

Revised: 02/12/26



**ELIZABETHTOWN BOROUGH
NOTICE OF INTENT – PROPERTY REPAIRS**

PLEASE PRINT CLEARLY

GENERAL INFORMATION:

Location (Street Address): _____

Property Owner's Name: _____

Property Owner's Address (if different from above): _____

Property Owner's Phone Number: _____

Property Owner's Email Address: _____

Applicant's Name (if different from above): _____

Applicant's Address (if different from above): _____

Applicant's Phone Number (if different from above): _____

Applicant's Email Address (if different from above): _____

PROPOSED REPAIR: I will be repairing an existing: Fence ☐ Shed ☐ Driveway ☐ Retaining Wall ☐

☐ Other: _____

Driveways require existing square feet; Fences require old style, height, length and material; new replacement material, height, style, length and location. (Example: remove 4' high wood, picket fence and replace with 6' Vinyl privacy fence).

PLEASE DESCRIBE IN DETAIL THE PROPOSED REPAIRS:

I certify the repair listed above will not exceed the size and dimensions of the existing structure(s). Should the scope of the repair exceed the dimensions of the existing structure(s), I will file an application for a permit with the Borough.

Signature of Property Owner/Agent: _____ Date: _____

~~Official Use Only~~

Code Official: _____ Date Received: _____

☐ No Permit Required

☐ Permit Required

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 Residential Code (IRC).**

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