

HOW TO OBTAIN A **BASEMENT** **FINISH** **BUILDING** **PERMIT**

These instructions serve only as general guidelines and are subject to all applicable provisions of the township's codes and ordinances

*** HOW TO OBTAIN A RESIDENTIAL BASEMENT FINISH BUILDING PERMIT ***

(Updated: June 26, 2026)

Step #1: Complete Residential Building Permit Application (see attached)

Step #2: Prepare floor plan of the basement.

Construction drawings should include elevations, floor plans and materials list.

Step #3: Submit the application and 2 sets of floor plans of finished basement to the Township Office

1. Applications for finishing basements require plan reviews. A residential plan review fee of \$50.00 is payable at the time the application is submitted. The review may take up to 15 business days to process. Once the review is completed, the Township will call to indicate the permit is ready to be picked up. One copy of the drawing will be returned to the applicant, and one copy will be retained for Township files.
2. The permit fee is dependent upon the cost of the project at \$4.00 per \$1,000 of the construction cost, and also includes the following:
\$4.50 PA State Surcharge
\$25.00 Electrical Permit
\$50.00 per required inspection (Number of inspections depends upon the complexity of project. Re-inspections due to failed inspections may require additional fees)
\$25.00 Certificate of Occupancy

Fees are payable in cash or check made payable to York Township.

Step #4: Permit placard must be placed in the front window of the residence and construction of Finished Basement may begin.

The permit is valid for one (1) year.

Step #5: *If plumbing is installed, a separate plumbing permit must be obtained. Only a master plumber, licensed in York Township, can obtain a plumbing permit. Plumbing permit fees are separate from building permit fees.*

1. The plumbing permit fee includes the following:
2. \$25.00 Plumbing Permit
\$50.00 per required inspection
\$4.50 PA State Surcharge

Fees are payable in cash or check made payable to York Township.

Step #6: **Call 717-428-5641 to schedule required inspections.**

1. Inspections require at least 24 hours' notice.
2. Inspectors will leave an approval sticker or notice of violation with the results of the inspection.
3. When all required inspections have been completed and passed, Request for Certificate of Occupancy must be submitted to the Township. Once you receive the Certificate of Occupancy, the permit placard may be removed from the front window of residence and finished basement may be occupied.

BASEMENT SPECIFICATION AND DRAWINGS

WALL COSTRUCTION 2X4 2X6 (circle one)

STUD SPACING 16" o.c. 24"o.c. (circle one)

CEILING TYPE drywall or drop (circle one)

SECOND FORM OF EGRESS TO EXTERIOR
walkout door or egress window (circle one)

CEILING HEIGHT

WALL COVERING

PRESSURE TREATED PLATE

RECEPTACLE SPACING (must be within 12' of each other)

SMOKE DETECTORS REQUIRED

* SAMPLE *



Permit # _____

Date Issued _____

RESIDENTIAL PERMIT APPLICATION FOR YORK TOWNSHIP

190 Oak Road, Dallastown, PA 17313

Phone: (717) 741-3861

Website: www.yorktownshippa.gov

ZONING

BUILDING

ELECTRICAL

Residential Plan Review (\$50 per Application) Date Received _____ Date Due _____

(Plan review may take up to 15 business days)

Location of Property SAME AS BELOW

(office use only: outside FP needs FP review)

YT Parcel # 54000 - 0001 0001

Owner Jack & Jill Hubbard Contractor Mother Goose Builders

Address 2001 Bo Peep Lane Address 888 Simple Simon Dr.

City, State, Zip York, PA 17402 City, State, Zip Thumbkin, PA 17000

Phone # (717) 123-4567 PA HIC Reg. # HD111B

New Impervious Area (ground cover only, NOT total of all floors):

Building/Addition _____ sq ft + Garage _____ sq ft + Driveway _____ sq ft = TOTAL _____ sq ft

Description of Proposed Work: Finish Basement

TOTAL COST OF CONSTRUCTION: \$ 26000.⁰⁰

Date: 3/23/25

"Total cost of construction" means the actual cost incurred by the owner, all contractors, subcontractors and other parties for labor, material, equipment, profit and incidental expenses for the entire project.

Person to Contact Regarding Application Status _____

Jack Hubbard
Applicant Printed Name

Jack L. Hubbard
Applicant Signature

Work Phone # _____

(717) 987-6543
Cell Phone #

rhymetime@gmail.com
Email Address

For proposed work covered by NPDES Permits (typically new home construction), the applicant must include a copy of York Co. Conservation District's co-permittee acknowledgement with this Application.

The above signed applicant hereby makes application for a permit under all applicable codes and ordinances of York Township and hereby certifies, under penalties of perjury, that all facts herein are true and correct. The actual work will be performed in accordance with the above, and it is expected that the work authorized hereby will begin within 180 days. This permit can be revoked if its issue violates the township's codes or ordinances, or work does not begin within the specified. Permit fees are non-refundable and property owner(s) are ultimately responsible for this permit.

PERMITS NOT ISSUED AFTER 3:30 PM

Paid _____
Reviewed by _____



Permit # _____

Date Issued _____

RESIDENTIAL PERMIT APPLICATION FOR YORK TOWNSHIP

190 Oak Road, Dallastown, PA 17313

Phone: (717) 741-3861

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ZONING

BUILDING

ELECTRICAL

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(Plan review may take up to 15 business days)

Location of Property _____
(office use only: outside FP needs FP review)

YT Parcel # 54000 - _____

Owner _____ Contractor _____

Address _____ Address _____

City, State, Zip _____ City, State, Zip _____

Phone # _____ PA HIC Reg. # _____

New Impervious Area (ground cover only, NOT total of all floors):

Building/Addition _____ sq ft + Garage _____ sq ft + Driveway _____ sq ft = TOTAL _____ sq ft

Description of Proposed Work: _____

TOTAL COST OF CONSTRUCTION: \$ _____ Date: _____

"Total cost of construction" means the actual cost incurred by the owner, all contractors, subcontractors and other parties for labor, material, equipment, profit and incidental expenses for the entire project.

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Work Phone #

Cell Phone #

Email Address

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PLOT PLAN