

HOW TO OBTAIN A **RESIDENTIAL** **ADDITION** **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 ADDITION BUILDING PERMIT ***

(Last Update: October 22, 2024)

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

Height, Setbacks and Lot Coverage:

1. Maximum Building Height and Setbacks are dependent upon the Zoning District. Please review the zoning requirements of the district the property is located in prior to finalizing plans.
2. 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%
3. Building additions 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 palcall.org

Stormwater management for building additions:

Building additions 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 building addition, including setback distances to property lines, location of utilities being extended to the proposed building addition, location and size of on-lot stormwater management facilities and all erosion and sediment controls measures.

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 building additions 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 construction cost, and also includes the following:
\$4.50 PA State Surcharge
\$25.00 Zoning Permit
\$25.00 Electrical Permit
\$25.00 Plumbing Permit
\$50.00 per required inspection (10+/- inspections could be required depending upon complexity of project. Re-inspections due to failed inspections may require additional fees)
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

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 789 Scooby Dr.

YT Parcel # 54000 - 0001 0001 (office use only: outside FP needs FP review) (YT can complete)

Owner Fred & Daphne Jones Contractor Mystery Machine Works

Address 789 Scooby Dr. Address 469 Shaggy Ct.

City, State, Zip Red Lion, PA 17356 City, State, Zip Velma, PA 17773

Phone # (717) 555-4444 PA HIC Reg. # SD 012345

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: Addition to front of home
18' x 28' w/ electricity

TOTAL COST OF CONSTRUCTION: \$ 36,360⁰⁰ Date: 5/25/24

"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 Fred Jones

Fred Jones
Applicant Printed Name

[Signature]
Applicant Signature

Work Phone # _____

(717) 987-6543
Cell Phone #

scrappy68@comcast.net
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.

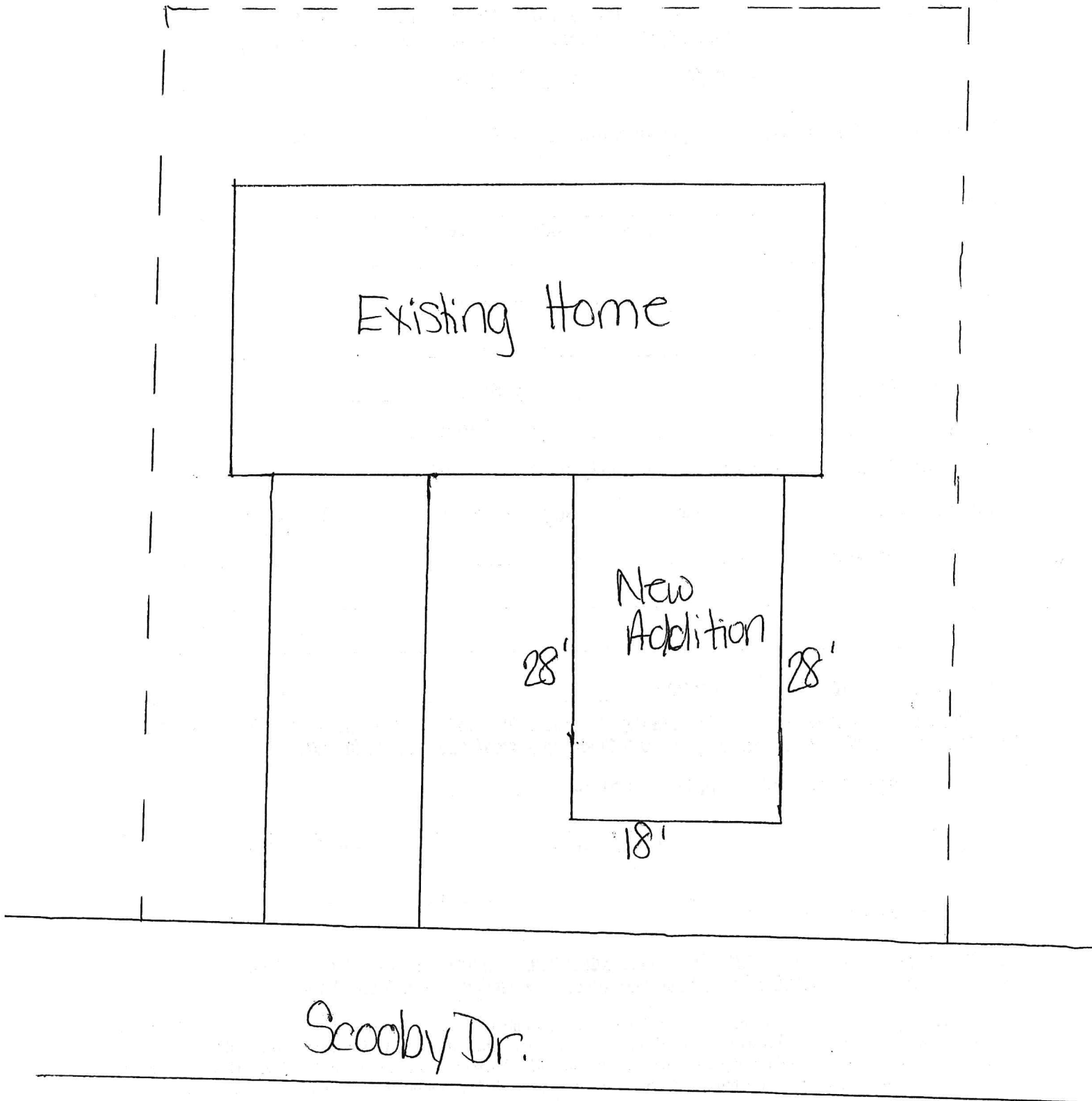
PERMITS NOT ISSUED AFTER 3:30 PM

Paid _____

Reviewed by _____

SAMPLE

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 _____

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Paid _____

Reviewed by _____

PLOT PLAN