

# 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. _____
<b>(for office use only)</b>		

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

Property Address \_\_\_\_\_ Mount Joy, PA 17552

Applicant \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Street Address \_\_\_\_\_

Owner of Property \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Contractor \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Design Professional \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Person In Charge of Project \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

### TYPE OF PROJECT/CONSTRUCTION:

- |   |   |
|---|---|
| <input type="checkbox"/> New Construction Type: _____<br><input type="checkbox"/> Alteration to Existing Structure<br><input type="checkbox"/> Addition to Existing Structure _____ s.f.<br><input type="checkbox"/> Demolition of Principal Structure<br><input type="checkbox"/> Demolition of Accessory Structure<br><input type="checkbox"/> Swimming Pool, In-ground/Above-ground (circle one)<br><input type="checkbox"/> Deck _____ s.f. _____ feet above grade.<br><input type="checkbox"/> Patio _____ s.f.<br><input type="checkbox"/> Shed _____ s.f. (minimum 5' from rear and side Property lines)<br><input type="checkbox"/> Temporary Permit: _____<br><input type="checkbox"/> Fence _____ feet tall | <input type="checkbox"/> Use and Occupancy (change use/change ownership)<br><input type="checkbox"/> Home Occupation<br><input type="checkbox"/> Permit Renewal (Prior Permit #) _____<br><input type="checkbox"/> Other _____<br><input type="checkbox"/> Use Review<br><input type="checkbox"/> Letter of Conformity<br><input type="checkbox"/> Special Event: _____<br><input type="checkbox"/> Sign Permit |
|---|---|

**DETAILED DESCRIPTION OF PROJECT, BUSINESS, ALTERATION, ETC.**

**(Or please attach narrative of project, copy of proposal or estimate)**

Existing Use:

- Residential     Other  
 Commercial     Mixed Use

Proposed Use:

- Residential     Other  
 Commercial     Mixed Use

---

---

---

---

---

---

---

---

**\*\*\*INVOICE WILL BE ATTACHED FOR PAYMENT\*\***

**\*\*\*IF REQUIRED, INSPECTION CHECKLIST WILL BE ATTACHED\*\*\***

I attest that, to the best of my knowledge, the information contained in this submittal is true and accurate.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

<b>FOR OFFICE USE ONLY</b>	
_____ Approved	
_____ Denied	
_____ Building Code Official Zoning/Code Official	_____ Date Permit Issued
Water/Sewer Permits - YES/NO	

# Zoning & Construction Permit Checklist

## **Information to be submitted with the Permit Application**

- Issuance of the permit does not relieve any requirements to obtain approval of 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 all existing and proposed structures, structure additions, uses, driveways, parking areas, sidewalks, easements, drainage facilities, & property lines on the lot. This is required if you are installing a shed, deck, patio or any structure or impervious surface.
- Three copies of construction plans** prepare by a licensed professional if the project is commercial, 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 3<sup>rd</sup> Party Agency

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



Official 3<sup>rd</sup> 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.