

EAST COCALICO TOWNSHIP

BUILDING / ZONING PERMIT PROCEDURE AND GENERAL NOTES

Revised 10/14/2019

BUILDING PERMITS: Please be reminded that building and/or zoning permits are required for all construction projects as well as a fence, pond, sheds, decks, or a change in the use of the property. The only items a permit is NOT required for are the following: sealing driveways, repaving an existing driveway, painting, wallpapering, new flooring, sidewalks, swings, replacement of siding or roofs. Any questions, please contact the Zoning Officer. Swimming pools (whether in-ground or above-ground) require a permit and a minimum four (4) foot fence with a self closing and lockable gate around the pool. For your convenience, you can print a building permit application from the East Cocalico Township website: www.EastCocalicoTownship.com.

WHAT HAPPENS WHEN A BUILDING PERMIT IS SUBMITTED

- A Building Permit Application shall be submitted along with 3 copies of all associated information (detailed drawings, plot plan, workers compensation information, sewer permit, etc.). The permit fees are identified as part of the review process and are due at the time of issuance.
- If applicable, the project is assigned a Permit Number and forwarded to Commonwealth Code Inspection Service Inc. (Township Building Code Official). Permits for fences or sheds that will not have any electric facilities are administered directly by the Zoning office
- Typical time frames for review of permit applications and issuance of permits are as follows:
 - Fences and sheds – within a week
 - Residential reviews on additions and new construction – five (5) to ten (10) working days of a **complete submittal** to the Municipal Office, with a guaranteed completion within the UCC mandated time frame of fifteen (15) working days.
 - Commercial plan reviews - ten (10) to fifteen (15) working days, depending on the scope of the project and quality of the plan submittals, with guaranteed completion within the UCC mandated time frame of thirty (30) working days.
- The timeframes noted above are contingent on the initial submittal being complete and accurate and do not apply to projects that require resolution of Zoning and/or Stormwater Management issues or projects requiring approval from outside agencies (DEP, PennDOT, LCCD, etc.). An outline of specific information that is required in conjunction with a building permit application can be found at www.EastCocalicoTownship.com and in [Section 220-148](#) of the Township code.

PROCEDURE

East Cocalico Township has in effect a Subdivision and Land Development Ordinance, currently dated December 2003, a Comprehensive Plan dated December 2003, and a Zoning Ordinance dated December 2003.

In 2004, East Cocalico Twp. adopted a Building Code, in accordance with the Pennsylvania Construction Code Act 45, and uses the International 2015 Building Codes.

A building and zoning permit shall be obtained from the Zoning Officer for any erection, construction, reconstruction, and change of use, alteration, or conversion of any building or structure. Upon approval of the building permit, a permit placard will be issued which shall be visible and posted on the site during the entire time of the project. The permit shall expire one (1) year from the date of issuance but may be extended at periods not to exceed a total extension of one (1) year.

Applications for building/zoning permits should be submitted to the East Cocalico Township Office, 100 Hill Road, Denver during normal business hours. The Zoning Officer will review the completeness of the application with pertinent ordinance review, and forward to the Building Inspector, Commonwealth Code Inspection Service, Inc., for a building plan review.

1. The application should include a written authorization from the owner or lessee if not the applicant. The following shall be included with the application.
2. Off street parking and loading spaces
3. Plot Plan of the land showing all dimensions and exact location of existing and proposed buildings or structures and/or alterations.
4. A statement including the use, number of families designated to accommodate the structure.
5. A description of any proposed building, structure, or addition.
6. A statement explaining any proposed external alterations which increase the height or area of any existing building or structure
7. The number of locations and design of parking, loading spaces, signs and buffers where applicable.
8. Workers Compensation Insurance Coverage Information for the contractor.
9. Proof of recording of a subdivision and/or land development plan for all non-residential construction, and for construction of any welling not on a separate lot of record.
10. Highway occupancy permits from PaDOT if property fronts on a highway or highway occupancy permit from the township if the property fronts on a Township road.
11. Driveway permits.
12. On-lot sewage disposal permit, where public water and sewer is not available.
13. Public water/sewer – a letter from the East Cocalico Township Water and Sewer Authority for valid connection permits.
14. Erosion and sedimentation control plan from the Lancaster County Conservation District.
15. Workers Compensation Certificates for contractors.
16. Stormwater management plans in accordance with [Section 185](#) of the Zoning Ordinance.

East Cocalico Township Zoning Ordinance states that building permits shall be granted or denied within thirty (30) calendar days from the date of application. [[Section 220-148](#)].

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East Cocalico Township has a “Construction Code Official” whose responsibility is to perform Building Inspections to ensure that all construction is in compliance with the applicable building codes. The Construction Code Official must inspect all building construction in East Cocalico Township.

Inspections are required for each phase of the construction work. It is the responsibility of the Contractor or Owner to provide 24-hour notice to the inspector by calling Commonwealth Code Inspection Service, Inc. at 717-664-2347 for each of the listed inspections before proceeding with the next phase of constructions.

Commercial/Industrial may require additional information.

GENERAL NOTES

1. A copy of the building permit shall be kept on the project site during the entire time of the work and until the completion and a “use and occupancy permit” is obtained.
2. Construction sites not otherwise identified shall have a temporary sign (6 x 8 min) showing subdivision lot number and builders name.
3. Builders are encouraged to be familiar with the International Building Code.
4. REMINDER – Building inspections can be scheduled by telephone to Commonwealth Code Inspection Service, Inc. at 717-664-2347 within a 24-hour notification. Work shall not proceed until the field inspection has been approved.
5. There is an initial charge for the basic number of inspections anticipated. Added inspections, failed inspections, or on-site consultations requested by the owner will be billed by Commonwealth Code Inspection Service, Inc.
6. It is the builder or owner’s responsibility to also maintain contact with the other inspection agencies (water, sewer, electrical, State Labor and Industry, etc., as applicable) and keep them also informed of progress.
7. The East Cocalico Township Water and Sewer Authority will perform inspections for all underground plumbing on the water and sewer service laterals connecting to East Cocalico Township Authority systems.
 - East Cocalico Township Building Inspector performs inspections for all indoor plumbing whether or not the property is connected to East Cocalico Township Authority systems.
 - The East Cocalico Township Sewage Enforcement Officer, Mr. Dale High, approves and issues sewer permits and inspects on-lot septic systems
8. Please note that it is illegal to move into, use, or occupy before the occupancy permit is issued. All systems and equipment must be in working order. Inspections will include completeness of exterior and interior finish of the building. Any driveway, walks, porches, final grade shall promote adequate drainage of water away from building and in a controlled manner.

Please see next page for Application for Building Permit:

APPLICATION FOR BUILDING / ZONING PERMIT

Revised 10/14/2019

APPLICATION DATE: _____ PERMIT NO: _____

TAX ACCOUNT NUMBER: 080 - _____ - 0 - 0000

Please complete your tax account number on the blank lines to the left.

Application is hereby made for a building permit for the construction, erection, reconstruction, alteration or conversion of any building or structure pursuant to the East Cocalico Township Ordinances and Codes, Township Zoning Ordinance, Zoning Hearing Board decisions and conditions and applicable Federal and State laws and regulations effective at the time of this application and approval.

LOCATION OF PROPERTY: _____

EXISTING USE: _____ PROPOSED USE: _____

PROPERTY OWNER: _____

ADDRESS: _____

PHONE: _____ MOBILE: _____

CONTRACTOR: _____

ADDRESS: _____

PHONE: _____ MOBILE: _____ FAX: _____

CONTRACTOR'S PENNSYLVANIA REGISTRATION NUMBER: _____

PERMIT TYPE	NEW STRUCTURE	_____	ADDITION	_____
	INTERIOR ALTERATION	_____	EARTH DISTURBANCE	_____
	ACCESSORY STRUCTURES	_____	SIGN	_____
	COMMERCIAL/INDUSTRIAL	_____	CHANGE IN USE	_____
	DEMOLITION	_____	EVENTS	_____

DESCRIPTION - INCLUDE ALL WORK TO BE DONE FOR ALL ALTERATIONS: _____

COST OF CHANGES \$ _____ SQUARE FOOTAGE: _____

APPLICANT SIGNATURE _____ DATE: _____

OWNER SIGNATURE _____ DATE: _____

**THE FOLLOWING INFORMATION IS TO BE SUBMITTED WITH THE
COMPLETED BUILDING PERMIT APPLICATION**

ATTACHED: _____ PLOT PLAN _____ WORKERS COMP CERTIFICATION _____ WATER/SEWER PERMIT
 _____ CONSTRUCTION PLAN _____ ON SITE SEWER

LABOR AND INDUSTRY APPROVAL: DATE: _____ , DWG INDEX _____ , FILE NO. _____

THIS PERMIT MUST BE AVAILABLE AND VISIBLE ON THE PREMISES DURING CONSTRUCTION. THIS PERMIT IS VALID FOR TWELVE (12) MONTHS FROM THE DATE OF ISSUANCE.

PERMIT FEE \$ _____

REVIEW FEE \$ _____

ADDITIONAL INSPECTION FEE \$ _____

TOTAL FEE COLLECTED \$ _____ DATE _____ CHECK _____ CASH _____

REVIEWS

ZONING OFFICER REVIEW DATE _____

BUILDING INSPECTOR REVIEW DATE _____

FIRE MARSHALL REVIEW DATE _____

STORMWATER REVIEW DATE (IF APPLICABLE) _____

CONTRACTOR INFORMATION

GENERAL CONTRACTOR _____

ADDRESS _____

PHONE: _____ FAX: _____ MOBILE _____

FRAMING CONTRACTOR: _____

ADDRESS _____

PHONE: _____ FAX: _____ MOBILE: _____

ELECTRICAL CONTRACTOR _____

ADDRESS _____

PHONE: _____ FAX: _____ MOBILE: _____

PLUMBING AND HEATING CONTRACTOR _____

ADDRESS _____

PHONE: _____ FAX: _____ MOBILE: _____

MASONRY CONTRACTOR _____

ADDRESS _____

PHONE: _____ FAX: _____ MOBILE: _____

ZONING PLAN REVIEW

DATE: _____

PERMIT # _____

LOCATION _____

LOT NUMBER & SUBDIVISION _____

TAX ACCOUNT # _____

ZONING DISTRICT _____

EXISTING USE _____

PROPOSED USE _____

LOT AREA _____

LOT COVERAGE _____

SETBACKS	REQUIRED	PROVIDED
FRONT	_____	_____
REAR	_____	_____
EACH SIDE	_____	_____
SEPARATION BETWEEN BLDGS	_____	_____
OFF-STREET PARKING SPACES	_____	_____

LOADING SPACE _____

HEIGHT _____

FLOODPLAIN ([SECTION 220-26](#)) _____

RIPARIAN BUFFER ([SECTION 220-29](#)) _____

HISTORIC OVERLAY ([SECTION 220-28](#)) _____

COMMERCIAL ([SECTION 222-148.C](#)) _____

PUBLIC UTILITIES _____ ON-LOT UTILITIES _____

ZONING HEARING APPROVAL (IF REQUIRED) _____

PLANNING COMMISSION/BOS APPROVAL (IF REQUIRED) _____

EAST COCALICO TOWNSHIP APPLICATION: PERMIT # _____

SHOW BELOW: SITE OR PLOT PLAN

SHOW ALL PROPERTY LINES, STRUCTURES, DRIVEWAYS, BOTH EXISTING AND PROPOSED

WORKER'S COMPENSATION INSURANCE COVERAGE INFORMATION

(Revised 10/14/19)

A. The Applicant Is

A contractor within the meaning of the Pennsylvania Workers' Compensation Law Yes No
If the answer is "Yes" complete Section B and C below as appropriate.

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 Policy No. _____

Certificate attached

Policy Expiration Date _____

C. Exemption

Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of the 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 _____

Signature of Applicant _____

Address _____

County of _____

Municipality of _____

SEAL