



# Building / Zoning Permit Application

Silver Spring Township  
8 Flowers Drive  
Mechanicsburg, PA 17050  
Phone: 717-766-0178  
Office Hours: 8am-4pm, Mon-Fri

PROJECT ADDRESS: \_\_\_\_\_

**PROJECT TYPE – REQUIRED – Mark ALL that Apply**

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> REVISION to ISSUED PERMIT #: _____                       | <input type="checkbox"/> New Driveway / Extension   | <input type="checkbox"/> Patio/Porch |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Fence                      | <input type="checkbox"/> Pool        |
| <input type="checkbox"/> Alteration   | <input type="checkbox"/> New Commercial Building    | <input type="checkbox"/> Shed        |
| <input type="checkbox"/> Deck   | <input type="checkbox"/> New Single-Family Dwelling | <input type="checkbox"/> Sidewalk    |
| <input type="checkbox"/> Detached Accessory Structure                             | <input type="checkbox"/> New Duplex                 | <input type="checkbox"/> Demolition  |
| <input type="checkbox"/> Change of Occupancy (describe type in description below) | <input type="checkbox"/> New Townhome               | <input type="checkbox"/> Other       |

**PROJECT / JOB SITE INFORMATION - REQUIRED**

Intended Use: \_\_\_\_\_ Occupancy: \_\_\_\_\_

Describe project in detail (Use back of Application if needed – “Please see attached” NOT accepted): \_\_\_\_\_

**REQUIRED: Total Cost of Project\***

\$

\*Building Construction Material, & Labor  
(Contract Price or Market Value)

Project Address: \_\_\_\_\_ Lot: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Phase: \_\_\_\_\_

Development/Business Name: \_\_\_\_\_ Floodplain:  Yes  No

Property Owner: \_\_\_\_\_

Mailing Address (if different than project address): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person if other than Owner: \_\_\_\_\_

**GENERAL CONTRACTOR INFORMATION - REQUIRED**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Cell: \_\_\_\_\_

- Homeowner performing work themselves       I am acting as my own general contractor

**REQUIRED:** Proof of Workers Compensation OR Notarized Affidavit of Exemption of the listed general contractor with ALL permit applications. Notarized Affidavit of Exemption form can be supplied by the Township Office. The Township offers free notary services for this purpose.

**AFFIDAVIT**

I hereby authorize and certify that I am the owner in fee or the authorized agent of the owner in fee of the property upon which the work authorized by the permit sought will be performed. I further certify that all work will be performed in accordance with all applicable laws and regulations of the United States of America, the Commonwealth of Pennsylvania, and Silver Spring Township. I hereby certify that the information submitted in accordance with this application is true and correct under penalty of Title 18 Section 4909 of the PA Code and that I further agree to pay for costs as stated in the Township Fee Schedule.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

If other than owner, relation to project: \_\_\_\_\_

If other than owner Business Name and Address: \_\_\_\_\_

Please use the Checklist to ensure all “✓” **REQUIRED documents** are submitted with application.

## CHECKLIST

*Any missing document will delay processing the application.*

Building	Zoning	Have?	Information Needed for Application Submission
✓	✓	<input type="checkbox"/>	Completed Permit Application(s)
✓	✓	<input type="checkbox"/>	<b>2 SETS</b> – Complete & Legible Construction Drawings – <b>REQUIRED</b> for all building permits
✓	✓	<input type="checkbox"/>	Site plan of property showing all footprint(s) of EXISTING structure as well as all PROPOSED footprint(s) – example attached
✓	✓	<input type="checkbox"/>	PROPERTIES w/SEPTIC – <b>New bedroom or any new proposed impervious</b> on a property containing a septic system requires approval from the Township Sewage Enforcement Officer, SEO. <ul style="list-style-type: none"> <li>Contact Gary Morrow at 717-319-1301 for approval prior to submitting application</li> </ul>
✓		<input type="checkbox"/>	Sewer/Reservation or Septic Permit (New Construction)
✓		<input type="checkbox"/>	Sprinkler Option Affidavit (New Homes Only)
✓		<input type="checkbox"/>	Mechanical, Energy, Plumbing and Electrical Plans
✓		<input type="checkbox"/>	Swimming Pool Specifications (pool permits only)
✓		<input type="checkbox"/>	*Expedited Residential <u>Building Permit Application</u> – Plans MUST BE Engineer Stamped (Additional fees apply – see current fee schedule)
✓		<input type="checkbox"/>	DEMO Permits only <ul style="list-style-type: none"> <li>Utility shut off letters <b>REQUIRED</b> from ALL utilities at the property – septic/sewer, electric, gas, etc.</li> </ul>
	✓	<input type="checkbox"/>	Indicate proposed setbacks from the property line
	✓	<input type="checkbox"/>	Height of proposed structure indicated on application
	✓	<input type="checkbox"/>	Impervious worksheet (excludes fencing)
	✓	<input type="checkbox"/>	New Impervious over 1,000 sf – Storm Water App Needed
	✓	<input type="checkbox"/>	Flood Plain Approval (Elevation Cert. – Letter of Map Amendment, LOMA)
✓		<input type="checkbox"/>	ALL COMMERCIAL PLANS must be Engineer stamped
✓	✓	<input type="checkbox"/>	Commercial <ul style="list-style-type: none"> <li>Worker’s Compensation Verification OR Exemption (must be notarized) for listed general contractor</li> </ul>
✓		<input type="checkbox"/>	Commercial KNOX BOXES are <b>REQUIRED</b> for all <u>New Commercial Buildings</u> , and <u>Commercial Fit-Outs</u> , or <u>Change of Use</u> . <ul style="list-style-type: none"> <li>Knox Box Order Forms will be included with approved building permit.</li> </ul>

ALL Commercial Plans must be Engineered Stamped OR See Township Building Codes Official (BCO)



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**PROJECT ADDRESS:** \_\_\_\_\_

**Project Type:**       Residential       Commercial

**New or Existing Residential Structures ONLY**

- Single Family Detached                       Duplex                                       Multi-Family
- Townhouse                                       Other

Number of Bedrooms: \_\_\_\_\_

Number of Bathrooms: \_\_\_\_\_

Livable area including finished basement in square footage: \_\_\_\_\_

Garage and storage in square footage: \_\_\_\_\_

Unfinished basement and crawl space in square footage: \_\_\_\_\_

**New Residential Dwelling**

- Total Cost of all Porches \$ \_\_\_\_\_
- Total Cost of all Decks \$ \_\_\_\_\_

**New Non-Residential Structure**

- Total cost of all Accessory Structures, Retaining Walls, Fences, Light Pole, etc. \$ \_\_\_\_\_

**INTEROFFICE USE ONLY**

Date Received: \_\_\_\_\_ Tax Parcel #: \_\_\_\_\_

Building Permit #: \_\_\_\_\_



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PROJECT ADDRESS: \_\_\_\_\_

### Lot Dimensions and Setbacks

Proposed **Front** Yard Setback: \_\_\_\_\_ Proposed **Side** Yard Setback: \_\_\_\_\_  
Proposed **Rear** Yard Setback: \_\_\_\_\_ Proposed **Side** Yard Setback: \_\_\_\_\_

### Construction Information

Max Building Length: \_\_\_\_\_ FENCES  
Max Building Width: \_\_\_\_\_ Fence Height: \_\_\_\_\_  
Structure Height: \_\_\_\_\_ Is fence a barrier to a pool?  Yes  No  
Finish Floor Elevation: \_\_\_\_\_ If yes, a Building Permit is Required  
Driveway Width at Curb: \_\_\_\_\_  
Driveway slope %: \_\_\_\_\_  
Located in a Flood Hazard Area?  Yes  No If yes, attach FEMA Flood Certification Form 81-31

### Water and Sewer Connection *REQUIRED for ALL PROJECTS* – Check ALL that apply

Public Water  Public Sewer  
 Private Well  Onlot Septic (Please see checklist for additional documentation)

### Manufactures / Modular Homes

Year: \_\_\_\_\_  
Make: \_\_\_\_\_  
Model Number: \_\_\_\_\_  
VIN Number: \_\_\_\_\_

### Easements / Special Exceptions / Conditional Use / Variances *REQUIRED for ALL PROJECTS*

Does the property have any easements (gas, electric, sewer, cable, stormwater)?  Yes  No  
If yes, please indicate type of easement: \_\_\_\_\_

Have any special exceptions, conditional use and/or variances been granted for the proposed use?  
 Yes  No If yes, please explain: \_\_\_\_\_

### INTEROFFICE USE ONLY

Date Received: \_\_\_\_\_ Tax Parcel #: \_\_\_\_\_  
Zoning Permit #: \_\_\_\_\_ **Approved** **Denied** \_\_\_\_\_  
Signature



# Impervious Coverage Worksheet

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Everything other than grass, tanbark and vegetation is considered an impervious surface – see below.

### Impervious Area in Square Footage

- Total House/Garage: \_\_\_\_\_ SF
- Total Driveway(s) – including stone or gravel: \_\_\_\_\_ SF
- Total Walkways or Paths: \_\_\_\_\_ SF
- Total Shed(s) or other Accessory Structures: \_\_\_\_\_ SF
- Total Patio and Deck \_\_\_\_\_ SF
- Total A/C Pads \_\_\_\_\_ SF
- Total Pool Deck Surface (not including any water surface) \_\_\_\_\_ SF
- Total Pool Water Surface \_\_\_\_\_ SF
- Other (Describe): \_\_\_\_\_ SF
- Total Existing Square Footage Used \_\_\_\_\_ SF
- Proposed Additional SF: \_\_\_\_\_ SF  
(Define the coverage i.e., Patio, Shed, Walkway...)

**TOTAL of ALL Impervious Coverage** **A** \_\_\_\_\_ SF

**TOTAL LOT Square Feet** **B** \_\_\_\_\_ SF

**TOTAL % of Impervious Coverage** **(A ÷ B) x 100** \_\_\_\_\_ %

### IMPERVIOUS SURFACE

A surface that prevents or significantly reduces the infiltration of water into the ground. Impervious surface includes all structures, buildings, parking areas, driveways, roads, sidewalks, and any areas of concrete, asphalt, stone, gravel, or other surfaces as “impervious surface” defined in Article II of the Township’s Stormwater Management Ordinance.

### INTEROFFICE USE ONLY

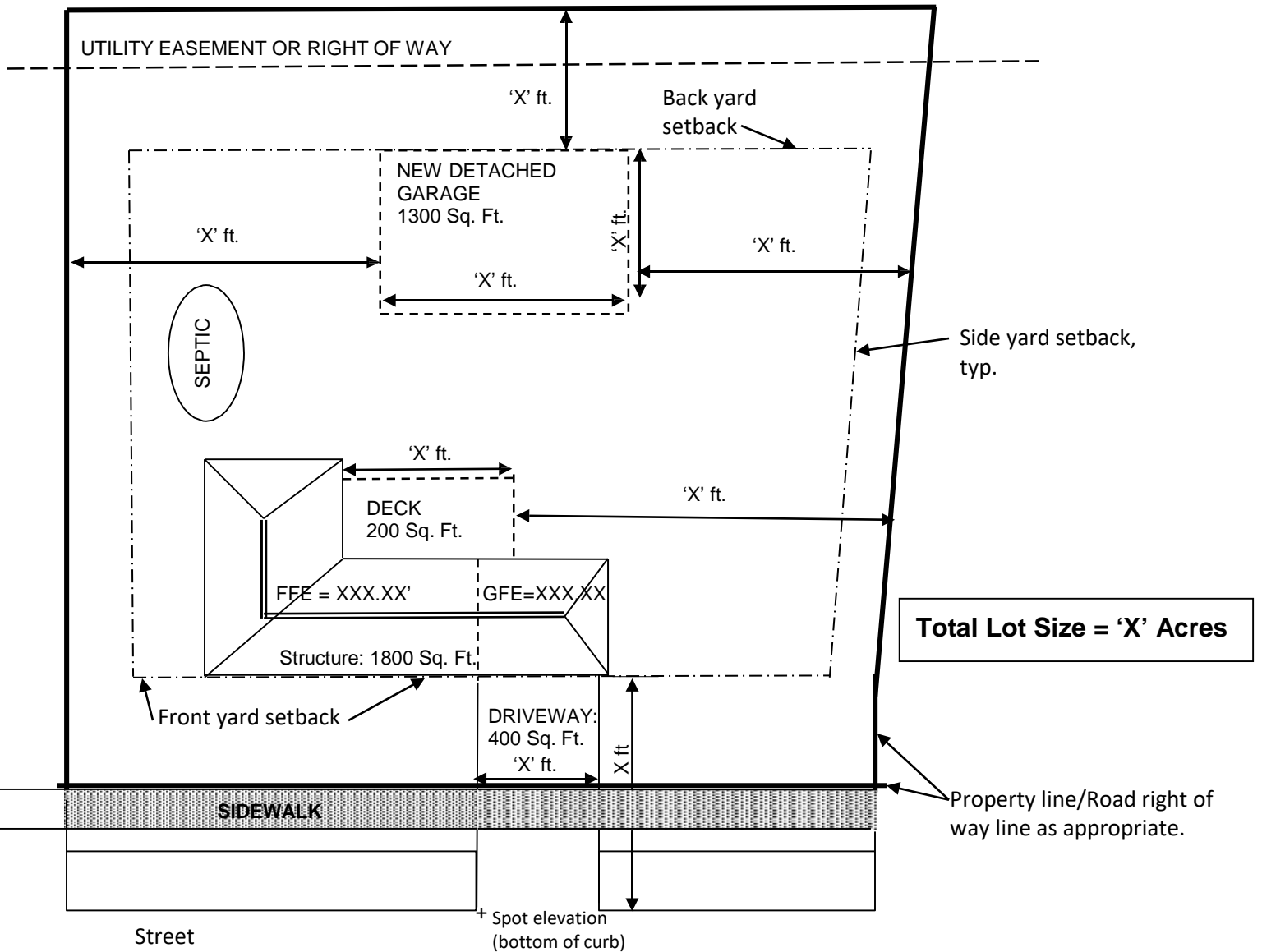
SD/LD Plan Ref: \_\_\_\_\_

% of Impervious **Allowed**: \_\_\_\_\_ % of Impervious **Provided**: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

# Site Plan and Impervious Coverage (Example)



**Legend:** 'X' is measured in feet or feet and inches.

**FFE** = Finished floor elevation to 1/100th (not to be confused with top of foundation wall elevation)

**GFE** = Garage floor elevation to 1/100th (not to be confused with top of foundation wall elevation)

- Notes:**
1. Building footprint to include a parts of the building envelope whether or not they are on a foundation in accordance with IRC Section 302.1, Table R302.1
  2. Sidewalk have a maximum cross slope of 2.0% Driveways have a maximum longitudinal slope of 8.0%
  3. Public sidewalk width needs to be indicated if it is less than 5'.

\***TEMPORARY CONTRACTOR** and **DEVELOPMENT SIGNS** may require an additional Zoning Sign Permit. Refer to the Zoning Ordinance, Section 503, Temporary Sign Requirements.