

MANHEIM BOROUGH

60 W Colebrook Street, Manheim, PA 17545
Phone 717.665.2461, Fax 717-665-7324



BUILDING PERMIT APPLICATION

BUILDING PERMIT NUMBER:

DATE RECEIVED:	APPLICATION COMPLETE:	DATE ISSUED:
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Owner's Name:	
Applicant Name: (If different from owner)	
Full Address:	
Phone:	
Email:	
Parcel/Project Address:	

CONTRACTOR INFORMATION

CONTRACTOR MUST SUBMIT CURRENT LIABILITY/WORKERS COMPENSATION CERTIFICATE AT TIME OF APPLICATION.

Contractor Name:	
Pa Contractor ID#:	
Contractor Address:	
Contact Info:	
Project Description:	
Proposed Use(s)	New ☐ Addition ☐ Alteration ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Demolition ☐ Fire Suppression ☐ Accessibility ☐ Erosion Control ☐ Change in Use and/or Occupancy ☐ Other ☐
Current Use(s):	Number of Uses? ____ Number of Units? ____ Owner Occupied? Yes ☐ No ☐ Rental ? Yes ☐ No ☐ Recreational ☐ Accessory ☐ Residential ☐ Commercial ☐ Mixed ☐
Local Economic Revitalization Tax Assistance (LERTA):	For more information regarding LERTA, which provides tax incentives for new and improved development >\$25,000 in the borough, please visit www.manheimboro.org and search LERTA
The following activities require additional permits, certifications of licensing etc.	Floodplain ☐ Elevator or Lift Devices ☐ Boiler and unfired Pressure Vessels ☐ Propane/Liquified Petroleum Gas ☐ Older Adult Living Centers ☐ Health Care Facilities ☐

***THREE SETS OF LICENSED PROFESSIONAL WET-STAMPED COMMERCIAL PLANS MUST BE SUBMITTED WITH APPLICATION**

****TWO SETS OF RESIDENTIAL PLANS MUST BE SUBMITTED WITH APPLICATION**

CONSTRUCTION PROJECT COST = \$
SQUARE FOOTAGE (IF APPLICABLE)

***INSPECTION COMPANY FOR PLAN REVIEW AND SUBSEQUENT INSPECTIONS**

PLEASE CHOOSE AN INSPECTION COMPANY FROM THE FOLLOWING LIST:

- ☐ COMMONWEALTH CODE INSPECTION SERVICE, INC. (OFFICE PHONE: 717-664-2347)
☐ ASSOCIATED BUILDING INSPECTIONS, LLC (OFFICE PHONE: 717-733-1654)

*You will be billed separately by your chosen Third-Party Inspection Company and payment is due upon receipt of Building Permit.

MANHEIM BOROUGH RESIDENTIAL BUILDING PERMIT FEE: SEE CURRENT FEE SCHEDULE FOR RESIDENTIAL CERTIFICATE OF USE & OCCUPANCY FEE WHICH IS TO BE CALCULATED BY MANHEIM BOROUGH BCO = \$
MANHEIM BOROUGH COMMERCIAL/INDUSTRIAL BUILDING PERMIT FEE: SEE CURRENT FEE SCHEDULE FOR COMMERCIAL CERTIFICATE OF USE & OCCUPANCY FEE IS TO BE CALCULATED BY MANHEIM BOROUGH BCO = \$

***MANHEIM BOROUGH BUILDING PERMIT APPLICATION FEE INCLUDES ONE INSPECTION BY THE ZONING/BUILDING CODE OFFICIAL AND ISSUANCE OF THE CERTIFICATE OF OCCUPANCY UPON COMPLETION OF THE PROJECT AND APPROVAL FROM THE INSPECTION COMPANY. ADDITIONAL INSPECTION FEES MAY BE ADDED IF RE-INSPECTION IS REQUIRED FOR ISSUANCE OF A CERTIFICATE OF OCCUPANCY.**

PLEASE DO NOT REMIT PAYMENT UNTIL YOU ARE CONTACTED BY THE MANHEIM BOROUGH OFFICE WITH THE CORRECT PERMIT FEE(S).

- The Applicant certifies that all information is correct, and the work will be completed in accordance with the approved construction documents and the PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Borough.
- The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, right of ways, 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 Borough 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 with regards to the proposed work.
- I certify that the Code Official or the Code Officials Authorized Agent shall have the authority to enter areas covered by said 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 permit can be issued. I agree that I am responsible for any fees incurred in reviewing proposed projects even if I chose not to pursue them.

Applicants Signature

____/____/_____
Date