

## East Lampeter Township

Procedure for Applicants to obtain a Building / Zoning Permit will be as follows:

### For One & Two Family Residential Building Permits

1. Applicant for a One or Two Family Residential Building Permit will submit two (2) complete sets of plans along with any accompanying documents & specifications, the completed East Lampeter Township Application for a One or Two Family Zoning Permit, and a plot plan of the property showing the proposed location of the dwelling and/or proposed building addition to the Assistant Zoning Officer for processing. No inspections are to be performed until the Township has released the Building / Zoning Permit without prior approval of the Building Code Official (BCO). If the development has a name, that name must appear on the Building Permit Application.
2. Initially, only a Footer & Foundation Deferred Permit will issued for projects involving new building construction or building addition. A Full Building Permit will be issued only after receipt of a certification from a Professional Land Surveyor registered in the Commonwealth of Pennsylvania stating that the footer & foundation of the building are within the approved building envelope and clear of any utility , storm water management or sanitary sewer easements: that the elevations of the footer, foundation & first floor elevation are within the parameters of the approved Storm Water Management Plan; that the footer, foundation & first floor elevations are located in compliance with the approved Land Development Plan for the project; that proposed building is at the location shown on the approved Final Plan for the project; and that the storm water management berm, outlet structure & emergency spillway have been constructed per approved Storm Water Management Plan, all subject to review, verification and approval by appropriate Township staff.
3. The Certificate of Use and Occupancy will be issued by East Lampeter Township. The BCO must be notified prior to final inspection of a project to coordinate such final inspection. The BCO must inspect the project prior to issuing a Certificate of Occupancy. Upon such successful inspection and upon receiving a list of all inspection performed and the result of such inspections signed by the inspector who performed the inspections, the Certificate of Use & Occupancy will be issued by East Lampeter Township.

Effective Date: October 1, 2009

## Application for Residential Building Permit and Plans Examination

Plan Review Firm <b>Associated Building Inspections</b> 1248 West Main Street, Suite 23 Ephrata, PA 17522 P: (717) 733-1654 F: (717) 733-1654	<b>EAST LAMPETER TOWNSHIP</b> 2250 Old Philadelphia Pike Lancaster, PA 17602 Phone (717) 393-1567 Fax (717) 393-4609
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PERMIT NUMBER: \_\_\_\_\_ Account #: \_\_\_\_\_ Zoning District \_\_\_\_\_

LOCATION OF PROJECT	Address _____ City _____ State _____ Zip _____ Intended Use _____
OWNER OF RECORD	Name of Owner _____ Address of Owner _____ City _____ State _____ Zip _____ Phone Number of Owner _____
PROJECT INFO	<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Relocation <input type="checkbox"/> Foundation Only <input type="checkbox"/> Change of Use <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical Brief Description of Project _____ _____ Cost of Construction _____ Sq. Footage _____ Structure Width _____ Depth _____ Height _____ Date of Project Completion _____

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code), any additional approved building code requirements adopted by the Municipality and the approved Subdivision/Land Development Plan. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Applicant for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

The issuance of this permit is based upon the facts stated and representations made in this application. A permit may be revoked if the use and or structure for which it has been issued violates any applicable Township, State or Federal law or regulation. This permit may also be revoked if it has been issued in error or if issuance was based upon any misrepresentations or errors in the application or otherwise made by the applicant.

**I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.**

APPLICANT SIGNATURE REQUIRED	Applicant Printed Name _____ Applicant Address _____ City _____ State _____ Zip _____ Applicant Signature _____ Date _____ Telephone # _____ E-mail _____
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Permit # \_\_\_\_\_

**Contractor Information**

General Contractor

General Contractor _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____ Mobile _____

Framing Contractor

Framing Contractor _____ Contract # _____
Scope of Work _____
_____
_____

Electrical Contractor

Electrical Contractor _____ Contract # _____
Scope of Work _____
_____
_____

Plumbing Contractor

Plumbing Contractor _____ Contract # _____
Scope of Work _____
_____
_____

Heating Contractor

Heating Contractor _____ Contract # _____
Scope of Work _____
_____
_____

Foundation Contractor

Foundation Contractor _____ Contract # _____
Scope of Work/Type of Work _____
_____
_____

Permit # \_\_\_\_\_

**PLOT PLAN**

A plot plan showing the lot size, existing and planned structures, existing and planned driveways and parking areas, interior and exterior storage areas, and all significant features such as flood plains, wetlands, easements, and drainage ways shall be submitted with this application. Until a plan is submitted, this application shall not be considered complete and shall not be processed.



**Please show the following on the Plot Plan:**

1. Size of the Lot
2. Location of existing and proposed structures (include setback measurements)
3. Street and driveway location

**Stormwater Exemption/Small Project Application:** Full application and Small Project Guidance Document available at the East Lampeter Township office or on the Township web site ([www.eastlampetertownship.org](http://www.eastlampetertownship.org))

Property Owner's Name \_\_\_\_\_

Address of Property \_\_\_\_\_

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

Phone Number \_\_\_\_\_

New Impervious Area Associated with this Project \_\_\_\_\_ Square Feet  
(Some examples: Driveways, Buildings, Patios, Sheds, etc.)

Total earth moving disturbance \_\_\_\_\_ Square feet

**Acknowledgement** - I declare that I am the property owner, or representative of the owner, and that the information provided is accurate to the best of my knowledge. I understand that stormwater may not adversely affect adjacent properties or be directed onto another property without written permission. I also understand that false information may result in a stop work order or revocation of permits. Municipal representatives are also granted reasonable access to the property for review and/or inspection of this project if necessary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**For Township Use Only:**

New Impervious Area Associated with this Project \_\_\_\_\_

Total New Impervious Area since Adoption of SWM Plan \_\_\_\_\_

Stormwater Management Submission Type: \_\_\_\_\_ Res. Exempt (less than 1000 sq. ft.)  
\_\_\_\_\_ Ag. Exempt (less than 1000 sq. ft.)  
\_\_\_\_\_ Small Project  
\_\_\_\_\_ Stormwater Management Plan

# SAMPLE OF ACCEPTABLE ZONING PERMIT APPLICATION

**PROPERTY OWNER NAME:** JOHN DOE Phone # 777-777-7777

Present Address: 2 DOE RUN ROAD City, State, Zip DOE, PA 19999

**SITE ADDRESS:** 2 DOE RUN ROAD City, State, Zip DOE, PA 19999

Subdivision Name (If Known) DOE ESTATES Lot # 2

**APPLICANT PRINTED NAME:** XYZ CONTRACTORS Phone # 999-9999

Applicant Address: 2 XYZ ROAD City, State, Zip XYZ, PA 19999

Applicant Signature: Dan Smith Date 5/15/06

**DATE OF "ESTIMATED" PROJECT COMPLETION** (Required) 6/25/06 Email wenger@comcast.net

**CONTRACTOR:** XYZ CONTRACTORS Phone # 999-999-9999

Contractor Address: 2 XYZ ROAD City, State, Zip XYZ, PA 19999

\*\*\*\*\*

**A) TYPE OF USE:** RESIDENTIAL (Circle)

- |   |  |
|---|--|
| <input checked="" type="radio"/> Single Family  | <input checked="" type="radio"/> Utility Building (120 S.F. and under)     |
| <input type="radio"/> Two Family  | <input type="radio"/> Deck (Over 30" grade to floor needs Building Permit) |
| <input type="radio"/> Accessory Building (Over 120 S.F.) (Over 1000 S.F. needs Building Permit) | <input type="radio"/> Patio (Footer requires Building Permit)              |
| <input type="radio"/> Swimming Pool (Electric- Needs Building Permit)                           | <input type="radio"/> Other: _____   |

**B) TYPE OF IMPROVEMENT:** (Circle)

- |  |                                   |                                      |   |
|--|-----------------------------------|--------------------------------------|---|
| <input checked="" type="radio"/> 1) New Building | <input type="radio"/> 2) Addition | <input type="radio"/> 3) Alteration  | <input type="radio"/> 4) Repair/Replacement |
| <input type="radio"/> 5) Wrecking/Demolish       | <input type="radio"/> 6) Moving   | <input type="radio"/> 7) Other _____ |   |

**Dimensions of proposed work (Length X Width X Height):** 12' X 10' X 8' Utility Building  
(Height measured from lowest grade level to peak of roof or deck floor)

**State in detail all proposed uses of this building and premises:** Example: BUSINESS OR PERSONAL STORAGE

**C) Type of Sewage Disposal:** (Circle one) Private or  Public **D) Type of Water Supply:** (Circle one) Private or  Public

**E) Is any part of this lot located within a Flood-prone area?** (Circle one) Yes or  No

\*\*\*\*\*

**ESTIMATED COST**

**OF CONSTRUCTION:** \$ 1,500.00 **PROPERTY OWNER SIGNATURE (Required)** John Doe

The above applicant hereby makes application for a building permit under all applicable ordinances of East Lampeter Township, and hereby certifies, under the penalties of perjury, that all facts set forth herein are true and correct and the actual work will be performed in accordance with the above.

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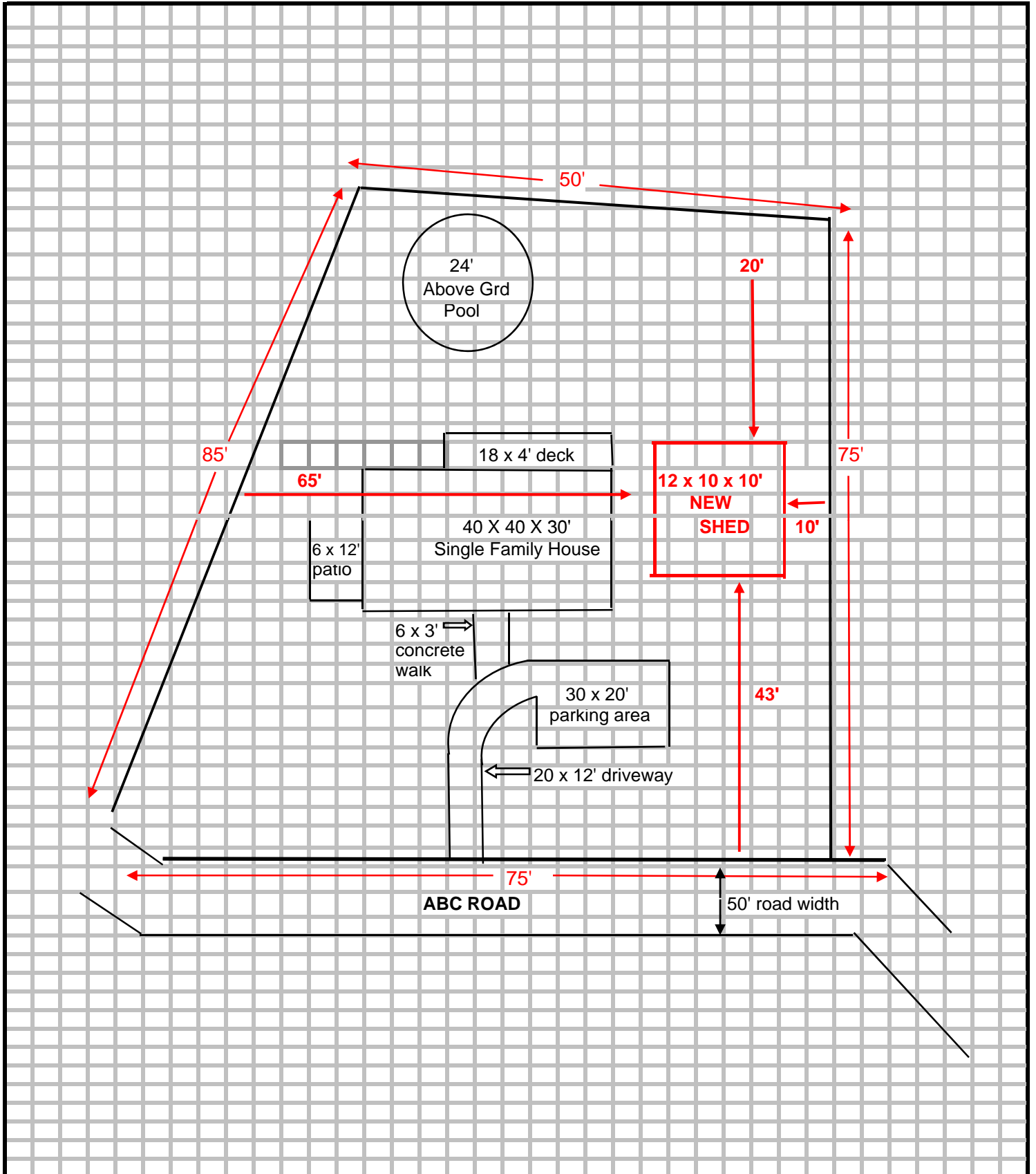
### FOR ZONING OFFICER USE ONLY

Permit # \_\_\_\_\_ Zoning District \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Paid

Date Application Received: \_\_\_\_\_ Date of Action: \_\_\_\_\_ Permit Granted / Permit Denied

Date Application Refilled: \_\_\_\_\_ Date of Action: \_\_\_\_\_ Permit Granted / Permit Denied

# SAMPLE OF ACCEPTABLE PERMIT APPLICATION DRAWING





# EAST LAMPETER TOWNSHIP

2250 Old Philadelphia Pike, Lancaster, Pennsylvania 17602

Phone: (717) 393-1567 / Fax: (717) 393-4609

## RESIDENTIAL ZONING PERMIT APPLICATION

**PROPERTY OWNER NAME:** \_\_\_\_\_ Phone # \_\_\_\_\_

Present Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Subdivision Name (If Known) \_\_\_\_\_ Lot # \_\_\_\_\_

**APPLICANT PRINTED NAME:** \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

**DATE OF "ESTIMATED" PROJECT COMPLETION** \_\_\_\_\_ Email \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

\*\*\*\*\*

**A) TYPE OF USE: RESIDENTIAL (Circle Below)**

- |  |  |
|--|--|
| Single Family  | Utility Building (120 S.F. and Under)          |
| Two Family   | Deck (Over 30" To Grade Needs Building Permit) |
| Accessory Building (Over 120 S.F.)(Over 1000 S.F. needs Building Permit) | Patio (Footer Requires Building Permit)        |
| Swimming Pool (Electric- Needs Building Permit)                          | Other: _____                                   |

**B) TYPE OF IMPROVEMENT: (Circle Below)**

- |                      |             |                |                       |
|----------------------|-------------|----------------|-----------------------|
| 1) New Building      | 2) Addition | 3) Alteration  | 4) Repair/Replacement |
| 5) Wrecking/Demolish | 6) Moving   | 7) Other _____ |                       |

**Dimensions of proposed work (Length X Width X Height):** \_\_\_\_\_  
(Height measured from lowest grade level to peak of roof or deck floor)

**State in detail all proposed uses of this building and premises:** \_\_\_\_\_

**C) Type of Sewage Disposal: (Circle one)** Private or Public      **D) Type of Water Supply: (Circle one)** Private or Public

**E) Is any part of this lot located within a Flood-prone area? (Circle one)** Yes or No

\*\*\*\*\*

**ESTIMATED COST OF CONSTRUCTION: \$** \_\_\_\_\_ **PROPERTY OWNER SIGNATURE (Required)** \_\_\_\_\_

The above applicant hereby makes application for a Zoning Permit under all applicable ordinances of East Lampeter Township, and hereby certifies, under the penalties of perjury, that all facts set forth herein are true and correct and the actual work will be performed in accordance with the above.

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**FOR ZONING OFFICER USE ONLY**

Permit # \_\_\_\_\_ Zoning District \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Paid

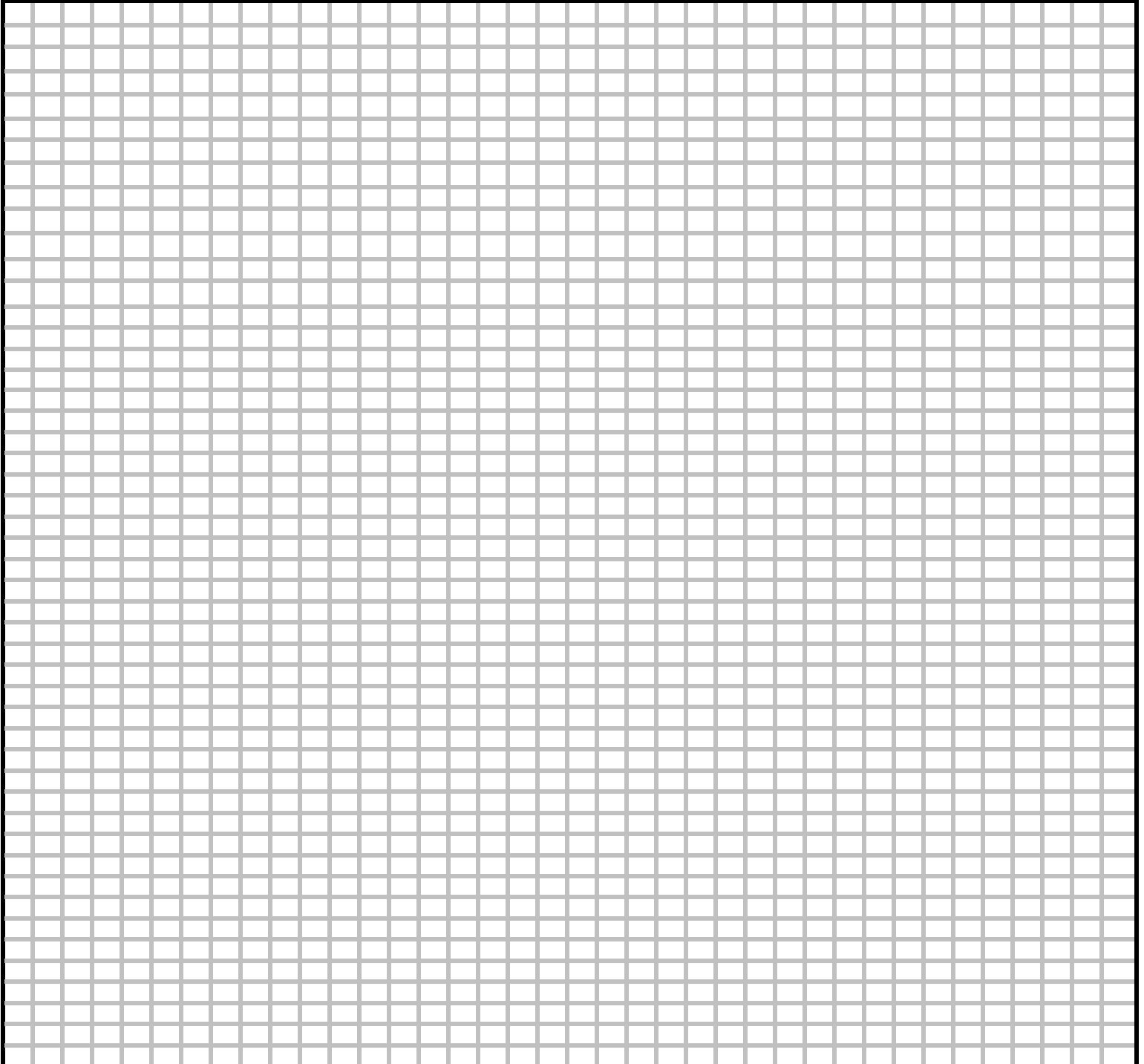
Date Application Received: \_\_\_\_\_ Date of Action: \_\_\_\_\_ Permit Granted / Permit Denied

Date Application Refilled: \_\_\_\_\_ Date of Action: \_\_\_\_\_ Permit Granted / Permit Denied

# INSTRUCTIONS FOR DRAWING

Plan does not need to be drawn to scale, but must show the following:

1. Location and dimensions of lot.
2. Setbacks: Distances, in footage, between new construction and the property lines, including front, rear and both sides.
3. Structures & Yards: Locations, dimensions and uses of all existing and proposed structures and all impervious areas on lot.  
Also, any existing structures located on a neighboring lot that are within 100' of the proposed structure.
4. Location of existing and proposed water wells and sewage disposal systems.
5. Names and widths of abutting streets/highways.



## Township Use Only

Lot Size: Width _____	Max. Lot Coverage: _____	Setbacks: Front: _____
Depth: _____	Lot Coverage Used: _____	Side: _____
Total: _____	Maximum Height: _____	Rear: _____

# Workers Compensation Insurance Coverage Information

(Attach to Zoning and/or Building Permit Applications)

(If work is being done by homeowner you are exempt from this form)

## A. THE APPLICANT IS:

A general contractor within the meaning of the Pennsylvania Workers Compensation Law  
 Yes       No

If the answer is "**YES**" complete Section (B), If "**NO**" complete Section (C).

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## B. INSURANCE INFORMATION:

Name of applicant: \_\_\_\_\_

Federal or State employer identification No. \_\_\_\_\_

Applicant is a qualified self-insurer for workers compensation.  
 Certificate attached

Name of Workers Compensation Insurer: \_\_\_\_\_

Workers Compensation Insurance Policy No. \_\_\_\_\_  
 Certificate attached

Policy Expiration Date: \_\_\_\_\_

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## C. EXEMPTION:

Complete Section C if the applicant is a contractor claiming exemption from providing workers compensation insurance. **(MUST GET NOTARIZED)**.

*The undersigned swears or affirms that he/she is not required to provide Workers Compensation Insurance under the provisions of Pennsylvania's Workers Compensation Law for one of the following reasons, as indicated:*

**Contractor with no employees.** Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.

**Religious exemption under the Workers Compensation Law.**

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

My commission expires: \_\_\_\_\_

(SEAL)

Applicant Print Name \_\_\_\_\_

Address \_\_\_\_\_

County of \_\_\_\_\_

Municipality of \_\_\_\_\_

# 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.

### What is Storm Water?

Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what are commonly called storm sewers. These are the drains you see at street corners or at low points on the sides of streets. Collectively, the draining water is called **storm water runoff**.



### 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](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>

