

# Heidelberg Township

## York County, Pennsylvania

### **BUILDING PERMIT APPLICATION GUIDE**

PLEASE READ THIS INFORMATION IN IT'S ENTIRETY PRIOR TO SUBMITTING YOUR APPLICATION

A Building Permit application is used for all projects that fall under the PA UCC. If work is exempt from the UCC, a Zoning Permit application would be used. Starting with the correct form will save time. Applications and plans are reviewed on a first come, first served basis. Permits will be issued as promptly as possible – remember to plan ahead, allowing adequate time. Residential construction documents will be reviewed within 15 working days. Commercial or those other than one- and two-family dwellings will be reviewed within 30 working days.

### **RESIDENTIAL GUIDE**

**Read this checklist prior to submittal** to ensure all items required in checklist are submitted. Ensure your application includes two (2) of each of the following items:

#### **1. Building Site Plan, indicating:**

- a. Location of proposed and existing buildings
- b. Location of property lines
- c. Building setback dimensions
- d. Location and depth of building water service pipe (or well)
- e. Location and depth of building septic
- f. Location and depth of foundation drainage facilities (drain fields, if applicable)
- g. Location of driveway (distance to property lines)
- h. Any buried utilities

#### **2. Foundation and Framing Plan (one view as cross sectional from bottom of footings to top of shingles):**

- a. Footings-size, thickness, and depth below grade
- b. Isolated piers - size and thickness
- c. Reinforcement - size and location of rods (if used)
- d. Foundation wall-size, height of backfill, method of damp proofing, type of mortar and type of reinforcement to be used
- e. Foundation drains - type and location
- f. Sill plate/anchor bolts - size and location
- g. Basement/garage slabs - thickness of concrete and stone base
- h. Floor joist -size, spacing, span, and type of lumber
- i. Floor sheathing - thickness and type
- j. Wall framing - size and spacing
- k. Exterior wall covering and insulation
- l. Corner bracing
- m. Headers and lintels -size- drawings of design and spans to be used
- n. Interior finish on wall and ceiling
- o. Roof ventilation
- p. Roof pitch
- q. Rafters and/or roof trusses (if used, require shop drawings meeting TPI requirements) size, spacing, span, bracing, and collar ties
- r. Roof sheathing - thickness, type, and edge blocking

- s. Roof covering
- t. Girders/beams - size, span, and type
- u. Girder/beam support - size, and type
- v. All stairways - width, rise and run of stairs, headroom, and height of handrail
- w. Guardrails - height and spacing
- x. Crawl Spaces - height of framing members above exposed earth, vapor barrier, ventilation, and access hole (18"x24" minimum required)
- y. Ceiling heights
- z. Secondary egress/rescue opening for finished basements

### **3. Interior Floor Plans of All Areas Indicating:**

- a. Use or identification of each area, i.e., kitchen, bedroom, etc.
- b. Dimensions of all areas including hallways and doors
- c. Smoke alarm location on each floor (including basement), in bedrooms and interconnection
- d. Bathroom ventilation
- e. Attic access (22"x30" minimum required)
- f. Windows- size and type NOTE: One approved window is required in each sleeping room with a minimum net clear opening of 5.7 square feet with a minimum net clear opening height of 24" and a minimum net clear opening width of 20". (Grade floor window may have a minimum net clear opening of 5.0 square feet.)
- g. Fire separation between garage and residence
- h. Glazing - hazardous locations (large picture windows, special glass applications, skylights)

### **4. Energy- a written plan to comply with the energy code.**

- a. Generic compliance sheet showing values for windows, doors, skylights, walls, roof, ceiling, etc.
- b. A design print-out from RES-check
- c. Any other code accepted method.

### **5. Electrical**

- a. Service size, power company providing power, power company job number
- b. General details, GFI & AFI locations, dedicated circuits
- c. Appliance loads

### **6. Mechanical**

- a. Service type (electric, gas, oil?)
- b. General details of distribution system including type, and insulation values.
- c. Appliance loads and efficiencies

### **7. Plumbing**

- a. Service type (public or private?)
- b. General details of distribution system including type of piping, and insulation (if required)
- c. Fixtures, appliances and general riser diagrams.

### **8. Miscellaneous Requirements**

- a. Fireplace
  - (1) Width of hearth
  - (2) Firebox opening size
  - (3) Distance between firebox opening to combustible trim
  - (4) Lintel
  - (5) Mortar type
- b. Chimney
  - (1) Footing size and thickness
  - (2) Termination above roof
  - (3) Flue lining size and surrounding material
  - (4) Thimble location to combustibles
  - (5) Chimney clearance to combustible framing

- (6) Fire stopping
- (7) Mortar type
- c. Wood/Coal Stoves
  - (1) U/L listing information
  - (2) Clearance to walls, ceiling, and combustibles
  - (3) Hearth/foundation structural design information

## **COMMERCIAL GUIDE**

The following items are required for new commercial projects. Drawings should be drawn to ¼ in. or 1/8 in. scale and shall provide the necessary information to verify compliance with the building code. **All drawings must bear the stamp and signature of the design professional responsible for the design.** Ensure your application includes two (2) of each of the following items:

### **1. Title Page Drawing**

- a. Contact information for all design professionals.
- b. Description of square footage per floor.
- c. Number of floors.
- d. Type of construction to be utilized.
- e. Area modifications utilized.
- f. Use group classification(s).
- g. Separation or non- separation of mixed-use groups.
- h. Design occupant load(s).
- i. Finish materials classification.
- j. Design codes utilized.

### **2. Site Plan Drawings**

- a. All utility layouts.
- b. Handicap parking & access.
- c. Designated fire lanes.
- d. Distance between adjacent structures and property lines.

### **3. Floor Plan Drawings**

- a. The use of all areas.
- b. Location & types of fire-resistant construction.
- c. U.L. Listing of fire-resistant construction.
- d. Means of egress components.
- e. Handicap access.

### **4. Structural Drawings**

- a. Structural design calculations.
- b. Geo-technical engineering report.
- c. Uniform live loads.
- d. Dead loads.
- e. Roof & snow loads.
- f. Wind loads.
- g. Footing construction detail.
- h. Foundation construction details.
- i. Framing construction details.
- j. Concrete construction details.
- k. Masonry construction details.
- l. Wood construction details.
- m. Steel construction details.

### **5. Electrical Drawings**

- a. All lighting facilities.



- b. Electrically operated equipment.
- c. Electrical circuits required for all service equipment of the building or structure. Drawings should include panel schedules, grounding systems, and wiring methods.

**6. Mechanical Drawings**

- a. Size & type of appliances.
- b. Construction of flues and chimney systems.
- c. Ventilation air provided.
- d. Fresh air make-up provided.
- e. Location of all ducting and piping.

**7. Plumbing Drawings**

- a. A plan view and a riser diagram of waste & water piping.
- b. Pipe sizing.
- c. Grade of piping.
- d. Drainage fixture unit loads on stacks and drains.
- e. Water distribution design criteria.

- 8. Fire Protection Systems** including the submittal guide for each type of system. See specific submittal guide requirements

### **ADDITIONAL REQUIREMENTS IF APPLICABLE**

1. Copy of approved Septic Permit from SEO.
2. PennDOT Highway Occupancy Permit (if State Road) or Heidelberg Township Driveway Permit.
3. Well or water system Permit or approval documentation.
4. Conservation Permit or Letter (York County Conservation District) if required for project.
5. Certificate of Worker Compensation Insurance or a permit waiver signed to comply with PA Act 11 of 1993. Certificates should list Heidelberg Township as a certificate holder. Heidelberg Township MUST be notified of any cancellation or change in the policy for any reason.

### **SUBMITTING YOUR APPLICATION**

Applications can be submitted to the Zoning Officer at the Municipal Building during business hours. The application/permit fee is charged at the time of submission. The application will be reviewed by the Zoning Officer to ensure all required information is provided. The Zoning Officer then submits the plans to a contracted Plan Reviewer for review under the UCC. Plans are then either approved or denied. If the plan is denied, any/all deficiencies will be noted. Any/all comments must be addressed with appropriate, acceptable remediations to the plan accomplished and the resubmittal fee paid before resubmittal. The process will continue until such time as the plan is approved or withdrawn. If the plan is approved, it will be certified and returned to the Township Office. A Building Permit may be issued at that time. The following fees are due upon pickup of the approved Permit:

1. A check or money order made payable to Heidelberg Township for Certificate of Use and Occupancy. No property is permitted to be occupied without a Certificate of Use and Occupancy.
2. A check or money order made payable to Commonwealth Code Inspection Service, Inc. for the total of the review and inspections fees. Additional inspections and/or re-inspections may be required for the project. Additional inspection fees must be paid to Commonwealth Code Inspection Service, Inc. prior to the issuance of a Certificate of Use and Occupancy.

A permit is valid for one (1) year from the date of issue. Work must begin within one hundred eighty (180) days from the date of issue. The permit will become invalid if work does not begin within one hundred eighty (180) days. Time extensions to a permit ARE NOT guaranteed.

**CONTACT PA ONE CALL / 811 prior to any digging or excavation.** A three (3) day notice is required before any digging or excavation.

**It is the responsibility of the Permittee to contact Commonwealth Code Inspection Service, Inc. directly to arrange all inspections.** Commonwealth Code Inspection Service, Inc. may also be contacted for any questions regarding or related to ICC Codes. Failure to contact the inspector prior to any work being performed may require that work be removed and restarted.

**The following routine inspections will be made:**

1. The footer inspection is to be completed **BEFORE** any concrete is poured.
2. The foundation inspection is to be completed **BEFORE** any backfill. The inspector must be able to see drainage tiles.
3. Under-slab piping inspection is to be completed **BEFORE** any concrete is poured.
4. Framing, rough electrical, plumbing and mechanical must be finished to receive a framing inspection.
5. The insulation/energy inspection is to be completed **BEFORE** any wall covering (drywall) is hung.
6. Wall board, mechanical and any specialty inspections.
7. The final inspection is completed **AFTER**
  - a. Safety related items
  - b. Railings
  - c. Grading and seeding
  - d. Storm water compliance
  - e. All mechanical, electrical and plumbing inspections


Additional inspections **MAY BE REQUIRED** under certain circumstances. **Ensure you are aware of when these circumstances exist.**

When Heidelberg Township receives Final Approval from Commonwealth Code Inspection Service, Inc., the Zoning and Code Enforcement Officer will complete a final inspection of the property to determine and assure that all Code and Ordinance requirements are met. Any changes or deviations not meeting Code or Ordinance requirements are to be addressed or corrected prior to final approval.

A Certificate of Use and Occupancy will be issued only after all required inspections have been conducted and passed, all required documentation has been received and any/all outstanding fee balances have been collected. The Certificate of Use and Occupancy will signify and attest that the project has been approved and completed. No further or additional work on the property is authorized without a new Permit. The Certificate of Use and Occupancy shall be revoked if any additional work is undertaken. **NO PROPERTY IS AUTHORIZED TO BE OCCUPIED AT ANY TIME WITHOUT A CERTIFICATE OF USE AND OCCUPANCY.** The Certificate of Use and Occupancy will be issued only after the completion of all requirements. This may take up to seven (7) working days from receipt of the final approval. **Heidelberg Township assumes no responsibility if a settlement is affected by this. Be prepared, schedule appropriately and PLAN AHEAD.** The property owner **MUST** receive an ORIGINAL copy of the Certificate of Use and Occupancy.

**ALL CONSTRUCTION DOCUMENTS ARE RETAINED BY HEIDELBERG TOWNSHIP FOR THE DURATION OF THE PROJECT.**

## IMPORTANT PHONE NUMBERS



Heidelberg Township Office -	717-225-6606
Heidelberg Township Zoning Officer, Chris Walker -	717-225-6606 ext. 5 <a href="mailto:chriswalker@heidelbergtwpmunicipal.com">chriswalker@heidelbergtwpmunicipal.com</a>
Commonwealth Code Inspection Service, Inc. -	717-846-2004
York County Conservation District -	717-840-7430
Pennsylvania Department of Transportation, York County -	717-848-6230
Pennsylvania Department of Labor and Industry (PA L&I) -	717-787-3806
Pennsylvania One Call -	811 or 800-242-1776