

Attention

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

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 gis.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 to the Borough must accompany application (refer to fee schedule). Third-party inspection fees are due when permit is picked up.
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

PERMIT #

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

**APPLICATION for PLAN REVIEW
and BUILDING PERMIT**

Website: 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)

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: 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 (required)	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

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.)

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?