

Mount Pleasant Township

1035 Beck Road
Gettysburg, Pa 17325

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Phone: (717) 624-8049
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Building Permit/Zoning Permit Procedure

This guide was prepared to assist you in the building permit process in Mount Pleasant Township. By submitting all information listed below, we will be able to process your application for a building permit more efficiently.

The following items need to be completed as applicable, and presented to the Township at time of application for a building permit. **EACH APPLICATION SHEET IS NUMBERED TO MATCH THE NUMBERED ITEMS BELOW FOR YOUR CONVENIENCE**

1. **Stormwater drainage** may need to be addressed with certain projects, as applicable.
Completed Stormwater Management Application form
2. **Plot Plan**- Showing the following
 - a. Property lines
 - b. Existing and/or proposed buildings
 - c. Existing septic system or proposed septic area
 - d. Existing Well or proposed well location
 - e. Minimum Building Setback lines required
 - f. Dimensions from proposed project to the property lines
3. **Sewage Permit** – (If project requires the addition of, or changes, to a septic system) On lot system permits can be acquired from Dean Shultz, the Township Sewage Enforcement Officer. He can be reached at (717) 334-4016, 1621 Baltimore Pike, Gettysburg. Public or community system hook ups – see the appropriate authority as needed.
4. **Driveway Permit (Either Township or Penn DOT)** – Township Permit can be applied for at the township office when you apply for a building permit. The center of the driveway must be staked off prior to submitting an application for a driveway permit. Penn DOT permits can be acquired from the Gettysburg office of Penn DOT. Their telephone number is (717) 334-3155. All new entrances and some improvements onto Township or Penn DOT roads require a permit.
5. **Mount Pleasant Township Zoning Permit Application** (*in most instances, this is filled out and submitted in conjunction with the Stormwater management application*)
6. **Adams County Construction Permit** (For any project over \$2,500.00 in value) This can be picked up in room 202 of the Adams County Courthouse at 117 Baltimore Street, Gettysburg. If you have any questions concerning this form or the information required, their telephone number is 717-337-9837. (*This can be acquired after zoning permit has been issued*)
7. **(3) Copies of scaled drawings for your proposed project (Elevations, Floor Plans, and Wall Section Details)** *If applicable, floor plans shall show braced wall lines and the wall bracing method. Also, the location of electrical receptacles, lighting, and smoke detectors are required to be shown on the floor plans, as applicable.*
8. **Completed Township Application for Permit form**
9. **Completed Township Material Description Packet**
10. **Completed Township Application for Plan Review/Inspections form (as Applicable)**
11. **Proposed building or project must be staked off on lot.**
12. **Workers Compensation Certificate of Insurance or Exemption Form from Contractor**
(A current Certificate of Insurance must be on file with the Township or an Exemption form needs to be filled out at time of application)

Once these items are completed (as applicable) then application can be made for the appropriate permit/s at the Township Municipal Office located at 1035 Beck Road Gettysburg, PA 17325. **Our office hours are from 8:30 am to 3:30 pm Monday thru Friday or by appointment if these times do not suit.**

PLEASE SEE REVERSE SIDE OF THIS SHEET FOR FURTHER INFORMATION

PLEASE NOTE THE FOLLOWING

A permit is granted on the express condition that the said construction shall conform in all respects to the Codes and Ordinances (including Zoning) of the jurisdiction regulating the construction and use of buildings. This permit may be revoked at any time upon violation of any provisions of the code and said ordinances.

Any deviation from the approved plans must be authorized by review of revised plans. An additional fee can be charged depending on the extent of the variation from the original plans.

Permits are not valid if construction work is not started within 180 days from date permit is issued, or suspension of work for at least six months. If appropriate, an extension of time can be granted for the completion of work in accordance with the original permit issuance prior to the original expiration date.

This department reserves the right to reject any work which has been completed or concealed without first having been inspected and approved by this department in accordance with the various code requirements.

Failure to call for inspection and proceeding with work or occupying the building prior to issuance of a certificate of occupancy or certificate of compliance is a violation of the code and ordinances and is subject to a penalty.

The placard given at the time a permit is issued must be displayed on the premises. This department shall be notified and inspection made of construction work prior to proceeding with further work (as outlined on the inspection check list given with the permit).

Mount Pleasant Township will make every effort to be reasonable, courteous and to act in a timely manner on every application. However, Mount Pleasant Township's agents in accepting application for Inspection cannot assume responsibility for unavoidable delays in inspection, for unintentional errors, omissions or discretionary rulings of our appointed inspectors; or for accidental damage caused to any equipment or devices resulting from customary and necessary inspection procedures.

Tim Topper, Building Code Official
Mount Pleasant Township

Zoning Officer (vacant)
Mount Pleasant Township

Diane Groft, Assistant Zoning Officer
Mount Pleasant Township

Mount Pleasant Township

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Application for Permit

Permit Procedure Sheet # 8

LOCATION OF PROPERTY

Address
Intended Use
Parcel Type: Residential Commercial Industrial Other
Lot Area Coverage Percentage

OWNER INFORMATION

Name of Owner/s
Address of Owner
Phone Number E-mail address

CONTRACTOR INFORMATION

Name or Business Name Registration #
Mailing Address
Phone Number E-mail address

PROJECT INFORMATION

New Building Addition Alteration Repair / Replacement Swimming Pool Other
Brief Description of Project
Value of Construction Square Footage
Structure Width Depth Height

SELECTED CHARACTERISTICS OF BUILDING

Sewage Disposal: Public or Private Company Private on Lot System
Water Supply: Public or Private Company Private on Lot
Residential Buildings: Any Change in Number of Bedrooms? Existing Number of Bedrooms Number of Bedrooms-New Construction
Dimensions: Overall Exterior dimensions Total Square Footage Based on Exterior Dimensions After Proposed Improvement

OTHER PERMIT INFORMATION

Highway Occupancy Permit # Date Issued Twp DOT
Public Sewer Permit # Date Issued
On-site Sewage Permit # Date Issued
Other Permit # (NPDES, etc...)

SIGNATURE REQUIRED

Signature of Applicant Date

Diane Groft
Asst Zoning Officer
1035 Beck Road
Gettysburg, PA 17325
Phone: (717) 624-8049
Fax: (717) 624-7110

Mount Pleasant Township

Application for Zoning Permit

App No.: _____

Permit Procedure Sheet # 5

Name of Applicant: _____ Zoning District: _____

ZONING PERMIT APPLICATION INFORMATION

Describe proposed work to be completed

Number of Stories: _____

Has the Zoning Hearing Board issued a decision on this application? Yes ____ N/A ____

If yes, what is the case number? _____

STORMWATER MANAGEMENT APPLICATION INFORMATION

Permit Procedure Sheet # 1

Type of proposed improvement, i.e. (personal storage, residence, addition, agricultural building, driveway, etc.) _____

Total existing covered surfaces on property in square feet, i.e. (home, driveway, pool, other buildings, etc.) _____

Total Acreage of lot _____ Size of proposed improvement (square feet) _____

Additional comments or further description of project, if necessary, to assure Stormwater Management compliance.

Please submit an Aerial View Map as described on separate guidance sheet along with any other information Applicant may feel is necessary.

ATTACH DRAWING OF PROPERTY

Please detail the following (dimensions and placement on lot): house, sidewalks, garage, shed, driveway (indicate stone or paved), private well area, private septic area, other outbuildings, decking, porches, patios, pools, and proposed building. Show the distance the proposed building will be placed from property lines, easements, right-of-way. Please include your home address on drawing. Also, include your neighbors' addresses and the street names of the road/s bordering your property.