

**HOW TO OBTAIN A  
PATIO  
PERMIT**

## \* HOW TO OBTAIN A PATIO PERMIT \*

(Last Updated 5/4/2022)

**Step #1:**     **Fill Out Application Form** (see attached)

**Step #2:**     **Prepare a Plot Plan on the Back of the Application or on a Separate Sheet of Paper** (see attached)

- a. The patio must meet the setbacks for the zoning district in which it is located. If it does not, a Special Exception or a Variance will be required. (These applications cost \$400.00. The process takes about two months and requires attendance at a Zoning Hearing Board meeting.)
- b. Setbacks are measured from the furthest extension of the deck or patio toward each property line.
- c. Setbacks in Residential Districts (RL-3, RM-5, RH-9):  
Sides = 10 feet  
Rear (for unroofed patio) = 25 feet,   Rear (for roofed patio) = 40 feet

**Step #3:**     **Review Code Requirements** (see attached sample patio drawing)

**Step #4:**     **Prepare Drawing of Proposed Patio** (see attached)

**Step #5:**     **Submit the Application, Plot Plan, and 2 Copies of Drawing at the Township Office**

- a. Applications for patios may require a plan review. A residential plan review fee of \$30.00 is due at the time the application is submitted. The review can take up to fifteen business days to process. Once the review has been completed; the township will call to indicate that the permit is ready to be picked up. One copy of the drawing will be returned to the applicant and one copy kept at the township office.
  - b. The price of the permit includes \$25.00 for the zoning permit plus any inspections required. If a review needs to be done, then the fees will include a \$50.00 review fee, \$4.50 for the state surcharge, a building permit fee which will include any labor and materials. The first thousand worth of work is \$6.00, and each thousand afterward is an additional \$4.00. Each inspection costs \$50.00, and the number of inspections required depends on the inspector's review of the plans submitted. All costs are payable in cash or check made out to "York Township." If a review is required it can take up to fifteen business days to process. Once the review has been completed, the township will call to indicate that the permit is ready to be picked up. All fees are doubled if the work is started without the permit. You may also want to contact PA One Call. Dial 811, they will mark the locations of utilities on or near your property so you can avoid disturbing these services when you dig.
- c. A fee will be assessed based on the sq. footage of the project up to 400 sq. ft. Over 400 sq. ft, on-site storm water management is required. You will be charged \$50.00 per stormwater inspection. There are usually two inspections required along with \$270.00 perpetual York Township BMP inspection Fee. Consideration will be given for use of pervious pavers or paving.
- d. Any steps to be installed need to be shown on the drawing with detailed sizes.

**Step #6:**     **Post the Permit Card in a Front Window of the House Where it can be Seen**

**Step #7:**     **Begin the Job – Permit Valid for One Year**

**Step #8:**     **Call to Schedule the Inspections: 717-428-5641 for the Inspection Scheduling Line**

- a. Give at least two to three days' notice
- b. You do not have to be present for the inspections unless you want to be.
- c. The inspector will leave behind either a violation notice or an approval sticker so you will know the results of the inspections.
- d. When all of the inspections have been approved, remove the permit card from your front window.

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

## 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.



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

Issue Date \_\_\_\_\_

**RESIDENTIAL APPLICATION FOR PERMIT**  
**YORK TOWNSHIP**

**ZONING**

**BUILDING**

**ELECTRICAL**

190 Oak Road, Dallastown, PA 17313

Phone: (717) 741-3861

Fax: (717) 741-5009

Website: www.yorktownship.com

**\*\*Residential Plan Review – \$50 per Dwelling - Paid \_\_\_\_\_ Due by \_\_\_\_\_**  
(Plan review takes up to 15 business days)

Owner Summer S. Short Contractor Weathered Renovators

HIC Reg. # PA xxx000123

Address 888 Autumn Ave

Address 999 Winter Highway

City, State, Zip Dallastown, PA 17313

City, State, Zip Braque, PA 17309

Location of Property \_\_\_\_\_ Lot # \_\_\_\_\_  
(office use only: outside FP needs FP review)

Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_ Tax Map \_\_\_\_\_ Parcel # \_\_\_\_\_ Coo#-Moo# \_\_\_\_\_

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: Install Patio (20' x 32') in

rear yard.

TOTAL COST OF CONSTRUCTION: \$ 4800<sup>00</sup> \_\_\_\_\_ 4/25/24 \_\_\_\_\_  
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.**

Summer S. Short  
Print Name

Summer S. Short  
Signature

(717) 123-456  
Work Phone #

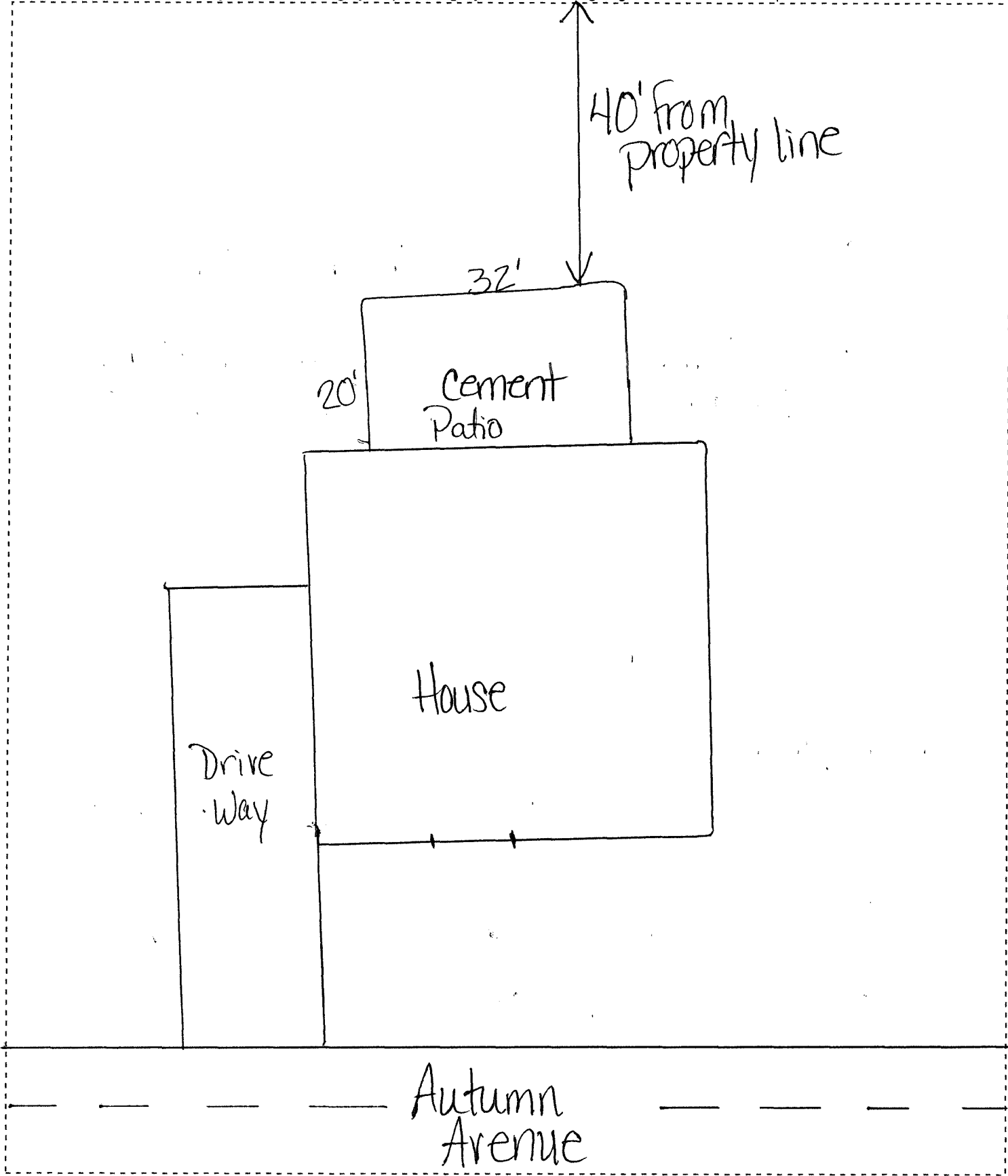
(717) 987-6543  
Cell Phone #

\_\_\_\_\_  
Home Phone #

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 time period. Once the permit fees have been paid, they are forfeited and will not, under any circumstances, be refunded.

**PLOT PLAN**

If you need to change your plan image, just click the image again to choose a new upload.





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

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

**RESIDENTIAL PERMIT APPLICATION FOR YORK TOWNSHIP**

**190 Oak Road, Dallastown, PA 17313**

**Phone: (717) 741-3861 Website: [www.yorktownship.com](http://www.yorktownship.com)**

**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):

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.**

**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.**

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 \_\_\_\_\_**

# **PLOT PLAN**