



ELIZABETHTOWN BOROUGH GAS APPLIANCE 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).

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.

Note: Incomplete applications will be returned without processing.

It is the responsibility of the property owner, applicant, or authorized agent to provide accurate and complete information regarding the proposed work.

Application Review Process

The Building Code Official will review your permit application to verify compliance with the Borough's Zoning Ordinance. Once reviewed, the application will be forwarded to the Borough's third-party inspector and plan reviewer, Commonwealth Code Inspection Service. **Please include the specification sheet for the appliance you intend to install.**

All work must meet either the Current addition of the International Residential Code (IRC) or the International Building Code (IBC) for Commercial Projects.

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.

Do not submit payment with your application.

PLEASE PRINT ALL INFORMATION CLEARLY

PART 2

PROJECT INFORMATION

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: _____

PROPERTY DESCRIPTION (Check one)

☐ One-Family Dwelling ☐ Two-Family Dwelling ☐ Multiple-Family Dwelling ☐ Townhouse ☐ Commercial

Note: Structures containing more than two dwelling units are classified as non-residential for the purposes of repairs and alterations. These projects must comply with the Commercial Regulations of the Uniform Construction Code (UCC), and a Commercial Permit Application is required.

EXISTING BUILDING INFORMATION (Check All That Apply)

Number of Existing Residential Dwelling Units: _____

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

Other (specify): _____

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

TYPE OF GAS APPLIANCE PROPOSED

☐ HVAC system ☐ Fireplace ☐ Water Heater ☐ Stove Other: _____

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**.

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

Any contractor that has employees working for them must provide a "Certificate of Insurance". The contractor's insurance agent can provide this information. Please attach it to the application or email it to: boro@etownonline.com. If the contractor is self-employed, please complete the Workers Compensation affidavit.

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