



Sign Permit Application

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

PROJECT ADDRESS: _____

PROJECT / JOB SITE INFORMATION - **REQUIRED**

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**

Homeowner performing work themselves

I am acting as my own general contractor

Company Name: _____

Mailing Address: _____

Email Address: _____ Phone: _____

Site Supervisor: _____ Cell: _____

REQUIRED: COMMERCIAL - 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"/>	2 SETS – Complete & Legible Construction Drawings – REQUIRED 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"/>	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"/>	Sewer/Reservation or Septic Permit (New Construction)
✓		<input type="checkbox"/>	Mechanical, Energy, Plumbing and Electrical Plans
✓		<input type="checkbox"/>	*Expedited Residential <u>Building</u> Permit Application – Plans MUST BE Engineer Stamped (Additional fees apply – see current fee schedule)
	✓	<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"> • Worker’s Compensation Verification OR Exemption (must be notarized) for listed general contractor

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



*Building Sign Application

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***A building permit application may be required at the time of submission,
please confirm with the Permit Office.**

Type of Sign

- A-Frame Sandwich Board Flat Wall Sign Temporary
- Billboards Freestanding Pole Other: _____
- Directional Monument _____

Total Number of New Signs: _____

Total Number of Signs being Altered: _____

Height of Signs: _____

List Height of Each Sign: _____

Electric: Yes No

INTEROFFICE USE ONLY	
Date Received: _____	Tax Parcel #: _____
Building Permit #: _____	



Zoning Sign Application

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PROJECT ADDRESS: _____

Zoning District: _____ Permanent Sign Temporary Sign

Freestanding Pole **A-Frame Sandwich Board Sign** **Monument**

of Signs: _____ # of Sides with Signage: _____ TOTAL Sign Area (in square feet) _____

Height (including pole): _____ Width: _____

Front Property Line Setback: _____ Rear Property Line Setback: _____

Side Property Line Setback: _____ Side Property Line Setback: _____

Directional Signs

of Signs: _____ # of Sides with Signage: _____ TOTAL Sign Area (in square feet) _____

Height (including pole): _____ Width: _____

Front Property Line Setback: _____ Rear Property Line Setback: _____

Side Property Line Setback: _____ Side Property Line Setback: _____

Flat Wall Sign

of Signs: _____ TOTAL Sign Area (in square feet): _____

Feet Projected from Wall: _____ Height Off Grade: _____

Width: _____ Length: _____ Height: _____ Letter Height: _____

Billboards and Other Types of Signs

of Signs: _____ # of Sides with Signage: _____ TOTAL Sign Area (in square feet): _____

Height (including pole): _____ Width: _____

Front Property Line Setback: _____ Rear Property Line Setback: _____

Side Property Line Setback: _____ Side Property Line Setback: _____

Temporary Signs

Days Proposed for Sign: _____ TOTAL Sign Area (in square feet): _____

Height (including pole): _____ Width: _____

Front Property Line Setback: _____ Rear Property Line Setback: _____

Side Property Line Setback: _____ Side Property Line Setback: _____

Have special exceptions, conditional uses and or variances been granted for the proposed use? YES NO

Plot plans and sign diagrams are required to show the above criteria and other applicable information.

****TEMPORARY CONTRACTOR AND DEVELOPMENT SIGNS** – May require an additional Zoning Sign Permit.
Refer to the Zoning Ordinance - Section 503.

INTEROFFICE USE ONLY	
Date Received: _____	Tax Parcel #: _____
Zoning Permit #: _____	<input type="checkbox"/> Approved <input type="checkbox"/> 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...)		

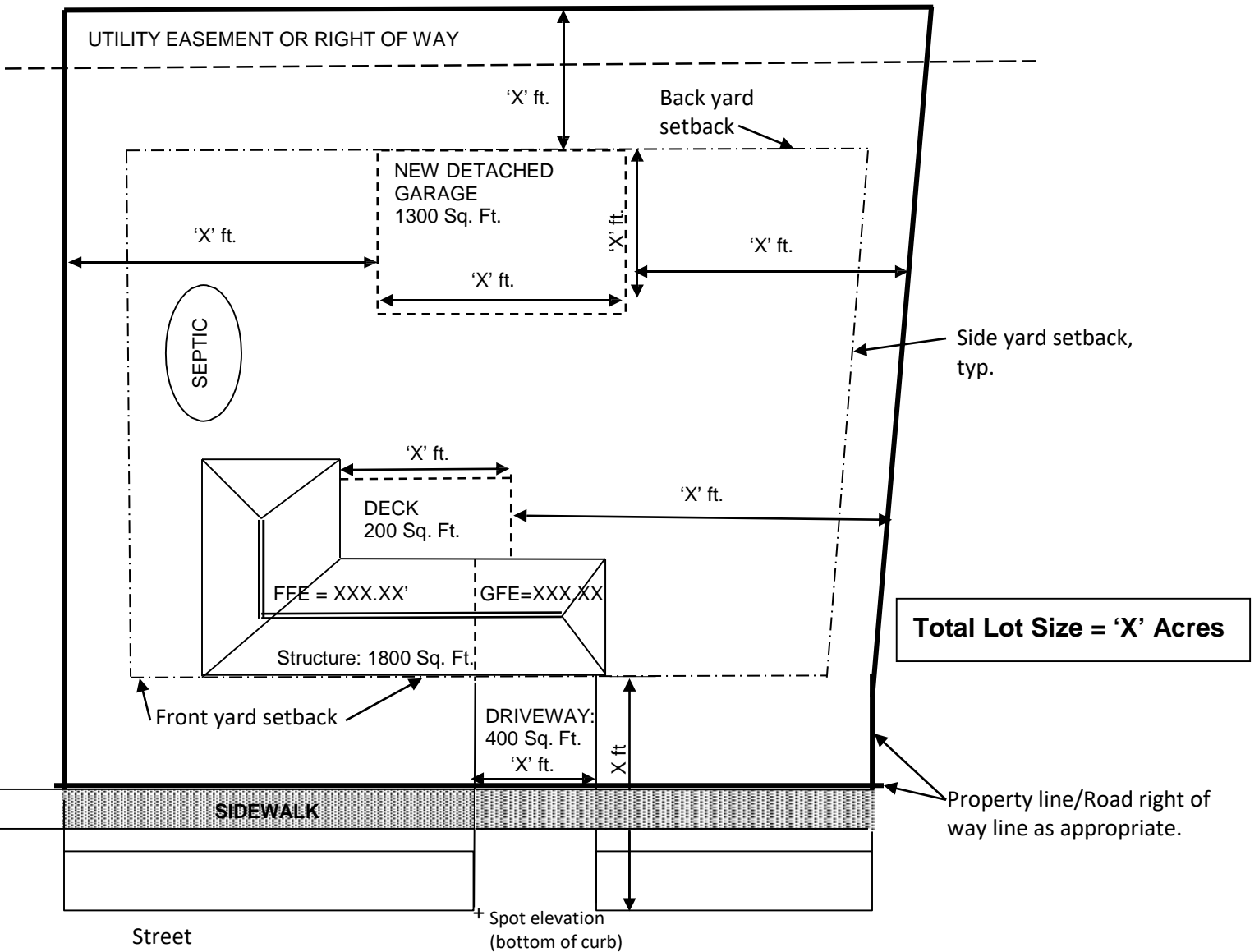
TOTAL of ALL Impervious Coverage	A	_____	SF
TOTAL LOT Square Feet	B	_____	SF
TOTAL % of Impervious Coverage	(A ÷ B) x 100	_____	%

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

FEE = 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.