

# HOW TO OBTAIN A PATIO 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 PATIO PERMIT \*

(Last Updated April 1, 2025)

### **Step #1: Review Ordinance requirements (contact Township office to verify your Zoning District)**

#### **Size, Location and Lot Coverage:**

1. Setbacks – Patios may be located in rear yards, provided that they do not extend closer than 25' to any rear property line and meet the side setback requirements of the respective Zoning District. Corner lots have 2 front yards.
2. Patios may not be placed within easements or rights-of-way designated for sanitary sewers, stormwater management, streets, public utilities, etc. Request underground utility line locations to be marked prior to digging on your property by calling 811 or registering on the Pennsylvania One Call System website at [pa1call.org](http://pa1call.org)
3. Maximum Lot Coverage (total area of all improvements on a lot, i.e., house, structures, paving, patios, pools, etc.) –  
Residential Agricultural (RA) = 30%  
Residential Low Density (RL) and Residential Medium Density (RM) = 40%  
High Density (RH) and Mixed Residential Commercial (MRC) = 60%

#### **Stormwater management for patios:**

Patios will require assessment of stormwater management and may require additional fees or stormwater management structures to be placed on the property. Please contact the Township to discuss the options available for your property.

### **Step #2: Complete Application and prepare plot plan (see attached)**

1. Plot plan must accurately display all existing features on the property, the location of the proposed patio, including setback distances to property lines, location and size of on-lot stormwater management facilities and all erosion and sediment control measures, if applicable.
2. Refer to attached “Patio Specifications and Drawings” for additional information and requirements.
3. Contact PA 1

### **Step #3: Submit the Application, plot plan and 2 sets of drawings to the Township Office**

1. The application/plan 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. Patios which involve steps may require plan reviews and a plan review fee of \$50.00 will be payable at the time the application is submitted.
3. The permit fee is dependent upon the cost of the project. Fees will include:  
\$25.00 Zoning Permit  
\$50.00 per required inspection (Number of required inspections depends upon complexity of project)  
Stormwater Management assessment, if applicable (\$2.00/s.f. of new impervious coverage)  
Other fees which may be applicable include:  
\$4.00 per \$1,000 of construction cost  
\$4.50 PA State Surcharge  
\$25.00 Electrical Permit, if applicable  
\$25.00 Certificate of Occupancy  
All fees are payable in cash or by check made payable to York Township. All fees are doubled if work is started without a valid permit.

### **Step #5: Permit Placard must be placed in the front window of the residence and construction of Accessory Building may begin.**

The permit is valid for one (1) year.

### **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, the permit placard may be removed from the front window of the residence and patio may be occupied.

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## PATIO SPECIFICATIONS AND DRAWINGS

1. Patio size – length and width, or square foot of area. Does it have footers or is it poured on grade.
2. Distance from patio to property lines, side, rear and front if necessary.
3. Height from grade to surface of patio.
4. If over 30” above grade will require guard railing 36” minimum height and guard openings 4” maximum width.
5. If steps have 4 or more risers, a graspable stair hand rail is required not less than 34” or more than 36” measured vertically from the nose of the tread.
6. Stair rise of 8-1/4” maximum height and stair tread 9” minimum nose to nose.
7. If there are two or more risers from the house to the patio, there must be a 36” x 36” landing.

\* SAMPLE \*



Permit # \_\_\_\_\_

Date Issued \_\_\_\_\_

**RESIDENTIAL PERMIT APPLICATION FOR YORK TOWNSHIP**

190 Oak Road, Dallastown, PA 17313

Phone: (717) 741-3861 Website: [www.yorktownshippa.gov](http://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 2025 Olympic Avenue  
(office use only: outside FP needs FP review)

YT Parcel # 54000 - 0001 0001

Owner Baron Pierre Contractor Torchlight Builders

Address 2025 Olympic Ave Address 1600 Arena Street

City, State, Zip Dallastown, PA 17313 City, State, Zip Medahtown, PA 01111

Phone # (555) 555-5555 PA HIC Reg. # GSB123

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: Add 12' x 12' Patio off of rear door. No steps.

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.*

Person to Contact Regarding Application Status Adrian Greek - Torchlight  
Adrian Greek Applicant Printed Name Adrian Greek Applicant Signature

(717) 987-6543  
Work Phone #

(717) 123-4567  
Cell Phone #

arenasports@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.**

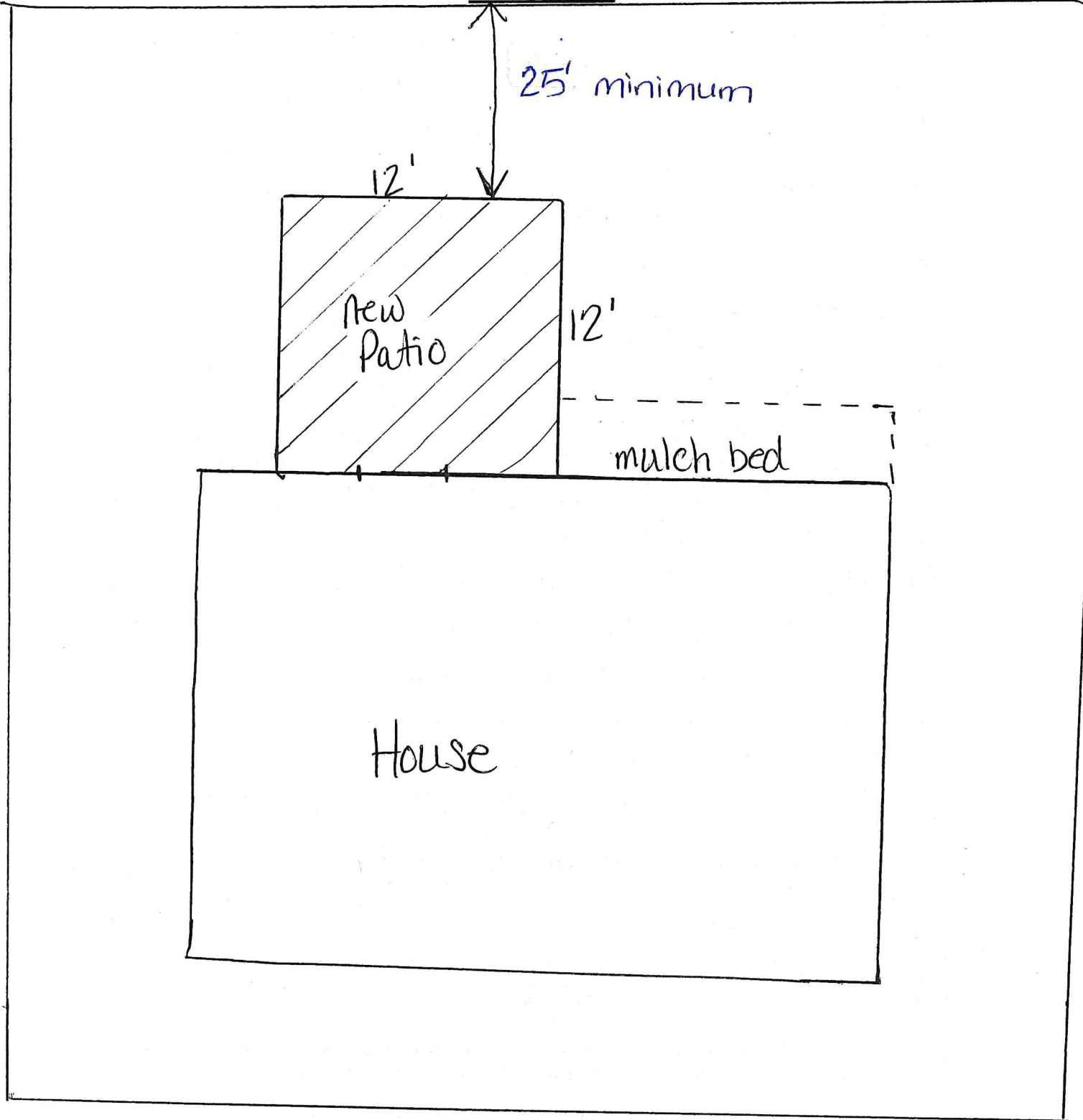
The above signed applicant hereby makes application for a permit under all applicable codes and ordinances of York Township and hereby certifies, under penalties of perjury, that all facts herein are true and correct. The actual work will be performed in accordance with the above, and it is expected 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 \_\_\_\_\_

\*SAMPLE\*

PLOT PLAN



Olympic Avenue



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 \_\_\_\_\_

(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):

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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.**

**Person to Contact Regarding Application Status \_\_\_\_\_**

Applicant Printed Name

Applicant Signature

Work Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

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.**

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**Paid \_\_\_\_\_**

**Reviewed by \_\_\_\_\_**

**PLOT PLAN**