

SILVER SPRING TOWNSHIP

Interoffice Use



8 Flowers Drive
Mechanicsburg, PA 17055
Phone: 717-766-0178
Office Hours: 8am-4pm, Mon-Fri

Interoffice Use

PROJECT TYPE - Required

Addition	New Driveway/Extension	Patio/Porch
Alteration	Fence	Pool
Deck	New Commercial Building	Shed
Detached Accessory Structure	New Single-Family Dwelling	Sidewalk
Change of Occupancy *Please describe occupancy type in description below	New Duplex	Demolition
	New Townhome	Other

PROJECT AND JOB SITE INFORMATION - Required

Occupancy / Intended Use: _____

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)

Construction Site Street Address:	Lot #:
City, State, Zip Code:	Floodplain: YES NO
Development/Business Name:	Phase:
Property Owner:	
Full Mailing Address (If other than Construction Site Address):	
Property Owner Phone Number:	Property Owners Email Address:
Contact Person If other than Owner:	

GENERAL CONTRACTOR INFORMATION- Required

General Contractor (Company Name): _____

Full Mailing Address: _____

Phone Number: _____ Email Address: _____

Site Supervisor: _____ Cell: _____

Homeowner Performing Work Themselves I am acting as my own general contractor

Required Please submit; Proof of Workers Compensation or Notorized Affidavit of Exemption of the listed general contractor with ALL permit application. Notorized Affidavit of exemption form can be supplied by call the township office. The township offers free norory service for this propuse.

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 4904 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

Phone Number: _____ Email Address: _____

If other than owner, relation to project: _____

If other than owner Business Name and address: _____

Interoffice Use: Permit Required: Building Zoning Storm Water Driveway

Building Permit Information

Please complete the following information as it pertains to the proposed project.

Please Circle Project Type:		RESIDENTIAL	COMMERCIAL
New or Existing Residential Structures Only Required			
Single Family Detached		Number of Bedrooms:	
Duplex		Number of Bathrooms: Full:	Half:
Multi-Family		Livable area including finished basement in square footage:	
Townhouse		Garage and storage in square footage:	
Other		Unfinished basement and crawl space in square footage:	

New Residential Dwelling Indicate total cost of all Decks and Porches \$ _____

New Non-Residential Structure Indicate total cost of all Accessory Structures, Including Retaining Walls, Fences, Light Poles etc. \$ _____

Please use the following checklist to ensure all required accompanying documents are submitted with this application. Any missing documents will delay the processing of this application.

Yes	No	N/A	Checklist	Comment (Interoffice use)
			Completed Building Permit Application coversheet	
			Sewer/Reservation or Septic permit (New Construction)	
			\$75.00-Residential or \$150.00-Commercial -Application fee <i>*If all required documentation is not received in 2 weeks of check date, checks must be returned to applicant and new check must be submitted *Application fee for a building permit is only applicable if applying for a standalone building permit</i>	
			Worker's Compensation Verification or Exemption for listed General Contractor (Exemption must be notarized) Required for all application except those in which homeowner acting as their own general contractor	
			Sprinkler Option Affidavit (New homes only)	
			2 Sets Complete & Legible Construction Drawings Required for all building permits	
			Mechanical, Energy, Plumbing and Electrical Plans	
			Swimming Pool Specifications (pool permits only)	
			Expedited Residential Plans –Stamped by Engineer (See current fee schedule) <i>*additional fees applied</i>	
			Utility shut off letter from all utilities at the property (septic, electric, gas etc.) (Demo permits only)	
			Residential and Commercial Demo – Non-Historic Structure Approval	
			New bedroom or any new proposed impervious on a property containing a septic system requires approval from the Township SEO. Contact Gary Morrow at 717-319-1301 for approval prior to submitting application.	

*** ALL Commercial Plans must be Engineer Stamped Or See Township Building Official**

Interoffice Use	
Date Received:	Tax Parcel Number:
Building Permit Number:	

***KNOX BOXES ARE REQUIRED FOR ALL NEW COMMERCIAL BUILDINGS AND COMMERCIAL TENANT FIT-OUTS / CHANGE OF USE.**

Zoning Permit Information

Please complete the following information as it pertains to the proposed project.

Lot Dimensions and Setbacks		Construction Information	
Proposed Front Yard Setback		Max Building Length	
Proposed Side Yard Setback		Max Building Width	
Proposed Side Yard Setback		Height	
Proposed Rear Yard Setback		Finish Floor Elevation	
		Located in a Flood Hazard Area?	
		If yes, attach flood certification FEMA form 81-31	
		Driveway Width at Curb	
		Driveway slope %	
Manufactures/Modular Homes		Water and Sewer Connection, Check those that apply to this property. Response Required for all projects	
Year		Public Water	
Make		Private Well	
Model number		Public Sewer	
VIN Number		On-Lot Septic (please see the checklist below for additional documentation)	

*Does the property have any easements (utility, stormwater, etc.)? ____ Yes ____ No If yes please indicate type of easement: _____ Required for all projects

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

Please use the following checklist to ensure all required accompanying documents are submitted with this application. Any missing documents will delay the processing of this application.

Yes	No	N/A	Checklist	Comment (interoffice use)
			\$75.00-Residential or \$150.00-Commercial -Application fee *If all required documentation is not received in 2 weeks of check date, checks must be returned to applicant and new check must be submitted	
			Zoning Application Complete and Legible	
			Site plan of property showing all footprint/s of existing structure as well as all proposed footprint/s (example attached)	
			Any new proposed impervious on a property containing a septic system requires approval from the Township SEO. Contact Gary Morrow at 717-319-1301 for approval prior to submitting application.	
			Indicated proposed setbacks from the property line	
			Height of proposed structure indicated on application	
			Impervious Worksheet (excludes fencing)	
			Workers Compensation/exemption form for listed general contractor (exemption form must be notarized). Required for all application except those in which homeowner acting as their own general contractor	
			Storm water approval for any new impervious over 1,000 SF	
			Flood Plain Approval (Elevation Cert. LOMA)	

*Stand-alone zoning permits will be emailed to the applicant unless requested to be picked up. Pick up

Interoffice Use Only	
Date Received:	Tax Parcel Number:
Zoning Permit Number:	Approved Denied Signature:



IMPERVIOUS COVERAGE WORKSHEET

Impervious Coverage: All surfaces of which rainwater cannot penetrate through

Property Owner: Property:

Address:

Total Lot Square Footage / Acres:

Impervious Square Footage Breakdown

House/Garage = SF

Driveway = SF

Shed(s), Pool(s) or other Accessory Structures = SF

Patio, Walkways, Decks or Paths = SF

Other (Describe) SF

Total Existing Square Footage Used = SF

Proposed Additional SF = SF

(Define the coverage i.e.; Patio, Shed, Walkway, Etc.)

Grand Total of All Impervious Coverage = SF

**When calculating the Impervious coverage of a building, only include the square footage of the footprint. Do not include the total square footage of the building.*

For Inter-office Use Only

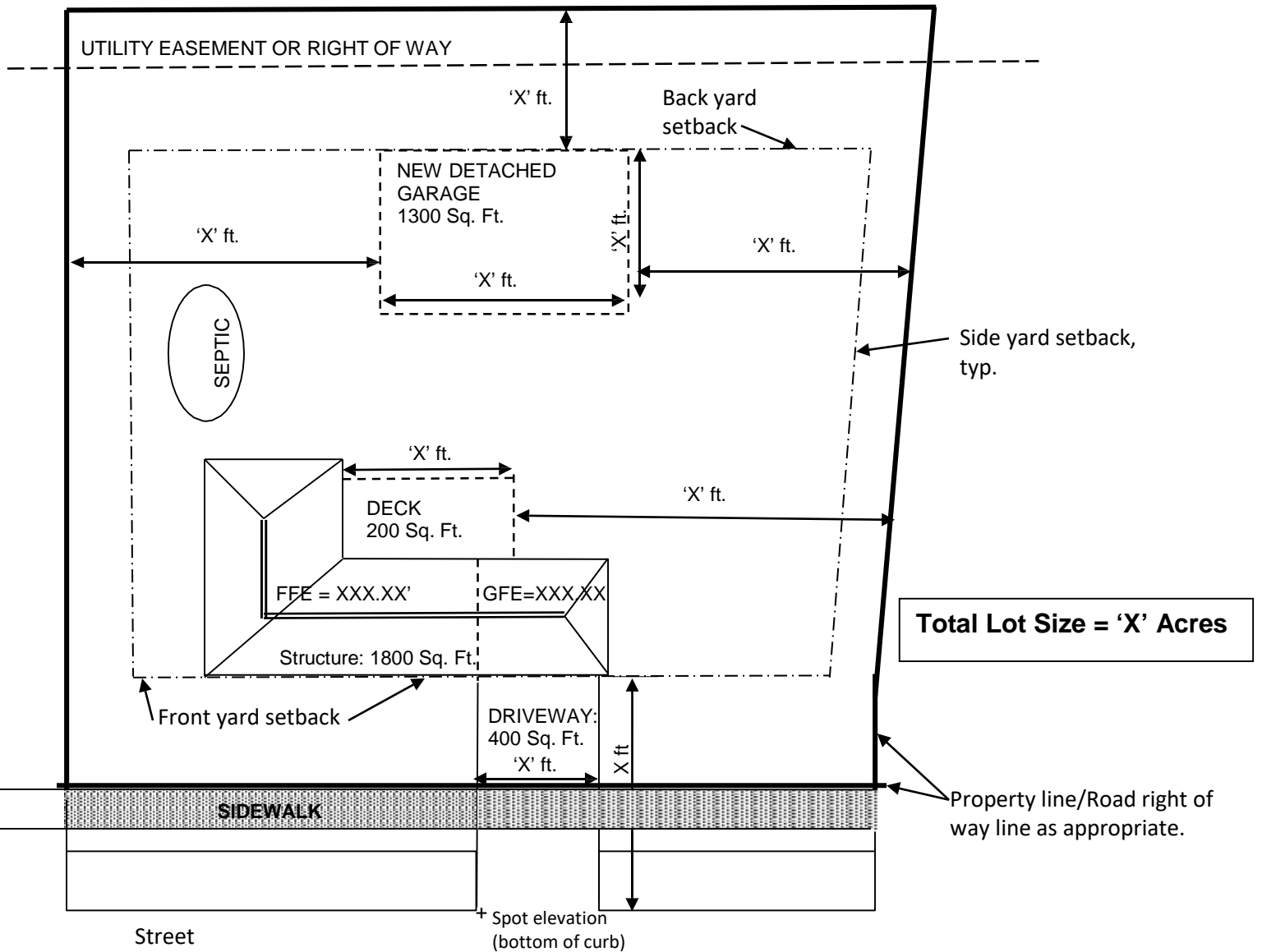
SD/LD Plan Ref

Percent of Impervious Allowed:

Percent 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 SECTION 313.3 TEMPORARY SIGN REQUIREMENTS.