

Borough of Camp Hill

Commercial Building Permit Checklist / Information Sheet

- Zoning permit application submitted and approved (if required).
- Tax parcel # must be included on the building permit application (page 1). This is a Cumberland County requirement. The tax parcel # can be found on the County website at ccpa.net/PropertyMapper.
- Property owner's signature required (building permit application, page 2).
- Third-party inspection agency selected (building permit application, page 2).
- Contractor contact information provided (building permit application, page 3).
- Fill out page 4 of the building permit application as thoroughly as possible.
- Four (4) sets of construction plans must accompany a permit application. Plans must include a design professional's signature and seal.
- Payment accompanies application (refer to fee schedule).
- Occupancy determined and indicated on the plans by the design professional.
- All ADA accessibility requirements addressed and indicated/listed on the plans.
- Fire and/or emergency egress addressed and indicated on the plans.
- Electrical and plumbing documents/plans stamped and approved.
- Scale site plan with boundary lines provided.

- * Application must be submitted to the Borough Administrative Office. The Building Code Official will provide the third-party inspection agency with all necessary paperwork.

- * Work may **not** begin until an official building permit is issued.

- * If a stop-work order has been issued, no work may continue until the stop-work order is rescinded by the Building Code Official, or his designee, of the Borough of Camp Hill.

- * If a building is placarded, it is a citable offense under the Code of the Borough of Camp Hill.

- * Continuing to perform work after a stop-work order is issued is a citable offense under the Code of the Borough of Camp Hill and the Uniform Construction Code.