



Dickinson Township ♦ 219 Mountain View Road ♦ Mount Holly Springs, PA 17065
Phone: (717) 486-7424 ♦ Fax: (717) 486-8412
www.dickinsontownship.org

Application for Zoning/Building Permits

In accordance with the Uniform Construction Code (UCC)

Zoning Permit & UCC Administration -----	\$175.00
UCC Administration if no zoning required -----	\$100.00
Zoning Permits – Change of Use or New Use -----	\$100.00
Zoning Permit only – Fences, sheds, detached structures not to exceed 1,000 sq.ft. -----	\$75.00

PLEASE FILL OUT APPLICATION COMPLETELY OR IT WILL NOT BE ACCEPTED

Location of Proposed Work or Improvement:

County: _____ Municipality: _____
Site Address: _____
Tax Parcel Number: _____ Lot _____ Subdivision: _____

Owner of Property: _____ Phone Number: _____
Mailing Address: _____
Email Address: _____

Applicant: _____ Phone Number: _____
Mailing Address: _____
Email Address: _____

Principal Contractor: _____ Phone Number: _____
Mailing Address: _____
Fax Number: _____ Email Address: _____

Architect: _____ Phone Number: _____
Mailing Address: _____
Fax Number: _____ Email Address: _____

Type of Work or Improvement: (Please Check One)

<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair
<input type="checkbox"/> Demolition	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Change of Use	
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	

Briefly describe the proposed work: _____

Estimated Cost of Construction: \$ _____
Total Construction Size: _____ Square Feet / Linear Feet (circle one)

Description of Building Use: (Please Fill Out As Appropriate)

Residential _____ or _____ Non-Residential
____ One Family Dwelling Specific Use: _____
____ Two Family Dwelling Use Group: _____
____ # of Bedrooms pre-construction Change in Use? _____ Yes _____ No
____ # of Bedrooms post construction If yes, indicate former use: _____
____ Total # of Rooms Maximum Occupancy Load: _____
Maximum Live Load: _____

Building/Site Characteristics: (Please Respond as Appropriate or by Writing "N/A")

Number of Residential Dwelling Units: _____ Existing _____ Proposed
Indicate Type of HVAC: _____ Electric _____ Gas _____ Oil Other: _____
Water Service: _____ Public _____ Private
Sewer Service: _____ Public _____ Private (Septic Permit Number: _____)

Will your building contain any of the following:

Fireplaces? _____ No _____ Yes (Number _____ Fuel Type: _____ Vent Type: _____)
Elevators, Escalators, Lifts, or Moving Walks? _____ No _____ Yes
Sprinkler System? _____ No _____ Yes
Pressure Vessels? _____ No _____ Yes
Refrigeration System? _____ No _____ Yes

Building Dimensions:

Existing Building Area: _____ sq. ft. Number of Stories: _____
Proposed Building Area: _____ sq. ft. Height of Structure above ground: _____ ft.
Total Building Area: _____ sq. ft. Area of the Largest Floor: _____ sq. ft.

Zoning District: _____

Setbacks: (All setbacks are measured from the street right-of-way line)

Required:	Provided:
Front _____ ft.	Front _____ ft.
Side _____ ft.	Side _____ ft.
Side _____ ft.	Side _____ ft.
Rear _____ ft.	Rear _____ ft.

Is this a corner lot? _____ Yes _____ No
If so, you are required to meet the front yard setbacks from both streets that the property abuts.

*DICKINSON TOWNSHIP DOES NOT VERIFY THE REGISTRATION OF HOME IMPROVEMENT CONTRACTORS. BUILDING PERMIT APPLICANTS ARE ADVISED TO VERIFY THE REGISTRATION OF HOME IMPROVEMENT CONTRACTORS BY REFERRING TO THE WEBSITE OF THE PENNSYLVANIA OFFICE OF THE ATTORNEY GENERAL, BUREAU OF CONSUMER PROTECTION AT www.attorneygeneral.gov/hic.aspx OR BY CALLING TOLL FREE 1-888-520-6680.

Impervious Coverage:

New impervious area of construction including structures, driveways, parking areas, sidewalks, patios, ect:

_____ sq.ft.

Lot size: (1 acre is equal to 43,560 sq.ft.)

_____ sq.ft.

Total impervious coverage of lot: (includes new and existing)

_____ sq.ft. _____ %

Floodplain:

Is the site located within an identified flood hazard area? _____ No _____ Yes

If yes, will any portion of the flood hazard area be developed? _____ No _____ Yes

If in hazard area, the Owner / Agent shall verify that any proposed construction and / or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3.

If in Floodplain,

Level of Lowest Floor Above Grade: _____ ft.

Please read the following before signing:

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 PA Act 45 (Uniform Construction Code) and any additional approved Building Code requirements adopted by the Municipality. 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 Municipality or any other governing body. The applicant certifies he / she understands all the applicable codes, ordinances, and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the Code Administrator or the Code Administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code (s) applicable to such permit.

Signature of Owner or Agent

Printed Name of Owner or Agent

Date: _____

Permit Number: _____

PLEASE CREATE A SITE PLAN ON THE FOLLOWING PAGE

Site Plan:

The following is a requirement to be approved for both a Zoning Permit and a Building Permit. Please sketch the shape of the lot and include the following: Dimensions of the lot, location of existing buildings, location and exterior dimensions of the proposed construction and the location of the septic system and well. Finally, please include distances (in feet) between proposed construction and all property lines. **(If this information is not included, a permit cannot be issued).** If you are unsure of what the setback distances are in your particular Zoning District, please call Dickinson Township at 717-486-7424.

As the Applicant, I realize that I am responsible for the correctness of and compliance to, all dimensions and setback distances as well as the proper location and accuracy of boundary lines for the subject property.

I hereby certify that the proposed work is authorized by the owner of the property and that I have been authorized by the owner to make application as the agent thereof. I certify that the work described herein will not be changed or altered.

Signature: _____

Date: _____



Dickinson Township ◊ 219 Mountain View Road ◊ Mount Holly Springs, PA 17065
Phone: (717) 486-7424 ◊ Fax: (717) 486-8412
www.dickinsontownship.org

BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

- Please read all of the following information.
- The following is a checklist. You must have a “Checkmark” in all applicable sections listed below prior to submitting your application. If all of the requirements are not met your application will not be accepted.

- _____ “Affidavit of Exemption”. If you are hiring a contractor to construct your dwelling, and they have Worker’s Compensation, have the contractor or their insurance carrier provide us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without Worker’s Compensation is constructing the dwelling the attached form must be completed.
- _____ Sewer Permit/Septic Permit, if applicable.
- _____ Township/PENNDOT Road Occupancy Permit, if applicable.
- _____ Storm Water Management Permit, if applicable.
- _____ Zoning or Land Use Permit, if applicable.
- _____ Sub-division or Land Development approval, if applicable.
- _____ A Site Plan showing the outside dimensions of the proposed dwelling, including distances in feet to the front, sides and rear property lines. Must show well and septic locations.
- _____ Two (2) sets of Completed Construction Documents that *show in detail* Code Compliance for all of the work proposed to include *but not limited* to the following information:
- _____ Footing detail including depth below frost line, thickness, width, and rebar, if applicable.
- _____ Type of foundation, showing type of masonry, waterproofing and anchorage of home to foundation, if applicable.
- _____ Roof rafter size – (2x6, 2x8, 2x10, ect.), if applicable
- _____ Rafter spacing (16” on center, 24” on center, etc.), if applicable.
- _____ Truss design drawings, if applicable.
- _____ Thickness and type of roof sheathing, if applicable.
- _____ Ceiling joist size, spacing and span, if applicable.
- _____ Floor joist size, spacing and span, if applicable.
- _____ Wall sections showing top and bottom plates and headers, if applicable.
- _____ Location and size of all beams, if applicable.
- _____ Sizes of all doors, if applicable.
- _____ Window type – including sizes and the net clear opening dimensions of all sleeping room windows (Emergency Egress), if applicable.
- _____ Smoke alarms – number and placement.
- _____ Insulation – U – Values for windows, R – Values for exterior walls, attic and foundation, if applicable.
- _____ Heating, if applicable.
- _____ Plumbing, if applicable.
- _____ Electrical, if applicable.
- _____ Pools - Safety barrier (show fence and wall dimensions), if applicable.
- _____ Decks – include sizes and spacing of bolts or lags, railing specifications, stair and hand rail specification.
- _____ Manufactured housing – include a copy of the specifications and installation instructions.
- _____ Commercial and Multi-family housing – Drawings must be sealed from a registered design professional.
- _____ Completed Building Permit Application.

MDIA will review plans submitted to determine Code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be stamped “APPROVED”. A Building Permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the Inspection Procedures provided to have all of the required inspections performed.



Dickinson Township ◊ 219 Mountain View Road ◊ Mount Holly Springs, PA 17065
Phone: (717) 486-7424 ◊ Fax: (717) 486-8412
www.dickinsontownship.org

***AFFIDAVIT OF EXEMPTION WORKERS COMPENSATION INSURANCE
YEAR _____***

The undersigned affirms that he/she is not required to furnish Workers Compensation Insurance under the provisions of the Pennsylvania's Workers Compensation law for one of the following reasons:

_____ Property owner is performing the work. If property owner does hire contractor to perform any work pursuant to the Zoning/Building Permit, Contractor must provide proof of Workers Compensation Insurance to the municipality. Homeowner shall be liable for contractor compliance with this requirement.

_____ Contractor has no employees. Contractor prohibited by law from employing any individual to perform work pursuant to the Zoning/Building Permit unless contractor provides proof of Insurance to the municipality.

_____ Religious Exemption under the Workers Compensation Law Applies. All employees of contractor are exempt from the Workers Compensation Insurance (Attach copies of religious exemption letters for all employees).

Signature of Owner or Agent

Printed Name of Owner or Agent

Date



Dickinson Township ◊ 219 Mountain View Road ◊ Mount Holly Springs, PA 17065
Phone: (717) 486-7424 ◊ Fax: (717) 486-8412
www.dickinsontownship.org

CERTIFICATE OF USE AND OCCUPANCY REQUIREMENTS

Please read all of the following information carefully.

The following is a checklist of items that will need to be addressed before a Certificate of Use and Occupancy will be issued. Each project is different and only certain items will apply to your project.

_____ Sewage Permit: Final inspection by Sewage Enforcement Officer: KPI

_____ Building Permit: Final inspection by UCC Building Code Official: MDIA

_____ Stormwater Permit: Final inspection by Dickinson Township - If underground infiltration beds/pits/trenches are used then an inspection is needed before they are covered.

_____ Driveway Permit: Final inspection by Dickinson Township - All new driveways must be paved for a minimum of 25 feet from the road edge and must not be raised above the road for snowplows to hit. They must also be properly constructed so that stormwater does not run out directly onto a Township Road. If they fail to meet these requirements then you will be required to redo the work.

_____ Green reflective address signs must be installed at the mailbox or driveway entrance. They can be purchased at the Township office and usually take around a week to get in.

_____ Erosion and Sedimentation Control measures must be present throughout the entire duration of the project and must remain in place until all disturbed areas are stabilized.

_____ If applicable, any other Local, State or Federal permits or requirements have been met.

_____ Zoning Permit: Final inspection by Dickinson Township - Once completed and approved, and all items above have been addressed a Certificate of Use and Occupancy will be issued.

Municipal Notice to Conservation District for Earth Disturbance/Building Permit

Please fill out or have the applicant fill out the information below to determine the need for an erosion control plan or NPDES permit for earth disturbance projects. As per DEP regulations, the municipality shall notify the District of any projects that disturb one acre or more. You may FAX or e-mail the completed form to the District. The District will respond to the municipality within five days of receiving the form.

Municipality: _____

Applicant: _____

Address: _____

Phone number/Email: _____

Type of project: Residential/Commercial/Other: _____

Please circle

Does your project propose an earth disturbance of more than 5000 square feet?

Yes Please answer next question.

No No further information required, however E&S BMP's may still be necessary on your project.

Does your project propose an earth disturbance of 1 acre or more?

Yes NPDES Permit is required, unless part of a project that already has permit coverage.

No If greater than 5000 square feet, and less than 1 acre, a written erosion control plan is required.

Project name and/or NPDES permit number if already permitted:

For additional assistance contact:
Cumberland County Conservation District
310 Allen Road, Suite 301
Carlisle, PA 17013

717-240-7812
FAX: 717-240-7813

Kim Falvey: kfalvey@ccpa.net
Vince McCollum: vmccollum@ccpa.net
Matt Stough: mstough@ccpa.net

District Use:

Technician _____

Project requires an NPDES Permit? Yes No

NPDES Permit Application received by the Conservation District? Yes No

NPDES Permit acknowledged or issued? Yes No

Signature of Owner or Agent

Date



Dickinson Township ♦ 219 Mountain View Road ♦ Mount Holly Springs, PA 17065
Phone: (717) 486-7424 ♦ Fax: (717) 486-8412
www.dickinsontownship.org

STORM WATER MANAGEMENT PERMIT APPLICATION

New Impervious Coverage

UP TO 1,000 SQ.FT.:	Exempt
1,000 SQ.FT. TO 5,000 SQ.FT.:	\$100.00
OVER 5,000 SQ.FT.:	\$800.00

SW Permit NO. _____
Date of Receipt _____

The submission of a Storm Water Management Plan is required under the Dickinson Township Code of Ordinances, Chapter 170, Storm Water Management. When applicable, the approval of a Storm Water Management Plan is required before the issuance of any Zoning or Building Permit. Make sure to follow all Federal, State and Local Storm Water requirements if necessary.

Applicant must provide 2 copies of all material concerning the Stormwater Management Plan. If the plan is over 5,000 sq.ft.. then a pdf copy will also need to be submitted.

1. Project location _____
2. Name of Applicant _____
Address _____
Telephone # and Email _____
3. Name of property owner(s) _____
Address _____
Telephone # and Email _____
4. Name of firm who prepared the plan _____
Address _____
Telephone # and Email _____

_____ sq.ft. of new impervious area (includes structures, driveways, sidewalks and patios)

Exemption for providing a Storm Water Management Plan

_____ Check here. If you fall under 1,000 SQ.FT. of new impervious coverage you are exempt from providing a Storm Water Plan.

Requirements of a Storm Water Management Plan for 1,000 SQ.FT. to 5,000 SQ.FT.

* Site Plan

A map of the lot indicating the location of existing and proposed buildings, roads, parking areas, driveways, sidewalks, patios, utilities, property boundaries, septic, and well. Make sure to include all dimensions and distances in feet. Also show proposed ideas and locations of storm water management control facilities.

* Provide a brief description of the project and provide justification that there is no increase in storm water volume, rate, and no adverse impact to water quality or change in flow characteristics. Include proposed ideas and calculations to handle storm water runoff.

Requirements of a Storm Water Management Plan for anything over 5,000 SQ.FT.

* The Storm Water Management Plan shall be prepared and signed by a licensed, professional engineer who shall verify and demonstrate conformance to the storm water management design criteria contained within Chapter 170 of the Dickinson Township Ordinance.

* I understand and I am aware of and agree to reimburse Dickinson Township for their engineering review, inspections, recordings and reasonable attorney fees incurred by Dickinson Township that run above the application fee.

Signature of Landowner or applicant _____ Date _____

New Impervious area:

Structures _____ sq.ft.

Driveway _____ sq.ft.

Sidewalks _____ sq.ft.

Patios _____ sq.ft.

Parking area _____ sq.ft.

Other _____ sq.ft.

Total _____ sq.ft.

All stormwater plans that are submitted must show the type, size and location of Erosion and Sedimentation Control Measures (silt sock, silt fence, ect.). These control measures must be in place for the duration of the entire project and must remain in place until all disturbed areas are stabilized.

I, _____, hereby certify that the application as submitted is accurate to the best of my knowledge, and that I will take all the steps necessary to comply with the storm water management plan as required as a condition of approval by the Township, including all inspection requirements. All changes to approved plans must first be approved by the Township and/or their engineer.

Signature of Landowner or applicant _____ Date _____

- _____ Approved as submitted
- _____ Approved with conditions
- _____ Denied

* Storm Water flow onto adjacent property shall not be created, increased, decreased, relocated, concentrated or otherwise altered.