

Building Code Permit Application Process

- West Hempfield Township uses Commonwealth Code Inspection Services as our third-party BCO, plan reviewer and inspector. Their contact phone number is (717) 664-2347.
- Applicant contacts Commonwealth 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 with plot plan.**
 - **Completed Building Code Permit Application**
 - **Proof of Workman's Compensation Insurance OR Notarized Waiver Form**
 - West Hempfield Township must be listed as certificate holder and it must list liability and worker's compensation on certificate. If you (the contractor) do not have worker's compensation, see the link for the worker's compensation waiver form
https://westhempfield.org/ckfinder/userfiles/files/Forms/Zoning/workers_comp.pdf
 - **Building Plans – Three (3) Sets (8 1/2 x 11 size preferred)**
Township will review application for completeness.
- Township will have Commonwealth pick up and review building plans.
- Commonwealth will return approved building plans to the Township.
- Township will contact the applicant when the permits are ready for pick-up and payment.
- Applicant will pay Township two separate fees; Zoning Permit Fee made out to "West Hempfield Township" and Building Code Plan review fee made out to "Commonwealth Code Inspection".
- Township will issue Occupancy Permit after receiving final Commonwealth report.

West Hempfield Township

3476 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 **Commonwealth Code Inspection Services** 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. _____

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www.westhempfield.org

**Building Code Permit
Application**

Please TYPE or PRINT- Complete ALL Information

Applicant: _____ Phone #: _____

Address: _____ Email: _____

Property Owner: _____ Phone #: _____

Address: _____ Email: _____

Building Occupant: _____ Phone #: _____

Address: _____ Fax #: _____

Principal Contractor: _____ Phone #: _____

Address: _____ Email: _____

Site Address: _____ Account # _____

Subdivision Name: _____ Lot #: _____

Present Use of Property: _____

Scope of Work: _____

Check if work is existing footprint

Inspector: Common Wealth Code *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 Building 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 Building Code Permit is based upon the facts stated and representations made in this Application. I expressly acknowledge that the Township may revoke a Building 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 Building 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 Building Code Permit is responsible to ensure compliance with all applicable Township Ordinances during and at completion of the work authorized by the Building 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 Building 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 reexecuted in order that it may be adequately inspected. If the Township is required to perform an inspection after 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 stop the Township from enforcing 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 Building Code Permit may be authorized.

Signature of Owner or Authorized Agent

Print Name

Date

Permit Info Needed (Not Requested on Current Applications)

Building 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: _____