utility, etc.), deed restrictions, and/or right-of-way, the dimensions of the existing structure in relationship to the property lines, and the location and dimensions from the property lines for the new or proposed structure or improvement. **Commercial projects require two (2) sets of drawings signed and sealed by a Pennsylvania registered engineer or architect and the submitted design must meet the current addition of the International Codes. In addition, an electronic version of the plans must be submitted.**

PLACEMENT GUIDELINES

All accessory structures must be located in the rear yard. Fences are permitted in side yard and front yards. The only exception is for open-faced fences that are four feet tall or less, which may be installed in the front yard. There are no setback requirements for fences in the Borough. However, if you plan to install a fence near or on your property line, the Borough strongly recommends hiring a registered surveyor to accurately locate and confirm your property boundaries.

DECK PERMIT REQUIREMENTS

For all new or replacement decks that are 30 inches or more above grade, the following must be submitted:

- Construction drawings detailing materials and attachment methods to the structure.
- A plot plan showing the deck's location and dimensions, including distances from side and rear property lines

All work must comply with the current edition of the International Building Code (IBC).

For decks less than 30 inches above grade, construction drawings are not required. However, a plot plan must still be provided, indicating:

- The location and size of the deck
- Side and rear yard setback distances

SWIMMING POOL REQUIREMENTS

In-ground Pools – All in-ground pools require a permit.

Above-ground pools - A permit is required for all above-ground swimming pools with side walls measuring 24 inches or higher.

Safety and Code Compliance:

- Pools with side walls 24 inches to less than 48 inches must have a minimum 4-foot-high, non-climbable fence surrounding the pool area.
- Electrical connections for the pump and/or filtration system must comply with the current edition of the International Building Code (IBC).
- Both the fence and electrical system must be inspected.

Pools with Side Walls 48 Inches or Higher:

- A fence is not required if the pool walls are at least 48 inches high.
- However, the ladder must be removed when a responsible adult is not present.
- If the ladder has a locking mechanism, it must be placed in the locked position when not in use.

Final Inspection Requirement:

Swimming pools may not be used until a final inspection has been completed and approved for compliance.

INSPECTION RESPONSIBILITY

If inspections are required, they will be conducted by the Borough's Building Code Official. In cases where a UCC Permit is issued, inspections will be handled by our third-party agency, Commonwealth Code Inspection Services (CCIS). Any required inspections will be listed on your UCC Building Permit. It is the applicant's responsibility to schedule these inspections by contacting CCIS at 717-664-2347 between 6:00 AM and 8:00 AM, which is the inspector's designated office hours.

Please note: A minimum 24-hour notice is required to schedule an inspection.

PERMIT APPROVAL AND PAYMENT INSTRUCTIONS

Once your permit has been approved, THE APPLICANT will be notified by telephone that it is ready for pickup, along with the applicable permit fee(s).

Do not submit payment with your application.

WHAT REQUIRES A PERMIT

All permits are issued in accordance with the Borough's Zoning Ordinance and, when applicable, the Pennsylvania Uniform Construction Code (UCC). All work must comply with the current edition of the International Codes. If a UCC permit is required, it will be based on the details provided in your application. ***Note: Items marked with ** require a UCC Building Permit. All work under this permit must comply with the current edition of the International Building Code (IBC).***

Structural & Interior Work

- Additions to an existing structure **
- Changes to load-bearing and non-load bearing walls **
- Installing new drywall
- Changing the use of a space (e.g., dividing a room, converting storage to living space, finishing a basement or attic)**
- Any structural changes, including stairs and exterior step **
- Any change to the existing means of egress **

Kitchen & Bathroom Updates

- Replacing kitchen countertops, sinks, or cabinets
- Bathroom renovations (e.g., new shower, toilet, vanity)

Exterior Additions & Modifications

- New decks or replacement decks under 30 inches from ground level
- Decks over 30 inches from grade **

- New fences
- Storage sheds
- Patios and pergolas
- Retaining walls under 4 feet
- Retaining walls over 4 feet **
- Changing the size of a driveway
- Sidewalk installation

Systems & Fixtures

- Relocating or adding plumbing or electrical fixtures
- HVAC system installation or replacement **
- Electrical service upgrades **

Doors & Windows

- Changing the size of windows or exterior doors

Pools

- Above-ground pools with walls over 24 inches **
- In-ground swimming pools **

Dumpsters

- Dumpsters (must be placed on private property; street placement is prohibited)

WORK THAT DOES NOT REQUIRE A PERMIT

The following is a partial list of cosmetic repairs and routine maintenance tasks that do not require a permit:

- Interior and exterior painting
- Patching walls and ceilings
- Replacing light fixtures and electrical cover plates
- Installing or replacing appliances that do not involve changes to plumbing or electrical systems
- Installing new floor coverings (e.g., carpet, tile, laminate)
- Replacing roof shingles, provided there is no structural damage
- Replacing existing siding
- Replacing gutters and downspouts (spouting)
- Replacing windows and exterior doors only if the new units are the same size as the existing openings

**INCOMPLETE APPLICATIONS WILL BE RETURNED
PLEASE PRINT ALL INFORMATION CLEARLY**

PART 2

PROJECT INFORMATION

Is the property a corner lot? ☐ **Yes** ☐ **No**

Location (Street Address): _____

Property Owner: _____

Owner's Address: _____

Owner's Phone Number: _____

Owner's Email: _____

APPLICANT'S INFORMATION Property Owner is the applicant: ☐ YES ☐ NO

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's Email: _____

PERMIT TYPE

ACCESSORY STRUCTURES (Check all that apply)

☐ Driveway (New or Addition)**++** ☐ Deck (Ground Level) ☐ Deck (30" or More Above Grade) ☐ Walkways **++**

☐ Fence ☐ Patio**++** ☐ Retaining Wall ☐ Storage Structure**++** ☐ Rain Garden ☐ Swimming Pool

☐ Other: _____

NEW CONSTRUCTION / ADDITIONS / ALTERATIONS TO EXISTING STRUCTURES (Check all that apply)

☐ New Construction**++** ☐ Additions to Existing Structure**++** ☐ HVAC-Change in Heat Source ☐ HVAC Replacement

☐ Alterations to Existing Structure ☐ Electrical Upgrade ☐ Plumbing ☐ Accessibility Upgrade

☐ New Installations (Includes Kitchens and Bathrooms) ☐ Convert Basement or Attic to Habitable Living Area

☐ Install Egress Window ☐ Other _____

++IMPERVIOUS COVERAGE INFORMATION MUST BE COMPLETED

PROPERTY DESCRIPTION (Check one)

☐ Multiple-Family ☐ Dwelling ☐ Commercial

☐ Townhouse (Applies if they exceed three stories or share a common building structure)

EXISTING BUILDING INFORMATION *(Check All That Apply)*

Number of Residential Dwelling Units: Existing: _____ Proposed: _____

Type of Heating/Cooling System: ☐ Electric ☐ Oil ☐ Natural Gas ☐ Propane ☐ Wood

☐ Other (specify): _____

Fireplace(s): Number: _____ Fuel Type: _____ Vent Type: _____

Elevator/Escalator/Lift: ☐ Yes ☐ No Sprinkler System: ☐ Yes ☐ No

Refrigeration Systems: ☐ Yes ☐ No Pressure Vessels: ☐ Yes ☐ No

EASEMENTS, RESTRICTIONS, OR RIGHT-OF-WAY

Are there any easements, deed restrictions or rights-of-ways? ☐ Yes ☐ No *If yes, please include on drawing.*

DETAILED DESCRIPTION OF PROJECT Please provide a comprehensive description of the proposed project, including its purpose, scope, and any relevant construction or installation details. (Please print clearly)

Does this work require a dumpster? ☐ Yes ☐ No

For all permits, the applicant must provide a plan of the property showing the existing building (s), the location of easements (including stormwater, drainage, utility, etc.), deed restrictions, and/or right-of-way, the dimensions of the existing structure in relationship to the property lines, and the location and dimensions from the property lines for the new or proposed structure or improvement. **Commercial projects require two (2) sets of drawings signed and sealed by a Pennsylvania registered engineer or architect and the submitted design must meet the current addition of the International Codes. In addition, an electronic version of the plans must be submitted.**

NEW STRUCTURE *(Impervious Coverage Summary must be completed for this section)*

DWELLING DETAILS

Number of Dwelling Units: _____ Number of Bedrooms: _____ Number of Bathrooms: _____

First Floor (sq. ft.): _____ Second Floor (sq. ft.): _____ Basement (sq. ft.): _____

Garage (sq. ft.): _____ Deck (sq. ft.): _____ Proposed Structure Height: _____

Will the basement be finished for habitable use? Yes ☐ No ☐

SITE INFORMATION

Total Lot Area (sq. ft.): _____ Area of Land Disturbance (sq. ft.): _____

Total of Impervious Coverage (sq. ft.): _____

PROPOSED SETBACK DISTANCES

Front: _____ ft. Rear: _____ ft. Right Side: _____ ft. Left Side: _____ ft.

Note: Front setback is measured from the inside edge of the public sidewalk to the front wall of the structure. For corner lots, both street-facing sides are considered front yards and must meet front setback requirements.

IMPERVIOUS COVERAGE INFORMATION

Impervious coverage is calculated by totaling the square footage of all surfaces that prevent water from penetrating into the ground. This includes:

- The footprint of the dwelling, including any attached garage
- Patios and concrete porches
- Driveways (measured from the inner edge of the public sidewalk along the street)
- Existing storage sheds and detached garages
- All concrete areas, excluding the public sidewalk along the street
- Any other surface that does not allow water infiltration

Note:

- Swimming pools are not considered impervious; however, walkways surrounding the pool are.
- Existing decks are not considered impervious.

If you have questions about what qualifies as impervious coverage, please contact the Code Official for clarification.

Impervious Coverage Summary

Existing Impervious Coverage: _____ sq. ft.

Proposed Additional Impervious Coverage: _____ sq. ft.

Total Impervious Coverage (Existing + Proposed): _____ sq. ft.

PART 3

CONTRACTOR'S INFORMATION AND PROJECT COST

The **Principal Contractor** is responsible for ensuring that all subcontractors involved in this project comply with Pennsylvania's requirements for **Workers' Compensation Insurance Coverage**. (Please print clearly)

Principal Contractor Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

PA Contractor Registration Number: _____

Subcontractor Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Architect/Engineer Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Proof of Insurance:

All contractors and subcontractors are required to submit current proof of insurance with their application. Self-employed individuals must also complete the Workers' Compensation Affidavit.

PROJECT COST

Fair Market Value of Completed Project: \$ _____

This amount must reflect the total cost of all materials, supplies, equipment, and labor required to complete the project. Please attach written estimates or contractor quotes to support the stated project value.

PART 4

PROOF OF INSURANCE

All contractors and subcontractors are required to submit current proof of insurance with their application. Self-employed individuals must also complete the Workers' Compensation Affidavit. The contractor's insurance agent can provide this information. Please attach it to the application or email it to: boro@etownonline.com.

WORKERS COMPENSATION AFFIDAVIT

I, _____ (Contractor Name), hereby affirm that I am self-employed and will personally perform all work associated with the project described in the attached permit application. I will not hire or employ any other individuals for this project.

I may utilize subcontractors, provided that each subcontractor supplies both myself and the Borough of Elizabethtown with either:

- A valid Certificate of Workers' Compensation Insurance, or
- A completed Workers' Compensation Affidavit.

If, after receiving zoning permits, I employ any additional individuals, I am required to notify the **Building Codes Official** at Elizabethtown Borough and submit the appropriate proof of coverage or affidavit **within three (3) business days**.

I understand that failure to comply will result in a **Stop Work Order**, which will remain in effect until proper coverage is provided, in accordance with §302(e)(4) of the **Pennsylvania Workers' Compensation Act** (Act of June 2, 1915, P.L. 736), as reenacted and amended on June 21, 1939; December 5, 1947; and July 2, 1993.

Contractor's Signature: _____ **Date:** _____

Clearly Print Contractor's Name: _____

PART 5

SIGNATURE AND ACKNOWLEDGMENT

By signing below, I certify that the project described in this application and any attached plot plans will be completed and the property used as stated. I acknowledge that it is my responsibility to identify the location of any drainage, stormwater, utility, or other easement restrictions affecting the property. I will not build, construct, erect, plant, assemble, or store any structure or materials within an easement. The Borough of Elizabethtown is not responsible for locating rights-of-way, property lines, or recorded restrictions.

I authorize designated Borough officials and their inspectors to enter the property to investigate, inspect, and examine the land and structures described in this application to verify compliance with the Construction Code and the accuracy of the information provided.

I understand that no excavation or construction may begin until the Borough issues a Construction Code Permit. By signing this application, I certify that all statements and supporting documentation are true and correct, and I acknowledge that this application is made to induce official action by the Borough. I understand that false statements may subject me to the penalties of 18 Pa. C.S. §4904 (unsworn falsification to authorities).

I acknowledge that issuance of a Borough Permit or Construction Code Permit is based on the representations in this application and that the Borough may revoke any permit if the use or structure violates applicable Borough, County, State, or Federal laws or regulations, or if the permit was issued in error or based on misrepresentations.

I accept responsibility for ensuring compliance with all applicable Borough ordinances during and upon completion of the permitted work. I understand, if applicable, that a final inspection by the Construction Code Official and issuance of a Certificate of Occupancy are required before the permitted structure may be occupied, and that it is my responsibility to schedule the final inspection and obtain the Certificate of Occupancy prior to occupancy.

I understand that occupying or permitting occupancy before a Certificate of Occupancy is issued violates the Uniform Construction Code and may result in penalties, removal or rework of completed work to allow proper inspection, and fees for delinquent inspections if the Building Code Official or Construction Code Official must inspect after occupancy. A minimum fee of \$75.00 for any additional inspection that is required.

Nothing in this application relieves me of the obligation to comply with the Zoning Ordinance or other Borough ordinances, nor does it prevent the Borough from enforcing those ordinances. I acknowledge that additional permits or certificates of use and occupancy may be required under the Zoning Ordinance and that it is my responsibility to obtain all required approvals before the structure authorized by this Construction Code Permit may be occupied.

Signature of Owner, Applicant, or Authorized Agent:

Print name clearly

Date

The applicant or contractor must provide two copies of the application and all related attachments. If additional copies are required to be made by our office, the applicant or contractor will be invoiced at a rate of \$0.50 per page for standard-size prints, \$2.00 per page for black-and-white prints sized 11" × 17" and larger, and \$4.00 per page for color prints sized 11" × 17" and larger.