

# **HOW TO OBTAIN A** **RESIDENTIAL** **ACCESSORY** **BUILDING** **(DETACHED** **GARAGE)** **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 ACCESSORY BUILDING PERMIT \***

(Last Update: March 11, 2024)

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

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

1. Accessory buildings greater than 240 square feet must comply with the International Residential Code (IRC).
2. Maximum Building Height – 15 feet (measured to halfway point of peak). Height may be increased by one (1) foot for each additional foot that all side and rear setbacks are increased, up to a maximum of 5 additional feet.
3. Setbacks – 6' from all side and rear lot lines. Accessory buildings may not be placed in a front yard unless setback minimum of 100' from street right-of-way (corner lots have 2 front yards).
4. Accessory buildings 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)
5. More than one accessory building is permitted on a lot.
6. Maximum Lot Coverage (total area of all improvements on the lot, i.e., house, structures, paving, 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 accessory buildings:**

Accessory buildings 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)**

Plot plan must accurately display all existing features on the property, the location of the proposed accessory building including setback distances to property lines and location of utilities being extended to the proposed accessory building, if applicable, and location and size of proposed on-lot stormwater management facilities, if applicable.

### **Step #3: Prepare construction drawings.**

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

### **Step #4: Submit the Application, plot plan and 2 sets of construction drawings to the Township Office**

1. Applications for accessory buildings require plan reviews. A residential plan review fee of \$30.00 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 construction cost, and also includes the following:  
\$4.50 PA State Surcharge  
\$10.00 Zoning Permit  
\$10.00 Electrical Permit  
\$40.00 per required inspection (10+/- inspections are required depending upon complexity of project)  
Stormwater Management assessment, if applicable  
\$25.00 Certificate of Occupancy  
Fees are payable in cash or by check made payable to York Township.

### **Step #5: Permit Placard must be placed in the front window of the residence.**

### **Step #6: Construction of Accessory Building may begin – permit is valid for one year.**

### **Step #7: 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 accessory building may be occupied.



\* 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 606 Rachel Ave  
(office use only: outside FP needs FP review)

YT Parcel # 54000 - 0001 0001 (YT office can complete)

Owner Chandler/Monica Bing Contractor Friends Construction, Inc

Address 606 Rachel Ave Address 786 Central Perk Dr.

City, State, Zip Dallastown PA 17313 City, State, Zip Harrisburg, PA 17101

Phone # 717-123-4567 PA HIC Reg. # MP 686868

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

Building/Addition \_\_\_\_\_ sq ft + Garage 336 sq ft + Driveway \_\_\_\_\_ sq ft = TOTAL 336 sq ft

Description of Proposed Work: 12'x14' Garage, Detached, with electric in rear yard. 9' from property line.

TOTAL COST OF CONSTRUCTION: \$ 29,500.<sup>00</sup> Date: 3/2/2025

*"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 Chandler Bing  
Chandler Bing Applicant Printed Name CM Bing Applicant Signature

Work Phone # \_\_\_\_\_ Cell Phone # (717)555-5555 Email Address cnmb@gmail.com

*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 time. Permit fees are non-refundable and property owner(s) are ultimately responsible for this permit.

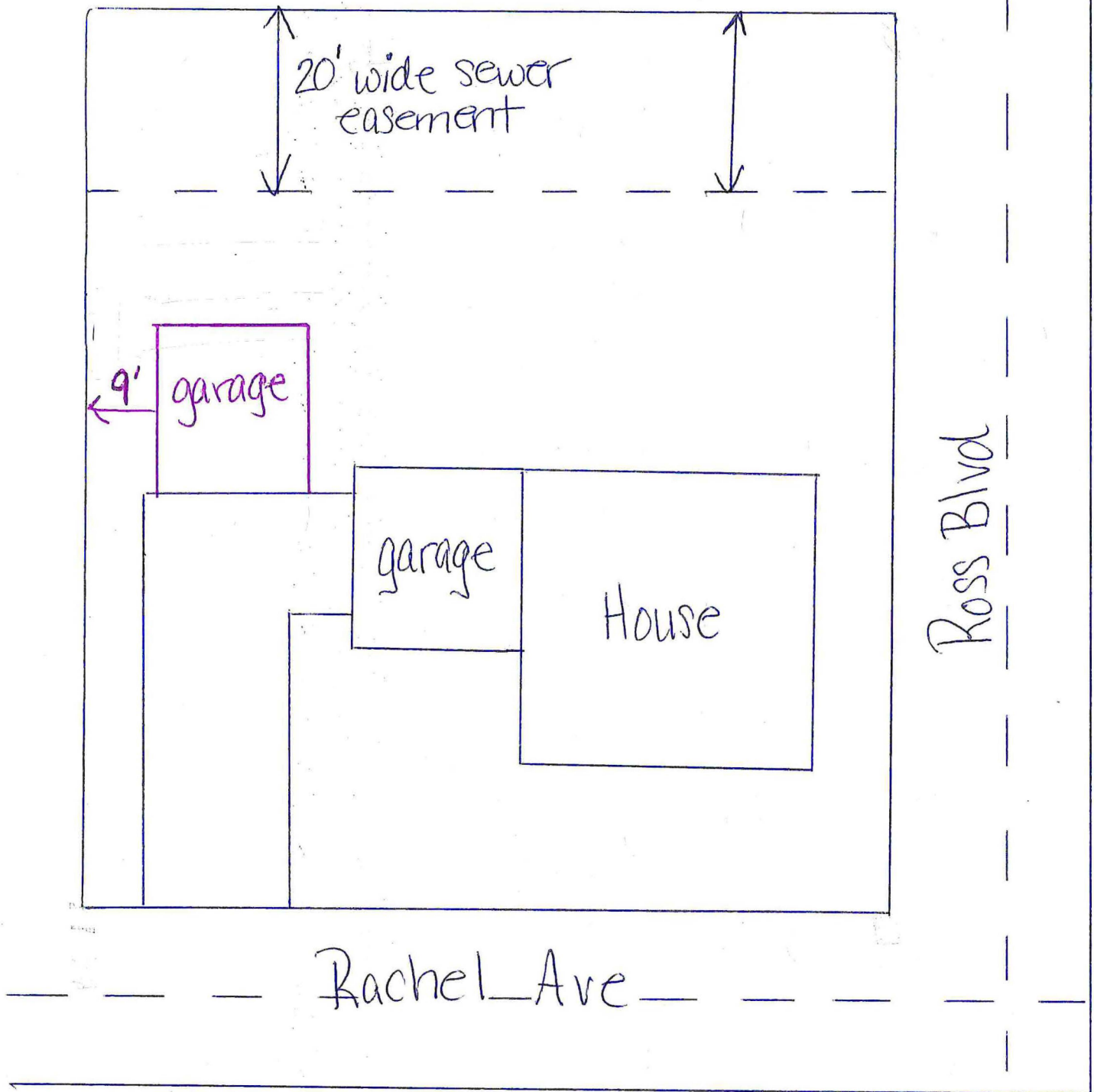
\*\*\*PERMITS NOT ISSUED AFTER 3:30 PM\*\*\*

Paid \_\_\_\_\_

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



PLOT PLAN





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):

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 time. 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