



READING TOWNSHIP • ADAMS COUNTY
50 CHURCH ROAD, EAST BERLIN, PA 17316
PHONE: 717-624-4222 FAX: 717-624-7926

GENERAL PERMIT APPLICATION # _____

PROPERTY INFORMATION:

Name of Owner: _____ Date of Application: _____

Owner Address: _____ Owners Phone #: _____

Property Address: _____

Parcel #: _____ Lot #: _____ Name of Subdivision: _____

Worker's Comp. Exemption on Building Permit Addendum when owner is contractor; not notarized.

PERMIT FEES:

Zoning Permit: \$50.00

Non UCC Building Permit: \$56.00

UCC Residential Building Permit: \$96.00 + UCC State Fee: \$4.50 = \$100.50

UCC Other Structure Building Permit: \$56.00 + UCC State Fee: \$4.50 = \$60.50

Agricultural (Non-Commercial, Non-UCC) Permit Fee: \$85.00

Commercial Building Permit: \$56.00 + UCC State Fee: \$4.50 = \$60.50

UCC Temporary Certificate of Occupancy Permit: \$46.00

Paid: \$ _____ Date: _____ Check # _____ Cash: Receipt # _____

Paid: \$ _____ Date: _____ Check # _____ Cash: Receipt # _____

Paid: \$ _____ Date: _____ Check # _____ Cash: Receipt # _____

CONTRACTOR / ENGINEER BUSINESS INFORMATION:

Contact Person: _____ Phone #: _____ Cell #: _____

Name of Business: _____ Phone #: _____

Contractor's Name: _____ Cell #: _____

PA Contractor Registration Number: _____

Address: _____

Contractor: Copy of Worker's Compensation Insurance Notarized Addendum to Building Permit

Please check and complete each category which applies to your entire project. If you have a concern of which parts you are to fill out, please feel free to contact Land and Sea Services @ 717-677-7356 for guidance. (Ordinance Reference 2014-01 for requirements) Call for an appointment to Land and Sea Services when you have completed your application and accompanying approvals to review your project for issuance of permits.

[] ZONING PERMIT

Generally required any time you change the use of the property or the "footprint" of your property

Use of Property: (applicant to complete)

State existing current use/structures of property: _____

Description of Proposed use/structures of property: _____

Type of project: () New Structure () Replacement () Add to structure () Erect/Replace Sign
() Change of Land Use () Home Occupation () Other _____

Dimensions: _____ Height: _____ Estimated Value: \$ _____

Set Backs: Front: _____ feet Rear: _____ feet Side: _____ feet

Lot Coverage: _____

Zoning District: (to be completed by zoning office)

[] Agricultural Conservation (Conventional/Cluster/Agribusiness) [] Land Conservation (SF/Cluster/ Estate/Campground/Other)

[] Village [] R-1 Moderate Density Residential (Conventional/Cluster)

[] R-2 Low Density Residential (Conventional/Cluster) [] R-2A Low Density Residential (waterfront/non-waterfront)

[] Commercial/Industrial [] Section 1304-A [] Floodplain (Ordinance 2015-01)

Required Set Backs: Front: _____ feet Rear: _____ feet Side: _____ feet

Actual Set Backs: Front: _____ feet Rear: _____ feet Side: _____ feet [] 10 feet from septic

Setback Inspectors Signature: Pre: _____ Post: _____

[] BUILDING PERMIT

[] Uniform Construction Code [] Township Base Permit [] Agricultural – Non-Commercial

Description of Work: (applicant to complete)

[] Residential: _____

[] Commercial: _____

[] Agricultural: _____

Swimming Pool: In Ground Above Ground. (24" Water Level or greater requires Uniform Construction Code Building Permit).

(Construction plans [cross section and floor plans] are required for projects requiring UCC inspections. A separate permit application will be provided at the time of your plan review with the Building Plans Examiner.)

ADDITIONAL REQUIREMENTS:

Stormwater Management Worksheets

Grading Permit (Please provide copy of approval with your application)

Sewage Disposal Permit (New home construction and bedroom additions)

Public Sewer/ Reading Township Municipal Authority– Must provide proof of payment prior to building permit issuance.

On-lot Septic System – *Existing* systems adding bedrooms, owner must provide documentation the system is acceptable to Township SEO (Sewage Enforcement Officer) prior to building permit issuance; *New* systems must obtain a Permit for Installation of On lot Sewage Disposal System from Township SEO. Prior to issuance of Certificate of Occupancy the final cover inspection signature block must be completed by SEO and copy given to the Township or other acceptable documentation provided to Township.

Driveway Access Permit (Please provide a copy of your permit with application)

(Note: A State Road Permit is required for Carlisle Pike, East Berlin Road, Harrisburg Street, Hunterstown/Hampton Road Peepytown Road and some sections of Fish & Game Road, Germany Road, Lake Meade Road and Stoney Point Road. Contact PennDOT: 717-334-3155. All other roads need a township driveway permit which is obtained through the Reading Township Office.)

Letter of Compliance from Lake Meade Property Owner’s Association (Lake Meade ONLY)

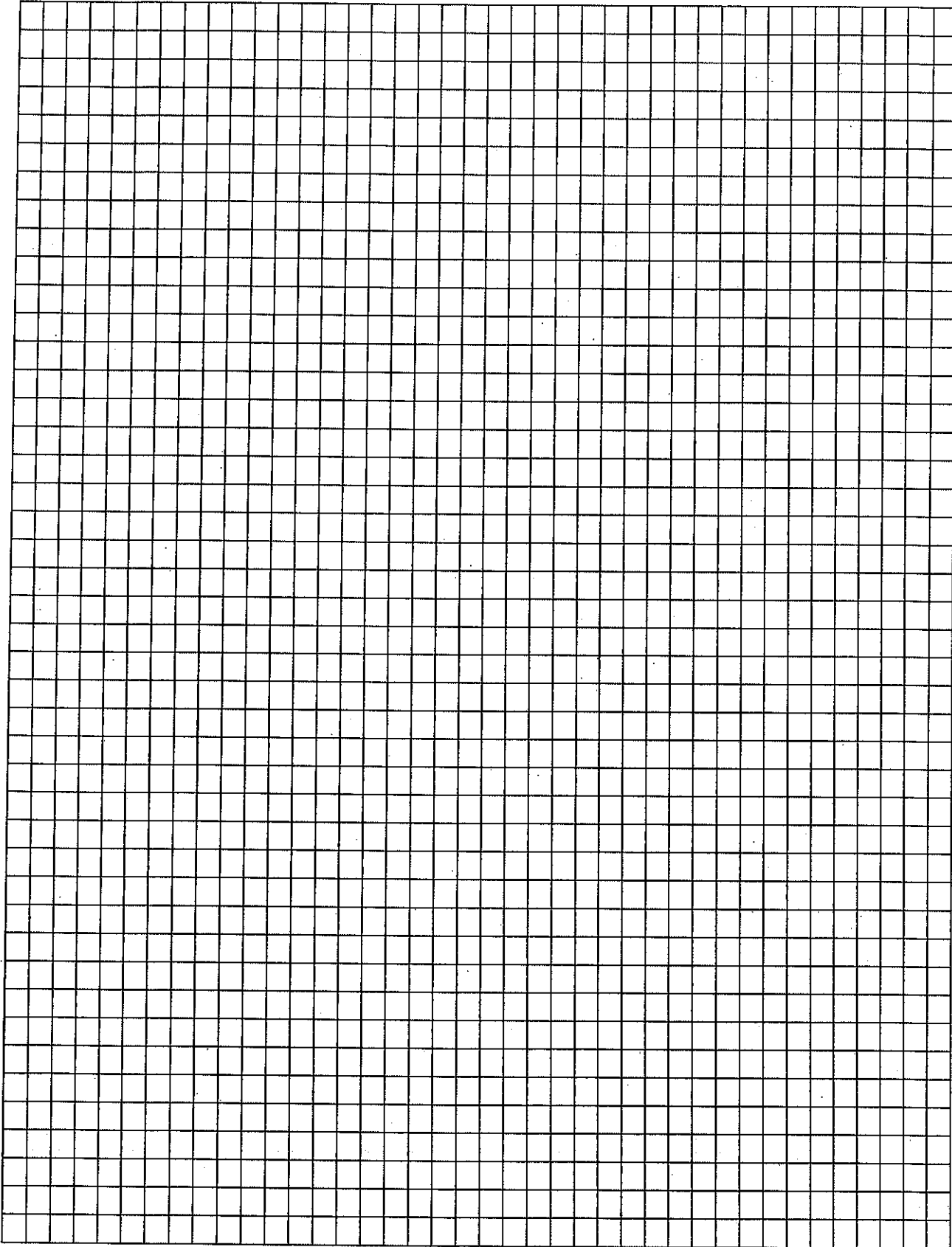
Adams County Tax Assessing Permit required for new construction, alteration, maintenance or repair having a minimum estimated value of \$2,500.00 and prior to relocation of any mobile home.

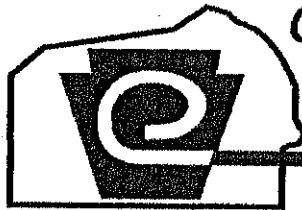
NOTE: All Reading Township properties **MUST** display the address number of the residence/ dwelling on the house and mailbox with contrasting colors. Owner/Applicant agrees to give permission to the Township and its representatives to enter property for purposes of completing all on-site inspections; that such work will be done in accordance with plans and specifications submitted; and will comply with all provisions of the applicable Township Ordinances as well as any county, state and federal regulations. **All improvements must be staked for inspections.** Improvements that do not fall under the Uniform Construction Code do not require building inspections by the Township. **Zoning and Building Approvals are valid for 1 year from date of issuance.**

Owner/Applicant Signature: _____ **Date:** _____

Zoning/Code Enforcement Officer Signature: _____ **Date:** _____

All Applications must include a sketch of the premises showing actual or proposed location of wells/water supply, buildings, septic or holding tanks drain fields, boundary lines, storm drains, sanitary sewers, sewage disposal fields, sewage seepage pits, cesspools, privies, fuel tanks, storm water easements, driveways and waterways. Scale Used: 1 Block = _____ feet.





Adams County Conservation District

670 Old Harrisburg Road
Suite 201
Gettysburg, PA 17325-3404

Phone (717) 334-0636 Fax (717) 337-0730
www.adamscounty.us



BASIC CHECKLIST FOR INFORMING THE PUBLIC ABOUT REQUIREMENTS PERTAINING TO EARTH DISTURBANCE ACTIVITIES IN PA

1. Will the project involve an earth disturbance activity? Yes, No (circle one)
2. If yes, what is the approximate size of the earth disturbance activity in sq ft? _____
3. Does the project involve earth disturbance activities greater than 5000 sq ft but below one acre?
YES NO
If YES, a written e&s plan is required. Refer to "typical" for general guidance
4. Could the project have a sum total of 1 or more acres of earth disturbance over the entire life of the project? YES NO
If YES, you should inform the applicant to contact the Conservation District to obtain an NPDES construction permit application.
5. Does the proposed project involve earth disturbance activities in, along or adjacent to Waters of this Commonwealth? YES NO
If YES, contact the Conservation District

Definitions -taken from the Ch. 102 (erosion and sediment control regulations):

Earth disturbance activity – a construction or other human activity which disturbs the surface of the land, including, but not limited to, clearing and grubbing, grading, excavations, embankments, land development, agricultural plowing or tilling, timber harvesting activities, road maintenance activities, mineral extraction, and the moving, depositing, stockpiling, or storing of soil, rock or earth materials

Waters of this Commonwealth – rivers, streams, creeks, rivulets, impoundments, ditches, watercourses, storm sewers, lakes, dammed water, wetlands, ponds, springs and other bodies or channels of conveyance of surface and underground water, or parts thereof, whether natural or artificial, within or on the boundaries of this Commonwealth

**** For earth disturbance activities of less than 5000 sqft, erosion and sediment control best management practices shall still be incorporated into the project.

Your signature implies that the municipality has provided you with an erosion and sediment control (e&s) checklist. This checklist was prepared by the Adams County Conservation District (District). The checklist was developed in order to bring public awareness to the basic requirements pertaining to earth disturbance activities.

It should also be noted that the District has legal authority to enter onto properties to perform inspections of earth disturbance activities.

Print name: _____

Signature: _____

Witnessed by: _____

Date: _____

*The Municipality should provide the applicant a copy of the signed document.

READING TOWNSHIP ADDENDUM TO BUILDING PERMIT

For Completion by Township:
Date: _____
Permit #: _____

Name: _____

Address: _____

Contractor/Applicant's federal or state employer identification (EIN): _____

I. The contractor/applicant for the building permit, in compliance with the Workers' Compensation Reform Act, Act 44 of 1993, hereby submits: (check one):

Workers' Compensation Certificate of Insurance. (Attach & Complete Section II)

Certificate of Self-Insurance (Attach & Complete Section II)

Affidavit of Exemption (Complete Section III)

II. If a certificate of insurance or self-insurance has been submitted, complete the following:

Insurance Company or Self-Insurer: _____

Workers' Compensation Policy #: _____ Effective Dates: _____

III. Claimed exemption, complete the following: (Contractors Must Notarize, Owners do not notarize)

Applicant is an individual who owns the property.

Contractor/ applicant is a sole proprietorship or partnership without employees.

Contractor/ applicant is a corporation, and the only employees working on the project are executives who have elected not to be employees of the corporation for purposes of the Workers' Compensation Act pursuant to §22 of the Act. Explain:

 All of the contractor/applicant's employees on the project are exempt on religious grounds under §484 of the Workers' Compensation Act and all employees have individually filed a written waiver and affidavit on forms supplied by the PA Dept. of Labor and Industry. Explain: _____

Other. Explain: _____

My signature on behalf of or as the contractor/applicant for this building permit constitutes my verification the statements contained herein are true and that I am subject to the penalty of 18 PA, C.S.A., §4904 relating to unsworn falsification to Authorities.

Signature

Print Name

Business/Company

Title

COMMONWEALTH OF PENNSYLVANIA:

:SS

COUNTY OF _____:

On this, the _____ day of _____, 20____, before me A NOTARY PUBLIC, the undersigned officer, personally appeared _____ known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

READING TOWNSHIP BUILDING PERMIT APPLICATION

IMPORTANT - Applicant instructions: For all applications complete and or mark parts 1, 2, 3, 4, 5, 6 and 7. Parts 8, 9 and 10 are for department use only.

App. Date _____ Permit Number _____ Type of permit; building,

other (explain) _____

Parcel Number _____ Building Type residential, commercial

Part # 1 PROPERTY INFORMATION

Street Address _____

City _____ State _____ Zip _____

Part # 2 OWNER INFORMATION

First Name _____ Last name or Business name _____

Street address _____ City _____ State _____ Zip _____

Part #3 CONTRACTORS INFORMATION

Architect/Engineer _____

Address _____ City _____ Phone # _____

General Contractor _____ Pa. Reg Number _____

Address _____ City _____ Phone # _____

Electrical Contractor _____ Pa. Reg Number _____

Address _____ City _____ Phone # _____

Part # 4 IMPROVEMENT TYPE

New construction Addition Alteration Repair/replacement

New projects include construction information, drawings with measurements. (see example)

Change of use (explain) _____ other (explain) _____

Building improvements Value \$ _____ Actual Estimated

Part # 5 PROPOSED USES

Residential Storage Business Assembly Factory Educational Institutional Other

Living area _____ sq.ft. Garage area _____ sq.ft. Building area _____ sq.ft.

Part # 6 TRADE INSPECTIONS REQUIRED

Building: Y N Structural type _____ Number of rooms _____

Electrical: Y N Service size _____

Plumbing: Y N Number of bath rooms _____

Mechanical: Y N Type of heating _____

Other: Y N Type _____

Part # 7 CERTIFICATION

I certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make application as there authorized agent and I agree to conform to all the applicable laws of the State of Pennsylvania and the local municipality. In addition if a permit for the work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit during normal business hours to enforce the provisions of the Pennsylvania Uniform Construction Code Act, # 245 of 1999 and any appendix amendments.

Signature of applicant _____ Date: _____

Address _____

Phone number, land line _____ Cell _____

Part # 8 PROJECT DOCUMENTS SUBMITTED

Architectural () Structural () Mechanical () Electrical () Job Specifications Sprinkler () Other ()

Part # 9 PROJECT DOCUMENTS SIGNED AND SEALED

Architectural () Structural () Mechanical () Electrical () Job Specifications Sprinkler () Other ()

Part #10 VALIDATIONS

Total sq.ft. Of living area _____

Building : ----- \$ _____

Electrical : ----- \$ _____

Plumbing: ----- \$ _____

Mechanical: ----- \$ _____

Township: ----- \$ _____

State UCC fee: ----- \$ _____

Total Fees: ----- \$ _____

Approved By: _____ Title: _____

Approved Date: _____