

Zoning & Construction Permit Application

Mount Joy Borough
21 East Main Street
717- 653-2300
Fax: 717-653-6680



Identification (Type or Print Clearly)

Account No. _____	Zoning District _____	Permit No. _____
(for office use only)		

Payment(s) must be by CHECK or CASH only.
Payment(s) to be made at time permit is issued.

Please follow permit checklist on Page 5.

1. Property Address _____ Mount Joy, PA 17552
2. Applicant _____ Telephone No. () _____
Street Address _____
3. Name of Business (if applicable) _____
4. Owner of Property on Record _____ Telephone No. () _____
Address (if different from above) _____
5. Contractor _____ Telephone No. () _____
Address _____
6. Design Professional (if applicable) _____ Telephone No. () _____
Address _____
7. Person In Charge of Project _____ Telephone No. () _____
Email Address _____

TYPE OF PROJECT/CONSTRUCTION:

New Residential Construction <input type="checkbox"/> Type: _____	New Commercial Construction <input type="checkbox"/> Type: _____
Residential Renovations <input type="checkbox"/> Describe below	Commercial Renovations <input type="checkbox"/> Describe below
Residential Alterations to existing structure <input type="checkbox"/> Type: Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Other <input type="checkbox"/> and describe below	Commercial alterations to existing structure <input type="checkbox"/> Type: Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Other <input type="checkbox"/> and describe below.
Residential Upgrade Electric Service <input type="checkbox"/> _____ amp to _____ amp	Upgrade Electric Service <input type="checkbox"/> _____ amp to _____ amp
Residential Addition <input type="checkbox"/>	Commercial Addition <input type="checkbox"/>
Residential demolition of principal structure <input type="checkbox"/>	Commercial demolition of principal structure <input type="checkbox"/>
Residential Swimming Pool <input type="checkbox"/> Type: Above-ground <input type="checkbox"/> In-ground <input type="checkbox"/>	Commercial Swimming Pool <input type="checkbox"/>
Installation of new deck <input type="checkbox"/> Inches above grade _____ Addition to deck <input type="checkbox"/>	Commercial New Sign <input type="checkbox"/> _____ Square Feet _____ Height Type: Freestanding <input type="checkbox"/> Internal Illuminated <input type="checkbox"/> Wall <input type="checkbox"/> Projecting <input type="checkbox"/> Temporary <input type="checkbox"/>
Installation of new patio <input type="checkbox"/> Addition of new patio <input type="checkbox"/>	Installation of new patio <input type="checkbox"/> Addition of new patio <input type="checkbox"/>
New private sidewalk <input type="checkbox"/> Expansion of private sidewalk <input type="checkbox"/>	New private sidewalk <input type="checkbox"/> Expansion of private sidewalk <input type="checkbox"/>
Residential Change oil to gas <input type="checkbox"/> Change electric to gas <input type="checkbox"/> Other <input type="checkbox"/>	Commercial Change oil to gas <input type="checkbox"/> Change electric to gas <input type="checkbox"/> Other <input type="checkbox"/>
Residential Fence <input type="checkbox"/> Height _____	Commercial Fence <input type="checkbox"/> Height _____
Residential Shed <input type="checkbox"/> Barn <input type="checkbox"/> Garage <input type="checkbox"/> Gazebo Other accessory structure <input type="checkbox"/> Square Feet _____	Commercial Shed <input type="checkbox"/> Barn <input type="checkbox"/> Garage <input type="checkbox"/> Gazebo <input type="checkbox"/> Other accessory structure <input type="checkbox"/> Square Feet _____
Residential Temporary Permit <input type="checkbox"/> Special Event <input type="checkbox"/> Type _____ Tent <input type="checkbox"/> Other _____	Commercial Temporary Permit <input type="checkbox"/> Special Event <input type="checkbox"/> Type _____ Tent <input type="checkbox"/> Other _____
Residential Use Review <input type="checkbox"/> With Letter of Conformity <input type="checkbox"/>	Commercial Use Review <input type="checkbox"/> With Letter of Conformity <input type="checkbox"/>
Demolition of Residential Principal Structure <input type="checkbox"/>	Demolition of Commercial Principal Structure <input type="checkbox"/>
Demolition of Residential Accessory Structure <input type="checkbox"/>	Demolition of Commercial Accessory Structure <input type="checkbox"/>
Light Home Occupation <input type="checkbox"/>	
	Commercial Use and Occupancy Change <input type="checkbox"/>
	Commercial Tenant Change Same Use <input type="checkbox"/>

I hereby authorize the designated Borough officials to enter on the property and to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the Construction Code and to determine the accuracy of the statements contained herein.

I am aware that I cannot commence excavation or construction until the Borough has issued a Construction Code Permit. By signing this Application, I certify that all facts in this Application and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of the Borough, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S.: §4904 relating to unsworn falsification to authorities.

I expressly acknowledge that the issuance of a Construction Code Permit is based upon the facts stated and representations made in this Application. I expressly acknowledge that the Borough may revoke a Construction Code Permit if the use and/or structure for which it has been issued, violates any applicable Borough, County, State or Federal law or regulation. I also expressly acknowledge that the Borough may revoke a Construction Code Permit if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the Applicant.

I acknowledge that the holder of a Construction Code Permit is responsible to insure compliance with all applicable Borough Ordinances during and at completion of the work authorized by the Construction Code Permit. I acknowledge that the Borough requires a final inspection be performed by the construction code official and that the Borough issues a certificate of occupancy before the structure which is authorized by this Construction Code permit may be occupied. It is my responsibility to ensure that this inspection is scheduled, and the certificate of occupancy obtained before the structure may be occupied. I acknowledge that if I occupy or permit the occupancy of this structure prior to the issuance of a certificate of occupancy under the Construction Code, I will have committed a violation of the Construction Code and will be subject to the penalties and remedies in the Construction Code Ordinance. I also acknowledge that, if the structure is occupied prior to the final inspection, work may have to be removed and re-executed in order that it may be adequately inspected.

Nothing contained in this Application shall be construed to relieve or limit the obligations of the Applicant to comply with all provisions of the Zoning Ordinance or to waive violations of the Zoning Ordinance or any other Borough ordinances or to stop the Borough from enforcing Borough ordinances, including but not limited to the Zoning Ordinance. I expressly acknowledge that permits and certificates of use and occupancy may be required under the Zoning Ordinance and it is my obligation to obtain all permits and approvals the Zoning Ordinance requires before the structure which is authorized by the Construction Code Permit may be authorized.

Applicant's Signature

Date

FOR OFFICE USE ONLY	
_____ Approved	Existing Use/Classification: _____
_____ Denied	Proposed Use/Classification: _____
	Construction Type: _____
_____ Building Code Official Zoning/Code Official	_____ Date Permit Issued
Water/Sewer Permits - YES/NO	Mount Joy Borough Cost _____

Zoning & Construction Permit Checklist

Information to be submitted with the Permit Application

- ❑ Issuance of the permit does not relieve any requirements to obtain approval from your HomeOwners' Association (HOA). (if applicable.)
- ❑ **A text description** of the nature and extent of the proposed work in sufficient detail to determine conformity with Borough Ordinances.
- ❑ One copy of any previous Accessibility Advisory Board or Zoning Hearing Board **Special Exception, Variance**, or other decision or Borough Council **Conditional Use, Subdivision, Land Development** or other decisions relative to the property. (if applicable)
- ❑ **One copy of the approved water and sewer connection** permits from the Mount Joy Borough Authority. (if applicable)
- ❑ **Three copies of the plot plan** identifying the square footage of all existing and proposed structures, structure additions, uses, driveways, parking areas, private sidewalks, easements, sheds, patio, decks, garages, principal house, drainage facilities, & property lines on the lot. This is required if you are installing a shed, deck, patio or any structure or impervious surface. (THIS IS A REQUIREMENT!!!)
- ❑ **Three copies of construction plans** whether commercial or residential. **If commercial** must be prepared by a licensed professional, providing sufficient detail to indicate that the project will conform to the provisions of the Pennsylvania Uniform Construction Code, Borough regulations, and all relative requirements.
- ❑ The Contractor's **Certificate** of Liability & Worker's Compensation **Insurance**

Official 3rd Party Agency

Borough of Mount Joy
21 East Main Street
717- 653-2300
Fax: 717-653-6680



Official 3rd Party Construction Code Plan Reviewer & Inspector

All inspections per the Uniform Construction Code and

International Building Code will be conducted by:

Commonwealth Code Inspection Service, Inc.

(717) 664-2347

Tim Grazan (717) 278-0968 (cell)

Fax (717) 664-4953

176 Doe Run Road

Manheim, PA 17545-9322

(PLEASE CONTACT INSPECTOR AT LEAST 48 HOURS PRIOR
TO THE DAY INSPECTION MAY BE NEEDED)

Please provide sketch of your property here, which should include all existing impervious and building surfaces with square footages, as well as proposed impervious and building surfaces.