

Construction Code Permit Application Process

- Applicant picks Construction Code Inspectors from West Hempfield Township's Approved List
- Applicant contacts Construction Code Inspectors about project, required documentation, required inspections and fees.
- Applicant presents the following to the Zoning Officer at the Township Office
 - Completed Zoning Permit Application package
 - Completed Construction Code Permit Application
 - Proof of Workman's Comprehensive Insurance or notarized waiver form
 - Construction Plans – three setsTownship will review application for completeness
- Township will have Construction Code Inspectors pick up and review construction plans
- Construction Code Inspectors will return approved Construction plans to the Township
- Township will contact the applicant when the permits are ready and review fees required
- Applicant will pay Township two separate fees; Zoning Permit Fee made out to the Township and Construction Code Plan review fee made out to Construction Code Inspectors.
- Township will issue Occupancy Permit after receiving final Construction Code Inspectors report.

West Hempfield Township
3401 Marietta Avenue, Lancaster, PA 17601
Phone: (717) 285-5554 Fax: (717) 285-2879

Application Request that includes PA Building Code Review

Date: _____

Name: _____

Project Street Address: _____

City, State, Zip: _____

I have contacted _____ and will use them to approve and inspect my project. I agree to pay all fees for Code Plan review and permit processing.

Signature: _____

Print: _____

Office Use only

I have reviewed this project and it meets the requirements of the West Hempfield Township Zoning Ordinance.

Zoning Officer Date

Permit No. _____

West Hempfield Township
3401 Marietta Avenue, Lancaster, PA 17601
Phone 717-285-5554 Fax 717-285-2879
www.twp.west-hempfield.pa.us

Construction Code Permit Application

Applicant _____ Phone # _____

Address _____ Fax # _____

Property Owner _____ Phone # _____

Address _____ Fax # _____

Building Occupant _____ Phone# _____

Address _____ Fax # _____

Principal Contractor _____ Phone # _____

Address _____ Fax # _____

Site Address _____ Account # _____

Subdivision Name _____ Lot # _____

Present use of property _____

Proposed work _____

Inspector _____ *permit will not be issued until the Township is contacted by the inspector.*

Building Use and Construction One-family residential dwelling Two-family residential dwelling

Other _____ IBC Use Group _____ IBC Construction Type _____

Cost of construction \$ _____

Has a Driveway or Highway Occupancy Permit been issued for access to the property? _____

Number of dwelling units existing _____ Proposed _____

Proposed structure: Width _____ Depth _____ Height _____

Stories _____ Usable floor area _____ sq. ft.

Indicate type of heating/ventilating/air conditioning _____

Does or will the building contain any:

Fireplaces: Number _____ Type of fuel _____ Type of vent _____

Elevators/Escalators/Lifts/Moving Walks Yes No

Sprinkler Systems Yes No

Pressure Vessels Yes No

Refrigeration Systems Yes No

Water service Public Private Sewer service Public Private

Attach a copy of the appropriate sewer or septic permit

I hereby authorize the designated Township 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 Township has issued a Construction Code Permit. By signing this Application, I certify that all facts in the 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 Township, 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 Township may revoke a Construction Code Permit if the use and/or structure for which it has been issued violates any applicable Township, County, State or Federal law or regulation. I also expressly acknowledge that the Township 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 Township Ordinances during and at completion of the work authorized by the Construction Code Permit. I acknowledge that the Township requires a final inspection be performed by the construction code official and that the Township issue 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 reexecuted in order that it may be adequately inspected. If the Township is required to perform an inspection after the structure is occupied, intending to be legally bound hereby, I agree to pay the fee established by the Township for delinquent inspections.

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 Township ordinances or to estop the Township from enforcing Township 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.

Signature of Owner or Authorized Agent

Print Name

Date

Permit Info needed (not requested on current applications)

Construction Permit Application

- Contractor contact name _____
- Contractor cell phone number _____
- Contractor PA Home Improvement Registration Number _____
- Contractor Email Address _____
- Workman's Comp Insurance Certificate or Waiver Form

____ Certificate attached

____ Waiver attached –Printed Name of applicant _____