

# Attention

## Commercial Property Owners and Contractors

Building permit plan reviews are conducted by a third-party inspection agency. The review period is between 14 and 30 days. Please plan accordingly. When a permit is approved, the applicant will be notified. Review/inspection fees are due when you pick up your permit

Working without a permit is a citable offense, and strictly enforced

By authority of the Camp Hill Borough  
Code Enforcement Division

# ***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 [gis.ccpa.net/PropertyMapper](http://gis.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.
- Fees due to the Borough must accompany application (refer to fee schedule). Third-party inspection fees are due when permit is picked up.
- 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- \* If a stop-work order has been issued, no work may continue until the stop-work order is rescinded by the Building Code Official, or his designee, of the Borough of Camp Hill.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.

PERMIT #

**BOROUGH of CAMP HILL**  
2145 Walnut Street  
Camp Hill, PA 17011  
(717) 737-3457 Fax (717) 730-3961  
E-mail: [cmiller@camphillborough.com](mailto:cmiller@camphillborough.com)

**APPLICATION for PLAN REVIEW  
and BUILDING PERMIT**

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, tax bill 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 PROJECT VALUE** (reasonable fair market value)

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

Estimated project value subject to verification by the Building Official based on current valuation tables.

**BOROUGH FEES** are due with application submission.

Residential      \$87.00 + 1.2% of project value (x .012) = \$ \_\_\_\_\_

Commercial      \$257.00 + 1.3% of project value (x .013) = \$ \_\_\_\_\_

Third-party review and inspection fees are separate and due when permit is picked up.

**PROPOSED USE GROUP(S)** (See Use Group Definitions at [Camphillborough.com](http://Camphillborough.com): Codes & Zoning)

- 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

**THIRD-PARTY REVIEW AND INSPECTIONS:**

ARRO Consulting, Inc. 1239 Centre Turnpike Orwigsburg, PA 17961 (717) 975-3995 (717) 975-2686 (fax)	Approved Code Services, Inc. 5060 Ritter Road Suite A2 Mechanicsburg, PA 17055 (717) 506-0464 admin@ApprovedCode.com
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Select a third-party agency for this project: \_\_\_\_\_

Submit four (4) sets of plans with this application. **Third-party review and inspection fees are due when permit is picked up. Applicant will be notified of amount due.**

**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.

**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

Contractor \_\_\_\_\_

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

Mailing Address

\_\_\_\_\_

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

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

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

Mailing Address

\_\_\_\_\_

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

Applicant \_\_\_\_\_

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

Mailing Address

\_\_\_\_\_

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

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:** (See Types of Construction at Camphillborough.com:

Codes & Zoning) **Must complete; please select one**

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

**HVAC:** Indicate 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) \_\_\_\_\_

**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 when the applicant picks up the approved building permit.

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