

PERMIT #

**BOROUGH of CAMP HILL**  
2145 Walnut Street  
Camp Hill, PA 17011  
(717) 737-3456 Fax (717) 730-3961  
E-mail: [cmiller@camphillborough.com](mailto:cmiller@camphillborough.com)

**APPLICATION for PLAN REVIEW  
and BUILDING PERMIT**  
**Cost: \$154.00 (due with application submission)**  
**Website: [camphillborough.com](http://camphillborough.com)**

**Office Hours: Monday through Friday 8:00 am to 4:30 pm**

Site Address \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

*(This can be found on your deed or by visiting [gis.ccpa.net/PropertyMapper](http://gis.ccpa.net/PropertyMapper))*

Lot # \_\_\_\_\_ Subdivision/Land Development \_\_\_\_\_ Phase \_\_\_\_\_

Section \_\_\_\_\_

Owner \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address \_\_\_\_\_

**TYPE OF IMPROVEMENT (Check One)**

- New Construction     Addition     Alteration     Repair     Demolition     Relocation
- Foundation Only     Change of Use

**Describe in detail the proposed work:**

\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED COST OF CONSTRUCTION (reasonable fair market value)**

\$ \_\_\_\_\_

Cost of construction subject to verification by the Building Official based on current valuation tables.

**PROPOSED USE GROUP(S) (Check all that apply)**

- A-1     A-2     A-3     A-4     A-5     B     E     F-1     F-2     H-1     H-2     H-3     H-4
- I-1     I-2     I-3     M     R-1     R-2     R-3     S-1     S-2     U     Mixed Uses

**Describe in detail the proposed use of the building or structure:**

\_\_\_\_\_  
\_\_\_\_\_

- Plan Reviewer
- Borough
- Applicant
- County

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” construction documents and all applicable codes, ordinances and regulations of the Borough of Camp Hill. The applicant certifies that all work will be completed in accordance with all State and Federal regulations. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of way, 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 of Camp Hill or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

The applicant acknowledges the Borough of Camp Hill may charge an additional fee for the failure of a party scheduling an inspection to appear, or to cancel or reschedule an appointment for work that is otherwise not ready for inspection.

Application for a permit shall be made by the *owner* or lessee of the building or structure, agent of either, or by the *registered design professional* employed in connection with the proposed work. If the application is made by a person other than the *owner* in fee, it shall be accompanied by an affidavit of the *owner* or the qualified applicant or a signed statement of the qualified applicant witnessed by the code official or his designee to the effect that the proposed work is authorized by the *owner* in fee and that the applicant is authorized to make such application. The full names and addresses of the *owner*, lessee, applicant and responsible officers, if the *owner* or lessee is a corporate body, shall be stated in the application.

Signature of Applicant	Print/Type Name	Date
Signature of Owner <b>(required)</b>	Print/Type Name	Date

**FOR INSPECTIONS, CONTACT:**

ARRO  
 4750 Delbrook Road  
 Suite 101  
 Mechanicsburg, PA 17050  
 (717) 975-3995  
 (717) 975-2686 (fax)

Pennoni Associates, Inc.  
 1215 Manor Drive  
 Suite 100  
 Mechanicsburg, PA 17055  
 (717) 975-6481  
 (717) 975-6480 (fax)

Select an inspection agency for this project: \_\_\_\_\_

Submit four (4) sets of plans with this application and fees to the Borough Code Enforcement Officer.

**24-HOUR NOTICE REQUIRED BEFORE ALL INSPECTIONS**

**FLOODPLAIN:**

Is the site located within an identified flood prone area? (Check)  Yes  No  
Will any portion of the flood prone area be developed? (Check)  Yes  No  N/A

If any construction or development will be within a flood prone area the *Supplement to Building Permit Application Form for Development in the Floodplain* must be completed and submitted along with this application.

**BOROUGH FIRE MARSHAL/FIRE OFFICIALS**

Copies of plans will be directly submitted to Camp Hill Borough's Deputy Fire Marshal  
Received: \_\_\_/\_\_\_/\_\_\_ Approved: \_\_\_/\_\_\_/\_\_\_ Initials: \_\_\_\_\_

**VALIDATION**

In order for the building permit to be approved the following are required validations:  
Compliance with UCC Act 45,  
All excavations (fence, pool, foundation) require a PA ONE CALL 1-800-242-1776

**24 HOUR NOTICE REQUIRED FOR ALL INSPECTIONS**

Contractor \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address

\_\_\_\_\_

Email: \_\_\_\_\_

Architect or Engineer \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address

\_\_\_\_\_

Email: \_\_\_\_\_

Applicant \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address

\_\_\_\_\_

Email: \_\_\_\_\_

**FACTORY / HIGH HAZARD / STORAGE:** F, H, or S Use Group(s):

Describe in detail the contents and quantities of materials stored and/or used in the building or structure (submit attachment if necessary)

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Attach a list of all hazardous materials that will be used / stored in the proposed structure (include quantities & CAS #)

**RESIDENTIAL:** (R Use Groups)

Number of Units, Suites or Rooms \_\_\_\_\_ Number of Dwelling Units \_\_\_\_\_

**EXISTING BUILDINGS / STRUCTURES:**

Indicate Current Use Group(s) \_\_\_\_\_

**OCCUPANCY:** (Maximum # of persons that may be inside the building / structure at one time)

Total Occupancy Loads (Maximum): Existing: \_\_\_\_\_ Persons Proposed: \_\_\_\_\_ Persons

Total Number of Employees (Maximum): Existing: \_\_\_\_\_ Persons Proposed: \_\_\_\_\_ Persons

**BUILDING TYPE OF CONSTRUCTION: (must be completed; select one)**

1-A  1-B  2-A  2-B  3-A  3-B  4  5-A  5-B

**HVAC:** Indicate The Type of Heating / Ventilating / Air Conditioning System (i.e.: electric, gas, oil, etc.)

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**FIREPLACE(S):** Number \_\_\_\_\_ Type of Fuel \_\_\_\_\_ BTU's \_\_\_\_\_ Type Vent \_\_\_\_\_

**ELEVATOR:** (Check)

Yes  No

**BUILDING DIMENSIONS:**

Height Above Grade: \_\_\_\_\_ Number of Stories Above Grade: \_\_\_\_\_ Number of Stories Below Grade: \_\_\_\_\_

**BUILDING AREA:**

Proposed Building Area (Square Feet) \_\_\_\_\_ Existing Building Area (Square Feet) \_\_\_\_\_

Total Building Area (Square Feet) \_\_\_\_\_ Area of the Largest Floor (Square Feet) \_\_\_\_\_

**LOT SIZE:** \_\_\_\_\_ Square Feet \_\_\_\_\_ Acres

Percent of Building Coverage on the Lot: \_\_\_\_\_ % Existing Lot Coverage: \_\_\_\_\_ %

Proposed Percent of Lot Coverage: \_\_\_\_\_ % Plot Plan Attached: Yes / No

**ADDITIONAL PERMIT REQUIREMENTS & CONSIDERATIONS:**

Insure all additional permit applications/requests and fees are filed at the time this application is submitted.

Any/all incomplete applications will be returned to the applicant for completion.

The Application for Plan Review and Building Permit fee includes site plan reviews, occupancy permits and all other processing requirements related to the project which the Borough must conduct. Third-party inspector fees, including their plan reviews, are separate and due to the inspection agency chosen by the applicant.

New Builds: Are storm-water management plans required? If so, have they been submitted to the Borough Code Enforcement Department?