

ELIZABETHVILLE BOROUGH

Dauphin County, Pennsylvania

P.O. Box 578. 68 S. Moore St. Elizabethtown, PA 17023
Phone: (717) 362-7945 Permit Officer (570) 640-2661

BOROUGH USE ONLY	
Permit # _____	
Date Issued ____/____/____	
Fees \$ _____	Ck# _____
_____ Permit Officer	

Application for Administrative Building Permit

All information must be printed and legible for permit acceptance.

General Information:

Property Address: _____

Tax Parcel ID No. 26-_____ (This information can be located on Property Tax Bill)

Property Owner Name: _____

Daytime Phone: (____) _____ - _____ Email Address _____

Address: _____ City _____ State _____ Zip _____

Applicant (If other than the owner): _____

Address: _____ City _____ State _____ Zip _____

Daytime Phone: (____) _____ - _____ Email Address _____

Purpose of Permit Request:

New Construction	
<input type="checkbox"/> New Single-Family Dwelling*	<input type="checkbox"/> New Semi-Detached/Duplex* <input type="checkbox"/> Porches/Deck** – covered/uncovered
<input type="checkbox"/> New Commercial Building*	<input type="checkbox"/> Other* _____
Alterations or Change of Use	
<input type="checkbox"/> Addition to existing structure*	<input type="checkbox"/> Change of Use* – Specify _____
Accessory Structures	
<input type="checkbox"/> Garage/Carport – Attached* or Detached (please circle)	<input type="checkbox"/> Accessory Residential Storage Structure**
<input type="checkbox"/> Solar or Wind Energy System*	<input type="checkbox"/> Accessory Commercial Storage Structure*
<input type="checkbox"/> Swimming Pool* (above ground _____ In-ground _____ w/ a capacity of greater than 24" in water depth)	
Other: _____	

* Project will require the issuance of a Uniform Construction Code (U.C.C.) Building Permit. ** Project may require the issuance of a Uniform Construction Code (U.C.C.) Building Permit. Please verify with Borough Code Enforcement Officer.

Brief Description of Project: _____

Total Value of Project: _____ Local Level Building Permit Fee Due \$ _____

(\$10.00 base fee with an additional \$2.50 per \$1,000.00 of total value the project rounded to the nearest \$1,000.00)

Lot & Building Information: All requested information must be completed.

Has there been any recent development on this Parcel of Record since January 10th, 2011? Yes No

If yes, when and what was developed? _____

Current use of the property: Residential Commercial Industrial

Total Lot Area: (Sq. Ft.) _____ (Note: 1 acre equals 43,560 square feet)

Corner Lot? Yes No

Proposed Building Size: _____ (Sq. Ft.) Proposed Height: _____ Dimensions: _____ X _____

Coverage: (Includes All Impervious Surfaces)

Existing Lot Coverage: _____ (Sq. Ft.) _____ % of Lot Area

Proposed Lot Coverage: _____ (Sq. Ft.) _____ % of Lot Area

Proposed Setbacks: (Location of the proposed structure from the lot lines indicated in feet)

Minimum Setbacks from the lot lines are as follows, Front – 40 feet, Sides – 15 feet, and Rear – 40 feet.

Front Yard _____ Left Side Yard _____ Right Side Yard _____ Rear Yard _____

Additional Features

Are there any easements or deed restrictions on your property?

Yes (Please provide copy of Deed if possible) No

Are there any environmentally sensitive features located on the property (wetlands/swales/floodplain)?

Yes No

For changes to existing residential structures - Number of bedrooms in structure _____, proposed _____

Sewage Disposal System: Public Sewer On-Lot Septic Other: _____

Water Supply: Public Water Well Other: _____

Uniform Construction Code Building Permit

Does this project require a Pennsylvania Uniform Construction Code building permit? YES NO

Plot Plan: (Required, Application will be declared incomplete without attaching Plot Plan)

A plot plan showing all existing improvements and proposed construction, including driveways, walkways, storm water management features, easements, and utilities shall accompany this application. The plan shall include measurements of setbacks from all property lines and from the right-of-way of any road frontage on the property. Adjoining properties shall be labeled. Until such plan is submitted, this application shall not be considered complete and will not be processed.

If the proposed is a Business, Industry, or a Change of Use of a new or existing building, please enclose a detailed description outlining the products sold, manufacturing process, services rendered, equipment to be used, floor areas of building, number of employees, and any other information that is necessary to thoroughly describe the proposed operation.

Administrative Building Permit Application Check List:

All Administrative Building Permit Applications shall be filed with Elizabethville Borough

P.O. Box 578, 68 S. Moore St. Elizabethville, PA 17023

- All applicable information is included on the application in a legible form.
- Attached a copy of the plot plan showing:
 1. All existing buildings
 2. Location of the new improvement showing the distance from all the following features
 - a. Property lines
 - b. Streams, ponds, or water courses
 - c. Swales and ditches
 - d. Roads or streets (public/private)
 - e. Well, septic system; tank; drain field.
 3. Location of any easement or right-of-ways.
 4. Driveways and parking areas.
- Attached copies of any and all other permits that may be required for the project. (i.e., septic/sewer, driveway, erosion and sediment control plan)
- Check or money order made payable to Elizabethville Borough for permit application fees.
- Verified that the proposed project DOES NOT require any stormwater features.**

Signature:

I hereby authorize the designated official to investigate, inspect, and examine the property set forth herein, including land and structures, to determine compliance with the Elizabethville Borough Administrative Building Permit Ordinance and to determine the accuracy of the statements contained herein. I am aware that I cannot occupy the property for the purpose of conducting the use set forth herein and cannot commence excavation or construction until an Administrative Building Permit has been issued by Elizabethville Borough.

An Administrative Building Permit may be revoked if the use and/or structure for which it has been issued violates any applicable Borough, County, State or Federal law, or regulation, including but not limited to the Elizabethville Borough Administrative Building Permit Ordinance. This Permit may also be revoked if it has been issued in error, or if issuance was based upon any misrepresentations or errors contained in the application or otherwise made by the applicant. **By signing this application, I certify that all facts in the application and all accompanying documentation are true and correct.**

I acknowledge that the holder of an Administrative Building Permit is responsible to ensure compliance with all applicable Borough Ordinances, and at completion of the work authorized by the permit, I acknowledge that the Borough requires that a final inspection be performed by the Permit Officer before the structure and/or land which is authorized by this permit may be occupied.

Please be advised that the Administrative Building Permit fee associated with this application is only for the basic review and issuance of the Administrative Building Permit. The applicant will be financially responsible for any additional permits and/or approvals that may be required for the proposed project, such as, but not limited to, Subdivision and/or Land Development, Stormwater Management and Borough Consultant's costs.

Printed Name _____

Signature: _____
(Owner)

Date: _____

Printed Name _____

Signature: _____
(Applicant, if not the owner)

Date: _____