

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 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 _____

Name of Business (if applicable) _____

Owner of Property _____ Telephone No. () _____

Address (if different from above) _____

Contractor _____ Telephone No. () _____

Address _____

Design Professional (if applicable) _____ Telephone No. () _____

Address _____

Person In Charge of Project _____ Telephone No. () _____

Email Address _____

TYPE OF PROJECT/CONSTRUCTION:

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

DETAILED DESCRIPTION OF PROJECT, BUSINESS, ALTERATION, ETC.

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

Estimate (Fair Market Value) Cost of Construction: \$ _____.

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 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 insure 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

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 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.
- 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 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.

Zoning & Construction Permit Fee Worksheet

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<u>Residential Use or Construction</u>	
<u>Residential Permit</u>	
Principal Use or Structure Addition, or Change Neighborhood Development Sign Demolition	
FMV (Fair Market Value)	Fee
\$0.00 - \$10,000.00	\$60.00
\$10,001.00 and Over	\$60.00 base plus \$4.00 fee per \$1,000.00 FMV or portion thereof
<u>Residential Administrative Fee</u>	
Use Review, Letter of Conformity or Nonconformity, Written Zoning Determination, Temporary Permit, Permit Time Extension	\$40.00
<u>Residential Accessory Use Permit</u>	
Accessory Fences, Garages, Structures, Swimming Pools, Signs (that do not require inspections), Sheds, Patios, Demolition	\$40.00

<u>Nonresidential Use or Construction</u>	
<u>Nonresidential Permit</u>	
Principal Use or Structure Addition, or Change New Principal Sign (Sign in Commercial Business District \$50.00), Demolition & Fireworks	
FMV (Fair Market Value)	Fee
\$0.00 - \$10,000.00	\$110.00
\$10,001.00 and Over	\$110.00 base plus \$4.00 fee per \$1,000.00 FMV or portion thereof
<u>Nonresidential Administrative Fee</u>	
Use Review, Occupancy Change, Replace with Like Sign, Letter of Conformity or Nonconformity, Written Zoning Determination, Temporary Permit, Permit Time Extension	\$60.00
<u>Nonresidential Accessory Use Permit</u>	
Accessory Fences, Structures, Signs (that do not require inspection), Sheds, Barns, Demolition	\$50.00

Fees remitted upon issuance of permit.
(Amended by Resolution 15-13)

Don't Let Storm Water Run Off With Your Time and Money!

What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

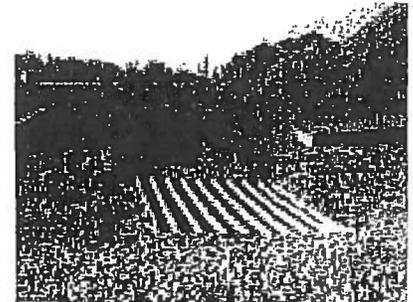
1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.



Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,

Pollution Prevention Practices:

- Designated fueling and vehicle maintenance area away from streams.
- Remove trash and litter.
- Clean up leaks immediately.
- Never wash down dirty pavement.
- Place dumpsters under cover.
- Dispose of all wastes properly.

minimizing clean up and maintenance costs, and the impacts to water resources caused by soil erosion during active construction. Erosion controls can reduce the volume of soil going into a sediment control device, such as a sediment trap, therefore, "clean out" frequencies are lower and maintenance costs are less. When possible, divert water around the construction site using berms or drainage ditches.

In addition, use pollution prevention and "good housekeeping measures" to reduce the pollution leaving construction sites as well. This can be as simple as minimizing the pollution source's contact with rainwater by covering it, maintaining a "clean site" by reducing trash and waste, and keeping vehicles well maintained.

The Best Laid Plans

Plans such as erosion and sediment control plans and storm water pollution prevention plans are important tools for outlining the erosion control and pollution prevention practices that you will use to manage storm water runoff prior to breaking ground. Developing good plans allows for proper budgeting and planning for the life of the project. Proper installation and maintenance of erosion and storm water controls is essential to a plan that works. Training for on-site staff helps to ensure the proper installation and maintenance of erosion controls and pollution prevention practices. Inspect controls and management techniques regularly to ensure they are working, especially after storm events. If polluted storm water is leaving the site, you may need to repair or add additional storm water controls.



The Bigger Storm Water Picture

Your community is preventing storm water pollution through a comprehensive storm water management program. This program addresses storm water pollution from construction, but it also deals with new development, illegal dumping to the storm sewer system, and municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our streams is . . . water! Contact your community or the Pennsylvania Department of Environmental Protection for more information about storm water management.

For more information:

Pennsylvania Association of Conservation District's:
<http://www.pacd.org/default.html>

Pennsylvania Handbook of Best Management Practices for Developing Areas:
http://www.pacd.org/products/bmp/bmp_handbook.html

Storm Water Manager's Resource Center:
<http://www.stormwatercenter.net>

Pennsylvania Department of Environmental Protection:
<http://www.dep.state.pa.us>

