

## Permit Application Checklist for Commercial Projects

- \_\_\_\_\_ Signed and dated application with Sections I thru IV completed.
- \_\_\_\_\_ Five sets of plans, all sets to be signed and sealed by a Pennsylvania licensed design professional, with at least one set requiring original seal and signature.
- \_\_\_\_\_ Sprinkler system plans require separate permit. If the Township of Derry elects to submit plans and inspections to our third party agency these costs will be billed directly to the permit applicant. The Township's approved third party agency is Approved Code Services, Inc. and can be reached at (717) 506-0464.
- \_\_\_\_\_ Mechanical and plumbing plans reviews and inspections are to be done by the Township of Derry's approved third party, Approved Code Services, Inc. Plans are to be submitted to the Township for distribution.
- \_\_\_\_\_ Electrical plan review and inspections are to be done by a Township of Derry approved third party. At permit application, please indicate which third party you chose for plan review and inspections. Third party fees can be found on our website at derrytownship.org under Community Development.
- \_\_\_\_\_ If required, a plot plan to scale showing size of new construction, existing structures, accurate boundary lines, distance of structure(s) from lot lines, street grade and proposed finished grade, location of parking, accessible routes, easements and impervious coverage.
- \_\_\_\_\_ If required, a Derry Township Municipal Sewer Authority permit or on-lot septic permit is required prior to the release of a building permit.
- \_\_\_\_\_ Applications for sign permits: Please request the sign permit instruction information which details construction, material, color, size, etc.
- \_\_\_\_\_ Proof of Worker's Compensation coverage as follows – (Permits can not be issued without this coverage on file at the Township):
- If the contractor has employees, a Certificate of Insurance form is required indicating that the coverage is current, containing a signature from an authorized representative of the insurance company, and listing the Township of Derry, 600 Clearwater Road, Hershey, PA 17033, as Certificate Holder.
- If the contractor has no employees, a signed and notarized Exemption form is required. These forms are available in the Community Development office.
- No worker's compensation coverage is required if the registered homeowner is acting as his/her own contractor and is performing all of the proposed work.
- \_\_\_\_\_ A portion of the building permit fee is required at the time of plan submission. Please call the office to inquire at (717) 533-2057, option 2.

**NOTE:** The following are approved Township of Derry third party electrical agencies:

Commonwealth Code Inspection Agency	800-732-0043, out of state 800-233-3243
Light-Heigel & Associates	800-257-2190
Approved Code Services, Inc.	717-506-0464

*\*This is the minimum information required. A thorough review of a submission may reveal the need for more information.*