



# SPRING GARDEN TOWNSHIP

ADMINISTRATION ○ 340 TRI HILL ROAD, SUITE A  
 YORK, PA 17403-5709  
 PHONE NUMBER: 717.848.2858

## BUILDING/CHANGE OF USE AND/OR OCCUPANCY APPLICATION

ALL INFORMATION MUST BE COMPLETED OR THE PERMIT WILL BE DENIED

Select a Permit Type	
<input type="radio"/> Building	Building construction specifications in accordance with the PA UCC and International Building Code Series
<input type="radio"/> Change of Use and/or Occupancy	Building construction specifications in accordance with the PA UCC and International Building Code Series and Spring Garden Township Zoning Ordinance

Project Site Information			
Property Address:		UPI/Tax Map & Parcel Number:	
Zoning District:		Ward:	
Is the property in the floodplain?	<input type="radio"/> Yes	<input type="radio"/> No	

Property Owner Information			
Name: (Last, First)		Tele #:	
Full Address: (house #, street, city, state, zip)			
Property Owner's Email			
Property Owner's signature needed if authorizing Contractor as Agent in completing/submission of permit application:			
_____		_____	
Property Owner's Signature		Date	

Project Details and Site Data	
Description of Work  (Include signed, stamped drawing and/or specifications. Change of use must list new intended use.)	
Provide details on a separate plot plan along with the existing structures on the lot (include square footage of structures); show the distance the structures and proposed structure is from property line; provide framing and elevations if necessary. No construction or placement of buildings, fences, sheds, etc. or planting vegetation (other than lawn grass) in an easement or right-of-way (stormwater, sanitary sewer, etc.).	
Lot Size in Acres/sq. ft:	

New Impervious Area			
IMPERVIOUS SURFACE/AREA: A surface that prevents the infiltration of water into the ground. Impervious surfaces and areas shall include, but not be limited to, roofs, additional indoor living spaces, patios, garages, storage sheds and similar structures, and any new streets and sidewalks. However, any surface or area designed, constructed, and maintained to permit infiltration as specified herein shall be considered pervious, not impervious. For the purposes of this chapter, a surface or area shall not be considered impervious if such surface or area does not diminish the capacity for infiltration of stormwater for storms up to, and including, a two-year, twenty-four-hour storm event. <b>(Please complete a Stormwater Management Application).</b>			
Building/Addition sq. ft.:		Paving/Concrete sq. ft.	
Estimated Construction Cost:		Height of Proposed:	
Estimated Start Date:		Estimated Completion Date:	

Certification			
I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make applications as his authorized agent and I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction and agree to conform to all applicable laws of this jurisdiction. I further certify that this information is true and correct to the best of my knowledge.			
<b>Applicant's Signature:</b>		<b>Date:</b>	
<b>Applicant's Address:</b>		<b>Tele #:</b>	
<b>Applicant's Email:</b>			

Contractor Information			
Name of Contractor:		Tele #:	
Person in charge of work:		Tele #:	
Email address:		PA HIC Reg. #:	
Contractor address (house #, street, city, state, zip)			
Workers' Compensation Insurance Certificate:	<input type="radio"/> Attached <input type="radio"/> On File <input type="radio"/> Waiver		

Master Plumber's Information			
Name:		Plumbing License No.:	
Address:		Phone No.:	
Email Address:		Mobile:	
1) Subcontractor Name:		Tele #:	
1) Subcontractor Address (house #, street, city, state, zip)			
2) Subcontractor Name:		Tele #:	
2) Subcontractor Address (house #, street, city, state, zip)			
3) Subcontractor Name:		Tele #:	
3) Subcontractor Address (house #, street, city, state, zip)			

\* Attach additional pages for additional subcontractors

Other Permits Required	
Floodplain Management Review	
Stormwater Management	<input type="radio"/> Facility <input type="radio"/> O & M Agreement <input type="radio"/> Fee in Lieu
Sewage Certificate	<input type="radio"/> Public <input type="radio"/> On-Lot System
Driveway Certificate	Type: <input type="radio"/> Township <input type="radio"/> State <input type="radio"/> Permit No. _____
Water	<input type="radio"/> Public <input type="radio"/> Well <input type="radio"/> Fee in Lieu
Soil Erosion Plan	Plan: _____    Soil Conservation Review: _____
Fire Department Review	Review Date: _____
Dumpster	Permit #: _____
Jiffy John	Permit #: _____

To be completed by Spring Garden Township			
Application	<input type="radio"/> Approved	<input type="radio"/> Denied	Decision Date:
Signature of Building Code Official / Zoning Officer			

**Applicant or authorized agent is responsible for contacting the Township appointed building inspector for the required building construction inspections providing 24-hours minimum notice.**

**Instructions for Building Permit and Zoning Permit Applications**

1. No work of any kind, including excavation or demolition, may commence until a permit has first been issued by Spring Garden Township.
2. Before filing the application, all applicable Township Ordinances and the UCC should be consulted as to permissible uses, set-back requirements, height and size limitations, parking, signage, fencing requirements, impervious lot coverage, stormwater requirements, building construction specifications, etc.
3. The application will be deemed incomplete unless the **plot plan** is provided, and all information requested is fully furnished.
4. Before commencing any work under a permit, the applicant is required to check all lot lines, street right-of-way lines, and easements, and to strictly comply with the details set forth in the application. Any error made during construction will be required to be removed and corrected at the cost of the applicant.
  - a. Commencing work without securing a permit compromises your building construction (it may need to be removed)
  - b. No construction or placement of buildings, fences, sheds, etc. or planting vegetation (other than lawn grass) in an easement or right-of-way (stormwater, sanitary sewer, etc.)
5. The duty is upon the applicant, not upon the Township, to prepare and file the application, and to strictly comply with all Township and UCC requirements. The Zoning Officer will provide you with the Zoning Officer’s interpretation of Township codes and ordinances and is not permitted to prepare and file the application or plot plans. You have the right to seek the services of a construction contractor, professional engineer, or attorney regarding your building project or permit application.

# SAMPLE SITE PLAN

Show lot lines, dimensions of existing and proposed structures, and setback distance from all property lines.

Show any known easements and/or Right-of-Ways.

No construction or placement of buildings, fences, sheds, etc., or planting vegetation (other than lawn grass) in an easement or Right-of-Way (stormwater, sanitary sewer, etc.).

