

Application for Building Permit



Borough of Mechanicsburg

36 West Allen Street
Mechanicsburg, PA 17055
Phone: (717)691-3315

For Official Use Only

Date Received: ___/___/___ - By _____ Received How? _____ [] Commercial [] Residential

Is Application Package Complete: Yes No, >>> If not complete, why? : _____

If Incomplete, Returned to Applicant? [] YES [] NO [] N/A Current Use Type: _____ / New Use Type: _____ ZP #: _____

Is the property in the Historic District? Yes [] No [] Is HARB Review required? Yes [] No []

BP App ID #: _____ Tax Parcel #: ___/___/___/___ Contractor ID: _____

BP# Issued: _____ Date Issued: ___/___/___

Please complete the following, being as detailed as possible.

ADDRESS OF PROPOSED WORK: _____

IF NEW CONSTRUCTION have all other permits been issued? [] YES [] NO ... Sewer, # _____,

Street Cut, # _____, Land Development Plan #'s _____

ZONING DISTRICT _____ IS ZONING APPROVAL REQUIRED?: [] YES (ZP # _____) [] NO

Residential Roof-Covering Replacement DOES NOT require a Building Permit UNLESS STRUCTURE involved.

Structural roofing members involved? (Sheathing, Roof Boards, Rafters, Trusses, Eaves, Overhangs, etc.) [] YES [] No

CONTRACTOR INFORMATION: PaHIC#: _____ Certificate of Liability Insurance Provided: [] Yes [] No

Workman's Compensation Coverage: [] Yes [] No

DECLARED PROJECT COST / QUOTE: \$ _____ SQ. FT. OF NEW CONSTRUCTION: _____ Sq Ft

Name	Mailing Address	Phone Number	Email Address
Owner:			
Design Professional:			
Contractor:			
Job Site Supervisor:			
Authorized Agent:			

Detailed Description / Scope of Work: (may be directly from contract or agreement)

(Please use additional sheet(s) if more space is needed)

A detailed Scope of Work MUST be included with this application!

(Failure to provide Scope of Work, deems application incomplete)

Attached? [] YES [] NO

Two copies of Drawings or Plan Sets must be included with this application! Attached? [] YES [] NO

(Hand Drawings are acceptable in Residential projects, if clear and understandable. If not, they will be rejected by the BCO. If scaled drawings submitted, must be at least 1/8" scale.)

NON-RESIDENTIAL JOBS REQUIRE 1-ADDITIONAL SET OF ELECTRONIC DRAWINGS!

Attached? [] YES [] NO

False or misleading information will result in Denial or Revocation of Building Permit. Any **changes in Scope or Methods** must be reported to this office for approval of altered work, **Before** said work begins.

A NOTE ABOUT INSPECTIONS: Excerpted from PA-Uniform Construction Code, § 403.45.(c) & 403.64.(a) - (c):

The permit holder or an authorized agent shall notify the construction code official when work is ready for inspection and provide access for the inspection. The work shall remain accessible and exposed for inspection. A construction code official may inspect the construction and equipment only during normal hours at the construction site unless the permit holder or agent requests or agrees to another time. Inspections may be conducted under § 403.86 (relating to right of entry to inspect).

Affidavit: I hereby certify that I am the owner in fee or authorized agent of the owner in fee of the property upon which the work authorized by the permit sought will be performed. All work will be performed in accordance with all applicable laws of the Commonwealth of Pennsylvania and this jurisdiction. I certify that all information given is accurate and true under penalty of PA18Section 4904.

This signature verifies that all of the information provided above is true and correct. It indicates having read all statements, typed or hand-written, by this office. It further acknowledges the understanding that if at any time the Approved Project's Scope of Work or Methods are altered, or, if any information provided is found to be false, the result will be Immediate Revocation of the Building Permit and the possible imposition of fines and/or other applicable penalties.

Signature of Applicant: _____ **Phone No:** _____ **Date:** _____

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BCO Approval: _____ **Date:** ____ / ____ / ____

****See Following Page(s)**

For Detailed Fees

BCO Denied: _____ **Date:** ____ / ____ / ____



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Minimum Information Requirements for Residential Building Permit Plan Reviews

This checklist is meant as a guide to better expediate your plan through the review process, each item listed should be shown, if applicable, on the plans submitted. Failure to do so may result in a delay in the review process and the issuance of the building permit. The Borough Codes and Zoning Department is here to assist you with general permitting questions (717) 691- 3315, for project design needs and/or specific code question inquiries seek the assistance of an engineer, architect and/or consultant.

Basic Data:

- **Permit Application:** Borough of Mechanicsburg Permit Application completed in its entirety.
- **Authorized Agent Letter:** If anyone other than the owner of the property is applying for a building permit, the owner must draft a letter stating that they are the owner's authorized agent, and the property owner must sign this document.
- **Project Name: Commercial** Name of the Project.
- **Project Owner:** Name, Address, Contact Phone Number.
- **Project Location:** Street Address, City, State and Zip Code.
- **Building Permit Number:** If previous building permits have been issued for the same project, (a phased project), provide all prior permit numbers.
- **Contractor Information:** Primary Contractor, Full Address, Contact Person and Cell Phone Numbers for the Contact and the Main Number for the Company.
- **Contractor Proof of Insurance:** A Copy of the Contractor Certificate of Liability Insurance (Naming the Borough of Mechanicsburg as the Holder) and a copy of the Contractor's Proof of Workers Compensation Insurance, both emailed directly from the Contractor's Insurance Company to codes@mechanicsburgborough.org
- **Engineer/Architect:** Primary Designer, Full Address, Contact Person and Phone Numbers for the Contact and Main Number for the Company.



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All Residential Plan Submittals shall include at least two (2) sets of plans (Residential Plans do not need to be professionally drafted), but shall include the following as applicable:

- **Site Plan:** Showing the Orientation of Structure on the lot.
- **Electronic Plans:** Layout/Floor Plans for Each Affected Floor or Area, Wiring Diagram, Wire/Circuit Sizes, Load Calculations, Equipment Information and Specifications, Panel Information and Specs, Locations, Size/Amps, etc., Wiring Methods (conduit, Romex, MC, etc.).
- **Energy Information:** Insulation (location and R-Values), Window and Door Specs (U-Factors), etc.
- **Plumbing Diagram:** Riser Diagram, Supply Waste, Vent, Materials, Pipe Sizes, etc.
- **Mechanical Layout:** HVAC, Air Distribution (locations and size), etc.
- **Residential Sprinkler Option Letter:** Proof that the Property Owner was given the information and option of a Residential Sprinkler System.
- **Engineered Sealed Specs:** Steel Beams, Lam Beams, Trusses, and any other Engineered Element of the Design.
- **Accessibility Plans:** All Commercial and/or Multi-Unit Residential Requiring ADA Elements.
- **Pools/Spas/Hot Tubs:** Manufacturer, Installation Electrical, Safety and Engineered Specs.
- **Fire Protection Systems:** Hydraulic Calculations are required with FPS Floor Plans (if being provided).

Deferred Submittals Must be Pre-Approved by the Borough of Mechanicsburg BCO.

Please feel free to contact Borough Staff at (717) 691- 3315 with general questions. Staff cannot assist with the design, or a specific question related to your project. We are here to determine if the project requires a permit.

Respectfully,

Matthew Keith
Codes Officer
Borough of Mechanicsburg
(717) 691-3315 Ext. 103
mkeith@mechanicsburgborough.org



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Minimum Information Requirements for Commercial Building Permit Plan Reviews

This checklist is meant as a guide to better expediate your plan through the review process, each item listed should be shown, if applicable, on the plans submitted. Failure to do so may result in a delay in the review process and the issuance of the building permit. Again, the following is meant as a guide and is not inclusive of all information needed for every project. The Borough Codes and Zoning Department is here to assist you with general permitting questions (717) 691- 3315, for project design needs and/or specific code question inquiries seek the assistance of an engineer, architect and/or consultant. Borough Staff is unable to answer design questions.

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- **Authorized Agent Letter:** If anyone other than the owner of the property is applying for a building permit, the owner must draft a letter stating that they are the owner's authorized agent, and the property owner must sign this document.
- **Project Name:** Commercial Name of the Project.
- **Project Owner:** Name, Address, Contact Phone Number.
- **Project Location:** Street Address, City, State and Zip Code.
- **Building Permit Number:** If previous building permits have been issued for the same project, (a phased project), provide all prior permit numbers.
- **Contractor Information:** Primary Contractor, Full Address, Contact Person and Cell Phone Numbers for the Contact and the Main Number for the Company.
- **Contractor Proof of Insurance:** A Copy of the Contractor Certificate of Liability Insurance (Naming the Borough of Mechanicsburg as the Holder) and a copy of the Contractor's Proof of Workers Compensation Insurance, both emailed directly from the Contractor's Insurance Company to codes@mechanicsburgborough.org
- **Engineer/Architect:** Primary Designer, Full Address, Contact Person and Phone Numbers for the Contact and Main Number for the Company.



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All Commercial Plan Submittals shall include at least three (3) sets, two (2) paper, one (1) electronic and MUST be signed and sealed by a PA Design Professional, and include the following as applicable:

- **Site Plan:** *Showing Handicapped Parking for New Structures, Additions and Changes of Use.*
- **Electronic Plans:** Layout/Floor Plans for Each Affected Floor or Area, Wiring Diagram, Wire/Circuit Sizes, Load Calculations, Equipment Information and Specifications, Panel Information and Specs, Locations, Size/Amps, etc., Wiring Methods (conduit, Romex, MC, etc.).
- **Energy Information:** Insulation (location and R-Values), Window and Door Specs (U-Factors), etc.
- **Plumbing Diagram:** Riser Diagram, Supply Waste, Vent, Materials, Pipe Sizes, etc.
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Please feel free to contact Borough Staff at (717) 691- 3315 with general questions. Staff cannot assist with the design, or a specific question related to your project. They are available to assist you in matters such as determining whether the project requires a permit.

Respectfully,

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