

HEIDELBERG TOWNSHIP

Zoning and Codes Office

Phone: (717)225-6606

Email: Zoning@Heidelbergtwpmunicipal.com

BUILDING and ZONING PERMIT PROCEDURES

PLEASE READ IN ITS ENTIRETY BEFORE RETURNING APPLICATIONS A Building Permit application is used for all items falling under the PA UCC Building Code. If the work is exempt from UCC, a Zoning Permit Application should be used. *Starting with the correct forms will save time.

TIME FRAME: Applications and plans are reviewed on a first-come first-served basis. Permits will be issued as promptly as possible. *Remember to plan ahead. Incomplete applications may delay the review process. Residential construction documents will be reviewed within fifteen (15) working days. Commercial construction or those other than one (1) or two (2) family dwellings will be reviewed within thirty (30) working days.

***IF YOU ARE NOT 100% SURE, CALL THE OFFICE!**

SUBMISSION REQUIREMENTS: Must be included to be complete.

1. Read the entire application package first so you know how to prepare.
2. A paperwork checklist is attached to assist with the proper return of everything.
3. Return the Completed, Signed and Dated Application along with:
 - a. **Three (3) Copies of a Complete Set of Plans**, to include:
 - Plot or Site plan showing all existing and proposed structures, easements, streets, alleys with setback lines, distance from property lines, well and sewer system locations, and any special features of the lot.
 - Footer and Foundation Plans with details, including basements, crawl spaces and/or slabs, shown with all utility and under slab details.
 - Floor plan showing all dimensions of rooms, corridors, and other spaces, location of hard-wired smoke detectors, egress and accessibility requirements.
 - Elevation detail of ALL sides, including dimensions, grade and height.
 - Show typical wall sections with details of construction.
 - Show size and swing of all doors, including fire ratings where required.
 - Show locations of all windows with sizing and glazing, ventilation openings, and any clear openings for emergency escape.
 - All plans must be documented with the site address, lot number, subdivision name and owner (if applicable), or any/all that apply.
 - Plans and Documents that are not legible or incomplete will not be accepted. (Fax copies ARE NOT acceptable)
 - Plans must be folded to 8½" x 11" size (rolled or plans folded in any other manner will not be accepted).
 - Plans must be drawn to a scale of not less than ¼" equals one (1) foot (¼" = 1')
 - Truss and beam details are required and can be submitted after the start of construction and must be approved prior to placement. *This will halt construction if not followed.
 - Concrete slips will be required to be turned in for all concrete used or the passing of that inspection will not occur.
 - b. **Commercial applications and other than one (1) or two (2) family dwellings must in addition to the above include:**

- All plans must be completed, signed and sealed by a registered design professional.
- Required emergency lighting systems, fire alarm systems, and fire suppression systems must be shown. Plans are required.
- Complete fire suppression plans, sprinkler locations, specifications and calculations. Including alarm systems.
- All Egress, Fire and Panic Act, Handicapped accessibility, including hardware, turning radius, applicable signage, heights, and ramps must be shown in detail and approved. Must meet ALL applicable codes.
- Required fire rated assemblies, construction methods and design members.
- Act 45 Use Group classifications, construction type; maximum occupancy loads, must be shown on the plans.
- Complete mechanical plans including; ventilation rates and specifications.
- Complete plumbing plans, diagrams and specifications.
- Complete electrical plans and specifications.
- Structural plans, design loads with soils report.
- Energy conservation specifications and calculations, including proposed method(s) of compliance with the UCC "R" values of each assembly, and/or the "U" values of each assembly.
- Elevators or other Lift devices must be approved by Pennsylvania Labor and Industry (PA L&I)

c. Commonwealth Code Inspection Service, Inc. carbon inspection forms that apply (four (4) possible), top section completed to bold line. Plumbing/HY AC, Building, Plan Review.

d. Copy of approved sewer permit for the plot (Varies per area).

e. For State roads a copy of the PENNDOT Highway Occupancy Permit is required. Heidelberg Township roads may require a permit. Please inquire.

f. Well or a water system permit or approval documentation.

g. Conservation permit or letter (York County Conservation District) if required for the project.

h. Certificate of Worker Compensation Insurance or a permit waiver signed to comply with PA Act 11/1993. Certificates should list Heidelberg Township as a certificate holder. Heidelberg Township must be notified of cancellation or any change in the policy for any reason.

i. Additional items may be required for the project, and will need to be submitted prior to application approval and permit issuance.

4. Upon receipt of all the completed and approved documents, the following review period will result;

- a. The three (3) completed sets of plans will be submitted to the Heidelberg Township Zoning and Codes Office for review. A plan review fee will be charged. Each time a plan is re-submitted the applicable review time will be reapplied accordingly (15 or 30 days as applicable). The plans will be reviewed and either approved or denied.

-If Denied; comments regarding any/all deficiencies will be noted. Any/ All comments must be addressed. Any and all appropriate and acceptable remediation(s) to the plan

must be accomplished before the plan is re-submitted. This process will continue until such time as the plan is approved or withdrawn.

-If Approved; the plans will be certified and returned to the Township Office.

5. If the application is approved, a building permit may be issued. The following fees are required when the permit is issued;

a. **A check made payable to: Heidelberg Township for the permit fee.**

b. A check made payable to Commonwealth Code Inspection Service, Inc. for the total of inspections and plan review fees. (Note: Additional inspections and/or re-inspections may be needed or required for the project. Additional fees must be paid to Commonwealth Code Inspection Service, Inc. or Heidelberg Township as needed prior to final inspection)

6. A permit is valid for one (1) year from the date of issue. Work must begin within one-hundred and eighty (180) days from the date of issue (*the permit will become invalid if work is not begun within 180 days). (Note: Time extensions to the permit ARE NOT guaranteed)

7. CONTACT PA ONE CALL / 811 prior to any digging or excavation. 3-Day notice is required before any digging or excavation. www.paonecall.org or Call 811 or 1-800-242-1776

8. It is the responsibility of the Permittee to contact Commonwealth Code Inspection Service, Inc. directly to arrange all building, electrical, plumbing and mechanical inspections. Commonwealth Code Inspection Service, Inc. may be contacted at: 717-846-2004, to arrange for all inspections, or if there are any questions regarding or related to the ICC Codes. Failure to contact the inspector prior to any work may require that work to be removed and restarted.

The following routine inspections will be made:

a. The Footer Inspection, must be completed BEFORE any concrete is poured.

b. The Foundation Inspection, is completed BEFORE any back fill; *the inspector must be able to see drainage tiles.

c. Under-Slab Piping Inspection is necessary BEFORE any concrete is poured.

d. Framing, Rough Electrical, Plumbing and Mechanical must be finished to receive a Framing Inspection.

e. The Insulation/Energy Inspection must be completed BEFORE any wallcovering (drywall) is hung.

f. Wall board, Mechanical and any "Specialty" Inspections.

g. The Final Inspection is completed only after; Safety-Related Items, Railings, Grading and Seeding, Storm Water Compliance and all Mechanical, Electrical, and Plumbing inspections are completed.

h. Additional Inspections MAY BE REQUIRED under certain circumstances. *Make sure you are aware when these circumstances exist.

9. When Heidelberg Township receives the FINAL APPROVAL from Commonwealth Code Inspection Service, Inc. the following will result:

a. The Zoning/Codes Enforcement Officer will complete a final inspection of the property to determine and assure that all code(s) compliance has been satisfied, if necessary.

b. Any changes or deviations not meeting code or ordinance are required to be addressed and/or corrected prior to final approval.

10. **A Certificate of Occupancy will be issued ONLY AFTER** all required inspections have been conducted and passed, all required documentation has been received, and any/all outstanding fee balances have been collected. The Certificate of Occupancy will signify and attest that the project has been approved and completed. *No further or additional work on the property is authorized without a new permit. The Certificate of Occupancy shall be revoked if any additional work is undertaken. **NO PROPERTY IS AUTHORIZED TO BE OCCUPIED AT ANY TIME WITHOUT A CERTIFICATE OF OCCUPANCY.**

11. The Certificate of Occupancy **WILL NOT be issued prior** the completion of all requirements. Issuance may take up to five (5) business days from the receipt of the final approval. It is not the responsibility of Heidelberg Township, if settlement is affected by this. Be prepared, and schedule appropriately.

***PLAN AHEAD.**

12. The property owner **MUST** receive the Original Copy of the Certificate of Occupancy

Important Phone Numbers

Heidelberg Township Office:	717-225-6606
Heidelberg Twp. Zoning/Code Officer: Neal Doyle:	717-225-6606
Commonwealth Code Inspection Service, Inc.:	717-846-2004
Pennsylvania One Call:	811 or 1-800-242-1776
International Code Council (ICC):	215-638-0554
York County Conservation District, E&S, NPDES:	717-840-7430
York County Courthouse, Main:	717-771-9675
York County Assessment & Tax Claim Office:	717-771-9232
York County Mapping & Data:	717-771-9730
York County Planning Commission:	717-771-9870
Pennsylvania Labor and Industry (PA L&I):	717-787-3806