

TOWNSHIP OF DERRY  
600 Clearwater Road  
Hershey, Pennsylvania 17033  
Phone: (717) 533-2057 Option 2

## APPLICATION FOR PLAN EXAMINATION FOR

☐ BUILDING PERMIT    ☐ ZONING PERMIT  
☐ SIGN PERMIT    ☐ DEMOLITION PERMIT

\*\*\*PLEASE READ ENTIRE APPLICATION\*\*\*

IMPORTANT – Applicant to complete all items in Sections I, II, III, IV		Twp. Use Only: Map _____ Parcel _____	
<b>I. LOCATION OF PROPERTY</b>	<div style="display: flex; justify-content: space-between;"><div>Address _____ (No.) _____ (Street) _____</div><div>Zoning Dist. _____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>Subdivision _____ Lot _____ Lot Area _____</div><div>Property in Floodplain <input type="checkbox"/> Yes <input type="checkbox"/> No Work in Floodplain <input type="checkbox"/> Yes <input type="checkbox"/> No</div></div>		
<b>II. TYPE AND COST OF BUILDING</b>			
<b>A. TYPE OF IMPROVEMENT</b> <input type="checkbox"/> New building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair, replacement <input type="checkbox"/> Demolition <input type="checkbox"/> Moving (relocation) <input type="checkbox"/> Foundation only <input type="checkbox"/> Sign – Lighted <input type="checkbox"/> Sign – Unlighted  <b>B. OWNERSHIP</b> <input type="checkbox"/> Private <input type="checkbox"/> Public (Federal, State, or Local Government)  <b>C. EXISTING USE</b> <input type="checkbox"/> One Family <input type="checkbox"/> Multifamily – Specify No. of Units: _____ <input type="checkbox"/> Non-Residential – Specify Use: _____  _____  <input type="checkbox"/> Vacant Lot		<b>D. PROPOSED USE</b> <div style="display: flex;"><div style="flex: 1;"><b>Residential</b> <input type="checkbox"/> Single family <input type="checkbox"/> Two family/duplex <input type="checkbox"/> Detached garage <input type="checkbox"/> Attached garage <input type="checkbox"/> Carport <input type="checkbox"/> Pool/Hot tub <input type="checkbox"/> Deck/patio <input type="checkbox"/> Other – Specify _____ _____ _____</div><div style="flex: 1;"><b>Nonresidential</b> <input type="checkbox"/> Amusement, recreational <input type="checkbox"/> Religious Facility <input type="checkbox"/> Industrial <input type="checkbox"/> Three or more family - Enter number of units _____ <input type="checkbox"/> Hotel, motel, dormitory, condominium Enter number of units _____ <input type="checkbox"/> Office, bank, professional <input type="checkbox"/> Service station, repair garage <input type="checkbox"/> Educational <input type="checkbox"/> Stores, mercantile <input type="checkbox"/> Hospital, institutional <input type="checkbox"/> Other – Specify _____ _____</div></div> <b>E. COST</b> <span style="float: right;">(Omit cents)</span> <div style="display: flex; justify-content: space-between;"><div>Total Cost of Improvement (include material &amp; labor)</div><div>\$ _____</div></div>	
<b>F. DESCRIPTION OF WORK</b> – Use additional pages if necessary, for any electrical work, you <b>MUST</b> make 3 <sup>rd</sup> party selection below.  _____  _____  <div style="display: flex; justify-content: space-between; margin-top: 10px;"><input type="checkbox"/> Approved Code Services    <input type="checkbox"/> Commonwealth Codes    <input type="checkbox"/> Light-Heigel &amp; Associates</div>			
<b>III. CHARACTERISTICS OF BUILDING</b> – For new buildings, additions, and alterations complete Parts G – Q; for wrecking, complete only Part O; for all others, skip to Section IV.			
<b>G. PRINCIPAL TYPE OF FRAME</b> <input type="checkbox"/> Masonry (wall bearing) <input type="checkbox"/> Wood frame <input type="checkbox"/> Structural steel <input type="checkbox"/> Reinforced concrete <input type="checkbox"/> Other – Specify _____ _____		<b>J. TYPE OF SEWAGE DISPOSAL</b> <input type="checkbox"/> Public <input type="checkbox"/> Private (on-site disposal)  <b>K. TYPE OF WATER SUPPLY</b> <input type="checkbox"/> Public <input type="checkbox"/> Private (Well)  <b>L. IMPERVIOUS COVERAGE</b> _____ square feet _____ percentage addition  <b>M. STRUCTURE SPRINKLERED</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Will more than 10 heads be altered?  <b>N. Will there be an elevator?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>H. FUEL FIRED APPLIANCES</b> <input type="checkbox"/> Type _____ <input type="checkbox"/> Appliance _____ _____		<b>O. DIMENSIONS</b> <input type="checkbox"/> Number of stories _____ <input type="checkbox"/> Total square feet of floor area, all floors, based on exterior dimensions  <b>P. NUMBER OF OFF-STREET PARKING SPACES</b> <input type="checkbox"/> Enclosed _____ <input type="checkbox"/> Outdoors excl. handicap _____ <input type="checkbox"/> Handicap _____  <b>Q. RESIDENTIAL BUILDINGS ONLY</b> <input type="checkbox"/> Number of bedrooms _____ <input type="checkbox"/> Number of bathrooms: Full _____ Partial _____	
<b>I. GROUND AREA DISTURBED</b> <input type="checkbox"/> Number of acres _____  1 acre requires NPDES permit			

**IV. IDENTIFICATION – To be completed by all applicants. Please print clearly or type ALL information below.**

PLEASE ENTER THE COMPANY NAME AND A CONTACT PERSON'S NAME FOR THE FOLLOWING:		Mailing Address – Number, street, city, state, and zip	E-mail Address	Telephone #
Owner or Lessee of subject property				
Contractor				
Architect or Engineer				

Contractor's Pennsylvania registration number:

The undersigned agrees to conform to all applicable laws of this jurisdiction. The issuance of this permit does not relieve the owners, or any other person or persons in possession or control of the building, or any part thereof, from obtaining such other permit or licenses as may be prescribed by law for the uses or purposes for which the land or building is designed or intended, nor from complying with any lawful order issued with the object of maintaining the building or land in a safe or lawful condition, nor from complying from any regulations specified in property deed restrictions or regulations specified by any homeowners' association. Permit is subject to possible appeal by any party for a period of 30 days after issuance. Permit may expire if work described therein has not begun within 6 months after issuance or if work lapses with no activity for a period of 6 months. Demolition permits require owner's signature.

Applicant's Signature	Applicant's Name (Printed)		
Applicant's Address	Applicant's Email Address	Application Date	

Indicate who the Township should contact if there are questions during the review process:

☐ Owner or Lessee    ☐ Contractor    ☐ Architect or Engineer    ☐ Other \_\_\_\_\_

**V. VALIDATION TWP. USE ONLY**

Building Permit Number: _____		R# _____
Admin/Apl. Fee: \$ _____	Plan Review Fee: \$ _____	Inspection Fees: \$ _____
UCC Training Fee: \$ _____	Amount Paid: \$ _____	Balance Due: \$ _____
Building Permit Issued: _____, 20____		
Approved by: _____		Code Enforcement Officer
Zoning Permit Number: _____		R# _____
Admin/Apl. Fee: \$ _____	Amount Paid: \$ _____	Balance Due: \$ _____
Zoning Permit Issued: _____, 20____		
Approved by: _____		Zoning Officer
Contractor's Worker's Comp No: _____		Expiration Date: _____

- Please note:
- If you are 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.
  - If a new driveway is proposed, you must obtain a road occupancy permit prior to occupancy from the Derry Township Public Works Department or from PennDot.
  - A use and occupancy permit is required upon completion of work prior to use or occupancy.



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## DECKS - Building Permit Application Checklist

This municipality ALWAYS expects to see the following checklist completed at time of Building Permit Application whether installation is to be performed by the home owner or professionally. Failure to remit any of the following (without having discussed the issue previously) will be cause for the rejection of project, which will be returned to the applicant as incomplete and non-compliant.

***The following information must be included in any deck application submission.***

REQUIRED INFORMATION	YES	NO	N/A	COMMENTS
Footers – locations, depths, dimensions				
Support posts – locations, dimensions				
Beam/Header – location(s), dimensions, method of attachment to posts				
Joists – layout, spacing, dimensions				
Fasteners, lateral attachment methods (if not freestanding from house)				
Ledger Connection Detail – size, spacing and pattern of fasteners				
Deck height off ground at highest point				
Handrail/Guard – post size, locations				
Handrail/Guard – height, baluster spacing				
Stair location, approx. tread and riser dimensions				
Drawings – plan view and elevation				
Scope of work				
GFI/WP/WR receptacle for deck? (if ≥ 20 ft <sup>2</sup> usable space)				

***Note: Please include a detailed drawing or sketch on a separate page identifying all applicable specifications mentioned above.***

# Additional Permit Requirement Checklist

In accordance with the Pennsylvania Uniform Construction Code (UCC), Section 403.102(n) “A municipality will provide a list of all other required permits necessary before issuance of the building permit. A municipality will not be liable for the completeness of any list.”

The following is a list of other necessary permits that are required prior to the release of a building permit. If the required items/permits are not provided, the application is deemed incomplete. An incomplete application is not subject to the timelines for permit issuance as cited in the UCC until such time as all required items/permits have been provided.

Provided	Needed	Not Applicable	To be Determined	Permit Requirements
				An on-lot septic permit or sewer permit from DTMA must be obtained prior to the issuance of a building permit.
				Township of Derry zoning review and/or permit.
				Action by the Zoning Hearing Board (ZHB)
				Township of Derry Design Review Board approval when project is in the Chocolate Avenue Preservation Overlay District.
				Township of Derry Public Works street cut permit.
				Proof of Land Development or Subdivision recording.
				Approval letter from Dauphin County Conservation District for Erosion and Sediment Control and Stormwater Management BMPs and NPDES.
				Approval letter from Dept. of Environmental Protection for Erosion and Sediment Control and Stormwater Management BMPS and NPDES.
				Approval letter from Derry Township for Stormwater BMP facilities.
				Approval letter from the Corps of Engineers if wetlands are disturbed.

I will provide proof of the above listed permits/documents by:

☐ 15 days      ☐ 30 days      ☐ 60 days      ☐ 90 days      ☐ 180 days

☐ \_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

The following is a partial list of other authorities, agencies and laws that may have requirements for permits:

- State owned buildings are regulated by Labor & Industry
- Commercial elevators and other lifting devices per the UCC 405 are regulated by Labor & Industry
- The Boiler and Unfired Pressure Vessel Law by Labor & Industry if:  
Storage water heaters and instantaneous water heaters exceed any of the following:
  1. Heat input of 200,000 BTU per hour
  2. Water temperature of 210 degrees F.
  3. Water containing capacity of 120 gallons.
- Unfired pressure vessels that exceed the following (excluding LP):
  1. 5 cubic feet in volume and 250 psi design pressure
  2. 3 cubic feet in volume and 350 psi design pressure
  3. 1 to 1 ½ cubic feet in volume and 600 psi design pressure.
- The accessibility board must grant all accessibility relief. Information can be supplied upon request or found on PA State Labor & Industry website regarding information to file a variance.
- The Propane and Liquefied Petroleum Gas Act (35 P.S. §§ 1329.1-1329.19) information may be found on PA Labor & Industry website
- The Health Care Facilities Act
- The Older Adult Daily Living Centers Licensing Law
- Permit must contain a notice that a highway occupancy permit is required under Section 420 of the State Highway Law (36 P.S. §670-420) when a state highway is involved.
- Dept. of Agriculture approval for all food related establishments.
- Dept of Welfare for day care operations.

This may not be a complete listing of other required permits. The applicant/owner is responsible for obtaining any other permits necessary for the safe and legal use of any structure or facility operated in Derry Township.