

Permit Application Checklist for Residential Dwellings

- _____ Signed and dated application with Sections I thru IV completed.
 - _____ Two copies of plumbing diagrams indicating, size, type, location of pipe and extent of work proposed.
 - _____ Two copies of mechanical drawings indicating all mechanical equipment, piping, ductwork, ductwork layout, heating and cooling load calculations, and extent of work proposed.
 - _____ Two copies of electrical drawings indicating all new and/or affected services, feeders, wiring sizes and methods, insulation types, conduit sizes and types, receptacle plans and lighting plans with circuitry, and extent of work proposed.
 - _____ Two copies of the drawings and specifications for the proposed work.
 - _____ Two copies of the plot plan delineating: the placing of the structure or addition, front, side, and rear setback lines, all impervious coverage. (Permit applications for new buildings, additions, detached structures, signs, and sheds require a plot plan.)
 - _____ 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 an original 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 Department at the Township 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. A fee calculator can be found on our website at www.derrytownship.org under Township Departments, Community Development, Permits, Building, Fees, Township Fee Calculator. You may also call the office to inquire at (717) 533-2057, option 2.
 - _____ If connecting to a public sewer, you must first obtain a sewage connection permit from the Derry Township Municipal Authority before a building permit can be issued.
- NOTE: Applications for sign permits: Please request the sign permit instruction information which details construction, material, color, size, etc.
- NOTE: If your property is subject to a Homeowners Association or other restrictive community requirement you may need to seek their approval.

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