

# ***Borough of Camp Hill***

## **Residential Building Permit Information Sheet/Checklist**

1. Zoning permit application submitted and approved (if required).
2. Tax parcel # must be included on 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](http://ccpa.net/PropertyMapper).
3. Property owner's signature required (building permit application, page 2).
4. Third-party inspection agency selected (building permit application, page 2).
5. Contractor contact information provided (building permit application, page 3).
6. Fill out page 4 of the building permit application as thoroughly as possible.
7. Four (4) sets of construction plans must accompany a permit application. Plans must be in detail. The UCC requires some construction plans to be signed and sealed by a licensed architect or engineer.
8. Payment must accompany application (refer to fee schedule).
9. Application must be submitted to the Borough Administrative Office. The Building Code Official will provide the third-party inspection agency with all necessary paperwork.
10. Construction plans/documents not approved by the third-party inspection agency will not receive an official building permit.
11. Work may **not** start until an official building permit has been issued by the Borough of Camp Hill. Construction must begin within 180 days of the permit's issuance or the permit is rendered invalid.
12. The property owner is responsible for making access available for the building code official to conduct a final inspection, prior to the issuance of a Certificate of Use and Occupancy.
13. A Certificate of Use and Occupancy will only be issued upon successful completion of all work and approval has been granted from the Borough of Camp Hill.

*References: UCC 403.61 and 403.62*