

BUILDING PERMIT

APPLICATION GUIDELINES FOR DALLASTOWN BOROUGH

A building permit is required for all repairs and replacements that structurally affect a building. Items requiring a building permit include, but are not limited to the following:

- window & door replacements where the size of the opening will be altered
- roofing
- change of usage of a building
- addition or removal of walls/change of egress
- decks
- electrical and plumbing work
- additions and structural alterations to an existing structure
- swimming pools and ornamental ponds (permanent & temporary pools that can hold 24 inches of water or more)
- handrails and guards for balconies, porches and patios...
- sheds or garages over 240 sq.ft. (under 240 sq. ft. see Zoning Permit guidelines below)

Construction documents and other data **shall be submitted in 3 or more sets for each application.** The construction documents must indicate the location, nature and extent of the work proposed and must show in detail how it will conform to the provisions in the IRC (International Residential Code) and IBC (International Building Code) of 2009. All construction will need the details of construction specified on the drawing. Illustrate/describe your proposed addition/alteration in enough detail (like a blue print) so the plan reviewer can efficiently evaluate your application. If the application lacks sufficient construction detail, your application will be rejected. **Each application must have a plan review. Residential & Commercial plan review fees will be made payable to York Township.** The application and fees are submitted to Dallastown Borough. *The remainder of the costs will be noted after the plan review has been approved.*

*****All Commercial Plans must be stamped by a certified engineer or architect.**

How to Calculate a Plan Review Fee			
	Value of Construction	Plan Review Fee	Plan Review Time
Residential	Any	\$30	Up to 15 Business Days
Commercial, Industrial, or Multi-Family (C,I, or MF)	\$0 to \$999,999.99	\$0.0013 x Value of Const. or Minimum \$160	Up to 30 Business Days
C,I, or MF	\$1 million - \$5 million	\$1,300 + (\$0.0004 x Value of Construction)	Up to 30 Business Days
C,I, or MF	Over \$5 million	\$2,900 + (\$0.0003 x Value of Construction)	Up to 30 Business Days
C,I, or MF	Plumbing & Mechanical reviews may be an additional fee, check with Borough Office if this applies to your project.		

ZONING PERMIT

APPLICATION GUIDELINES FOR DALLASTOWN BOROUGH

A zoning permit is required for the following:

- gazebos
- fences
- grade level patios
- non-illuminated signage
- sheds [no plumbing, no electric and less than 240 sq.ft.]
- paved or stone driveways and parking spaces
- swimming pools (permanent & temporary that can 18 to 23 inches of water with no electrical components)
- non-attached decking or patios that are less than 30 inches above grade

Complete attached application and submit it with 2 sets of drawings to the Dallastown Borough Office. The criteria needed for the drawing is listed on the reverse of this page.

(The Borough Office has guidelines for sheds, pools, decks, and fencing located in the lobby.)

---review reverse side---

**RETURN THE PERMIT
APPLICATION PACKET IN ITS
ENTIRETY**

ADDITION OF IMPERVIOUS AREAS

Applications for adding additional impervious areas (impervious materials and surfaces include buildings, decks, patios, porches, garages, pools*, sidewalks, stone and paved driveways, stone and paved parking areas, sheds, etc.) to your property must be submitted with 3 sets of plans. These plans are to be drawn to a scale of one-inch equaling 20 feet (1"=20') and detailing the following:

- Lot Location
- Lot Dimension
- Names and widths of abutting streets
- Addresses and owners names of adjacent properties
- Details of existing building(s) (porches, patios, decking, sheds, houses, etc)
 - locations, dimensions and usages of existing buildings on the lot and of the structures within 100 feet of the object of application
- Details of impervious materials
 - locations, dimensions and usages of existing impervious materials and surfaces on the lot
- Details of the object of application
 - dimensions, location, usage, and the distances the objects will be from side and rear property lines and from other structures
- North point and scale

The following table specifies the zoning criteria for the Dallastown Borough.

Zone	Front Setback	Side Setback	Rear Setback	Accessory structures ¹	Building Height	Lot Coverage	Fencing
R-O	25 ft	10 ft	30 ft	Rear setback: 10 ft Side setback: combined total of 8 ft or more, no less than 3 ft on one side	Principal structure: 2 ½ stories, but not over 30 ft. Accessory structure: 2 stories, but not over 25 ft	Up to 45% may be covered with impervious surfaces	Up to 6 ft. in height in rear and side yards; up to 3 ft in height in front yards. continue down... Properties with yards bounded by streets, lanes or avenues, the height of the fence is limited to 3 ft.
R-T	15 ft	SFD ² : 5 ft All other: 10 ft	20 ft	Rear setback: 10 ft Side setback: combined total of 8 ft or more, no less than 3 ft on one side	Principal structure: 2 ½ stories, but not over 30 ft. ³ Accessory structure: 2 stories, but not over 25 ft	Up to 60% ⁴ may be covered with impervious surfaces	
C-S	15 ft	10 ft	20 ft	Rear setback: 10 ft Side setback: combined total of 8 ft or more, no less than 3 ft on one side	Principal structure: 2 ½ stories, but not over 30 ft. Accessory structure: 2 stories, but not over 25 ft	Up to 90% may be covered with impervious surfaces	
C-H	25 ft	20 ft	10 ft	-----	Principal structure: 2 ½ stories, but not over 30 ft. ⁵ Accessory structure: 2 stories, but not over 25 ft	Up to 80% may be covered with impervious surfaces	
I-G	30 ft	20 ft	30 ft	-----	Principal structure: 3 stories, but not over 35 ft. Accessory structure: 2 stories, but not over 25 ft	Up to 90% may be covered with impervious surfaces	

¹ Accessory structures are to be located between the rear wall of the principal structure and the rear property line and must be at least 10 feet from the principal structure.

² SFD = single family detached dwelling

³ Height limit may be extended to 3½ stories but not over 40 ft. if each yard is increased one ft. width for each additional ft. of height over 30 ft.

⁴ 70% lot coverage is acceptable for properties where the lot width is less than 40 feet.

⁵ Height limit may be extended to 3½ stories but not over 40 ft. if each yard is increased one ft. width for each additional ft. of height over 30 ft.

*pools will require a building permit in addition to a zoning permit

R-O = Residential Outlying; R-T = Residential Town; C-S = Commercial Shopping;

C-H = Commercial Heavy & Highway; I-G = Industrial General

Other zoning criteria will be reviewed at the time your plan is submitted.



PERMIT # _____
 DATE _____
 ~~~ BOROUGH USE ONLY ~~~

## APPLICATION FOR PERMIT

DALLASTOWN BOROUGH

175 EAST BROAD STREET, DALLASTOWN, PA 17313

TELE: 717-244-6626 • FAX: 717-244-1076 • www.dallastownboro.com

CIRCLE ALL PERMITS APPLIED FOR:

**ZONING**

**BUILDING**

**ELECTRICAL**

**OWNER**  
 NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_

**CONTRACTOR**  
 NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_  
 PA HOME IMPROVEMENT  
 CONTRACTOR LICENSE # \_\_\_\_\_

ADDRESS/LOCATION OF PROPERTY \_\_\_\_\_ LOT # \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ TAX MAP \_\_\_\_\_ PARCEL# \_\_\_\_\_ COO#-MOO# \_\_\_\_\_

EXISTING USE \_\_\_\_\_ PROPOSED USE \_\_\_\_\_

**NEW IMPERVIOUS AREA (GROUND COVER ONLY, NOT TOTAL OF ALL FLOORS):**

BUILDING/ADDITION \_\_\_\_\_ SQ.FT. + GARAGE \_\_\_\_\_ SQ.FT + DRIVEWAY \_\_\_\_\_ SQ.FT. = TOTAL \_\_\_\_\_

**DESCRIPTION OF PROPOSED WORK:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ESTIMATED VALUE OF CONSTRUCTION:** \$ \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE DATE  
 \_\_\_\_\_  
 WORK PHONE # CELL PHONE # HOME PHONE #

The above signed applicant hereby makes application for a building permit under all applicable ordinances of Dallastown Borough 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 reasonably expected that the work authorized hereby will begin within three (3) months. This permit can be revoked if its issue violates the zoning ordinance or work does not begin within the specified time period.  
 --Permit Application Checklist on reverse--

**BUILDING PERMIT PROCESS/INTERNATIONAL RESIDENTIAL CODE 2009**

*READ ALL INFORMATION SUPPLIED WITH YOUR APPLICATION. THIS PROCESS APPLIES TO STRUCTURAL CHANGES AND OTHER MODIFICATIONS THAT REQUIRE UCC COMPLINACE. THIS PROCESS DOES NOT APPLY TO ZONING PERMITS.*

1. Residential: Submit application & drawing to Dallastown Borough along with a \$30 plan review fee made payable to York Township
2. Residential Plan Reviews will take up to 15 business days.
3. You will be telephoned when permit is ready to pick-up.  
Inspection and Permit Fees will vary from permit to permit.
4. Display Cardstock-Permit in a window facing your street of address; begin work.
5. Call for inspections; provide 2 to 3 days advance notice to York Township.
6. Complete and return Certificate of Use/Compliance when all inspections have been approved. Include your original cardstock and any documents regarding approved inspections.

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**DALLASTOWN BOROUGH BUILDING PERMIT  
APPLICATION CHECKLIST**

- \_\_\_\_\_ Zoning approval, if necessary (special exceptions, variances, etc.)
- \_\_\_\_\_ Building permit application completed and signed
- \_\_\_\_\_ Architectural plans (3 sets required)
- \_\_\_\_\_ Plot plan (3 sets required)
- \_\_\_\_\_ Driveway application
- \_\_\_\_\_ Grading plan (approved by Borough Engineer)
- \_\_\_\_\_ Energy Code compliance (2 sets required)
- \_\_\_\_\_ Sewage permit (for on-site septic system)
- \_\_\_\_\_ For existing commercial/industrial buildings – copy of L&I Occupancy permit
- \_\_\_\_\_ Stormwater Permit Application

Certified Building Official will not accept any plans for review until all of the necessary paperwork is submitted as a complete package. Incomplete submittals will be rejected and returned immediately.

Do not submit any applications for building permits for subdivisions or land developments that have not been recorded. The permits will be rejected and returned immediately.

All permits will be considered accepted for the next business day. Residential Plan reviews will take up to 15 business days and Commercial/Industrial Plan reviews will take up to 30 business days.

**Date plan(s) accepted:** \_\_\_\_\_

**DALLASTOWN BOROUGH  
STORMWATER MANAGEMENT PERMIT APPLICATION**

If you, as a property owner, are planning to construct any type of structure or improvement to your property (patio, driveway, etc.) that will impact the stormwater runoff leaving your property, then you must comply with Municipal Stormwater Management Ordinance No. 575-12. Completion of this form will allow the staff to guide you through the associated regulations.

**Step 1: Complete the Project Information**

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_  (preferred)

Email Address: \_\_\_\_\_  (preferred)

Proposed Development (Please provide information regarding size, type, distance from property lines and existing site features, etc. Attach any manufacturer's sheets or other information related to the proposed development):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have any other exterior improvements been completed on the property since January 1, 2013 (*Effective Date of SWM Ordinance*)? If so please list the projects and permit numbers \_\_\_\_\_.

**Step 2: Provide Sketch Plan of Property**

Plan shall include property lines, existing improvements and proposed improvements. Please indicate which direction the property slopes as well as provide detailed drainage information for proposed improvements (roof breaks, gutters, downspout locations, etc. (Sample included as Attachment A1 in Small Project's Guide).

Sketch Plan Provided

**Step 3: Summarize Proposed Impervious Area**

- New Pavement (Parking area, driveway) \_\_\_\_\_ ft<sup>2</sup>
- New Building (Shed, Garage, Addition) \_\_\_\_\_ ft<sup>2</sup>
- Sidewalk or Patio (Concrete, Brick) \_\_\_\_\_ ft<sup>2</sup>
- Removal of existing impervious area \_\_\_\_\_ ft<sup>2</sup>
- Changing the ground surface/cover (Clearing a wooded lot, converting a meadow area to yard) \_\_\_\_\_ ft<sup>2</sup> (Municipal Engineer to be contacted by Borough)
- Farming Activities (not new buildings or impervious) – If in compliance with Chapter 102, exempted from formal submission.
- Timber Activities - If in compliance with Chapter 102, exempted from formal submission.
- Stormwater Improvement - Not associated with a new impervious area (Municipal Engineer to be contacted by Borough)

\_\_\_\_\_  
Applicant Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Small Projects Guide - Operation & Maintenance Plan****Construction:**

1. Install erosion and sedimentation control facilities.
2. Stormwater Management Facility (ies) shall be installed before impervious areas are completed. If earthwork is involved during the construction of the impervious area, then extreme caution shall be taken so that sediment does not wash into the SWM Facility (ies).
3. Mark the locations of the SWM facility (ies).
4. Excavate the SWM Facility to the required depth. Contact municipality for inspection prior to filling. If standing water is encountered, a SWM Site Plan may need to be submitted; contact Municipal Engineer. All excavated materials shall be removed from the site or stabilized.

**For Stone Infiltration Structures**

5. Line excavation with Geotextile.
6. Backfill SWM Facility with required stone. If required: Install piping, cleanouts and associated facilities as detailed.
7. If required: Close geotextile material over stone bedding.
8. If required: Place topsoil over trench.
9. Stabilize and seed all disturbed areas.

**For Rain Gardens**

5. Place topsoil over excavated area.
6. Install plantings as shown on the plan.
7. Stabilize and seed all disturbed areas.

**Maintenance:**

1. The SWM Facility shall be checked regularly to ensure that no standing water exists in the facility 3 days after a rain event. If water is encountered, the facility may need to be modified. Notification of the municipality is required if facility is not functioning before any modifications are made.
2. Monitor the SWM facility to ensure that no sediment, grass clippings, leaves, and other similar accumulations occur on top of, and/or within, the SWM Facility.

I have read and agree to the above Operation and Maintenance Plan. I, as the property owner, am responsible for the proper construction, operation and maintenance for the SWM Facilities. If I fail to adhere to any of these tasks, the Borough may perform the services required and charge the appropriate fees. Nonpayment of the fees may result in a lien against my property.

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 Applicant Name (Printed)

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 Signature

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 Date



# LISTING OF FEES & REQUIRED INSPECTIONS

DALLASTOWN BOROUGH

\*SEE REVERSE SIDE FOR INSTRUCTIONS FOR SCHEDULING INSPECTIONS\*

Borough of Dallastown

## OFFICE USE ONLY

### DALLASTOWN BOROUGH FEES: (ALL FEES DOUBLED IF WORK STARED WITHOUT PERMIT)

Zoning Permit \$ \_\_\_\_\_ Zoning Inspection \$ \_\_\_\_\_ Driveway \$ \_\_\_\_\_ Grading Plan Review \$ \_\_\_\_\_ Zone \_\_\_\_\_  
 Sidewalks/Curbs (within street r-o-w) \$ \_\_\_\_\_ Certificate of Use & Occupancy/Compliance \$ \_\_\_\_\_  
 Storm Water \$ \_\_\_\_\_

### BUILDING FEES: PA State Surcharge \$ \_\_\_\_\_ Building Permit \$ \_\_\_\_\_ (\$10 first thou - \$2/thou after)

### YORK TOWNSHIP FEES: (ALL FEES DOUBLED IF WORK STARED WITHOUT PERMIT)

Plan Review \$ \_\_\_\_\_ Residential / Multifamily-Commercial-Industrial  
 Footer/Setback Inspection \$ \_\_\_\_\_ (prior to placing concrete)  
 Rebar \$ \_\_\_\_\_ (prior to placing concrete in forms or block cores)  
 Foundation Inspection \$ \_\_\_\_\_ (includes crawl spaces, porches, trench work, etc... parging, damp-proofing, & drain tile when required, prior to backfilling)  
 Framing/Mechanical Insp. \$ \_\_\_\_\_ (rough-in for mechanical & electrical and electrical rough wire inspection required prior to framing inspection)  
 Insulation Inspection \$ \_\_\_\_\_  
 Drywall Inspection \$ \_\_\_\_\_ (prior to finishing surface)  
 Final Building Inspection \$ \_\_\_\_\_ (Electrical Final must be approved prior to Building Final)

### PLUMBING FEES: Plumbing Permit \$ \_\_\_\_\_ Lateral \$ \_\_\_\_\_ Rough \$ \_\_\_\_\_ Final \$ \_\_\_\_\_

### ELECTRICAL FEES: Permit \$ \_\_\_\_\_ Plan Review/Consulting \$ \_\_\_\_\_

### RESIDENTIAL: Rough \$ \_\_\_\_\_ Final \$ \_\_\_\_\_

### Swimming Pool/Spa \$ \_\_\_\_\_ Swimming Pool Bonding \$ \_\_\_\_\_

Service Meter (100 to 400 amps) \$ \_\_\_\_\_ More than one stackable meter in same service \$ \_\_\_\_\_ (\$10ea)

Generators/Transfer Switches \$ \_\_\_\_\_ Air Conditioner Units \$ \_\_\_\_\_

### COMMERCIAL/INDUSTRIAL: Rough \$ \_\_\_\_\_ Final \$ \_\_\_\_\_ Swimming Pool(grounding) \$ \_\_\_\_\_

Service Meter (400 to 800 amps) \$ \_\_\_\_\_ More than one stackable meter in same service \$ \_\_\_\_\_ (\$10ea)

Service Meter (800 to 2000 amps) \$ \_\_\_\_\_ More than one stackable meter in same service \$ \_\_\_\_\_ (\$10ea)

Motors \$ \_\_\_\_\_ Transformers \$ \_\_\_\_\_ Generators/Transfer Switches \$ \_\_\_\_\_

Air Conditioner Units: One Unit \$ \_\_\_\_\_ Two Units \$ \_\_\_\_\_ Additional Units \$ \_\_\_\_\_ (\$10ea)

Total amount \$ \_\_\_\_\_ (York Twp. fees)

Amount prepaid \$ \_\_\_\_\_ (York Twp. fees)

**TOTAL COST OF INSPECTIONS:** \$ \_\_\_\_\_ (Payment via cash or check; check payable to York Township)

**TOTAL COST OF PERMITS:** \$ \_\_\_\_\_ (Payment via cash or check; check payable to Dallastown Borough)

ADDRESS OF PROPERTY: \_\_\_\_\_ Permit#: \_\_\_\_\_

--Instructions for Scheduling Inspections on reverse--

# INSTRUCTIONS FOR SCHEDULING INSPECTIONS

## DALLASTOWN BOROUGH

175 EAST BROAD STREET, DALLASTOWN, PA 17313

TELE: 717-244-6626 • FAX: 717-244-1076 • [www.dallastownboro.com](http://www.dallastownboro.com)

DATE: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

LOCATION: \_\_\_\_\_

JOB: \_\_\_\_\_

PLUMBING PERMIT must be picked up by a master plumber licensed in Dallastown Borough. To schedule a plumbing inspection, follow the instructions below.

To schedule a BUILDING, ELECTRICAL, and/or ZONING INSPECTION call the York Township number, (717)741-3861, during regular business hours (Monday through Friday from 8:00 AM to 4:30 PM), and dial "0" for the operator.

Do NOT leave requests for inspection on voice mail. Requests on voice mail will not be honored. You must schedule them directly with the operator. Kindly give the York Township Office at least two to three days advance notice for the required inspections indicated on your permit(s) and for any inspections later deemed necessary by the inspectors.

Inspections are performed Monday through Friday from 7:30 AM to 2:15 PM.

Work shall not proceed beyond the point indicated without approval of the inspection. Work that has been approved must remain in place for all inspections that follow. You may call to cancel an inspection (one-hour minimum) prior to inspection, without being charged for an extra inspection.

Failure to call for inspections may require removing work completed.

There will be an extra charge for extra inspections and re-inspections of failed work.

**\*EACH PERMIT CARD MUST BE POSTED AT THE JOB SITE AT ALL TIMES AND MUST BE VISIBLE FROM STREET OF ADDRESS.\***

Return your building permit cardstock and all documents relating to your "passed" inspection with all requests for use and occupancy.





# CERTIFICATE OF USE AND OCCUPANCY

## DALLASTOWN BOROUGH

175 EAST BROAD STREET, DALLASTOWN, PA 17313

TELE: 717-244-6626 • FAX: 717-244-1076 • [www.dallastownboro.com](http://www.dallastownboro.com)

A Use and Occupancy Permit will be required when a Building Permit is issued for any new structure or if an alteration/addition is made to or within any structure. Additional permitted items requiring inspections shall require a Certificate of Use and Occupancy. The new structure/addition may not be used or occupied until you have received an Occupancy Permit.

A Certificate of Use and Occupancy shall not be issued for structures and buildings located in subdivisions requiring Improvement Guarantees until the structure or building abuts either a roadway which has been accepted by the Borough or dedication or abuts upon a street which has been paved with a base wearing course.

The Dallastown Borough Zoning Office shall be provided the completed "Request for Certificate of Use and Occupancy", found on the reverse of this page, when all construction is completed and all inspections have been approved. Failure to do so is in violation of the Dallastown Borough Zoning Ordinance. Dallastown Borough requires five business days before a Certificate of Use and Occupancy will be issued.

Any person, partnership, or corporation who or which has violated or permitted the violation of the provisions of the Zoning Ordinance, upon being found liable therefore in a civil enforcement proceeding commenced by the Borough, shall pay a judgment of not more than \$500 plus all court costs, including reasonable attorney fees incurred by the Borough as a result thereof.

---Complete reverse when all construction inspections have "passed". Return this form with all inspection documentation and the building permit cardstock.---

--Application for the Certificate of Use & Occupancy on reverse--



Borough of Dallastown

# REQUEST FOR CERTIFICATE OF USE AND OCCUPANCY

DALLASTOWN BOROUGH

175 EAST BROAD STREET, DALLASTOWN, PA 17313

TELE: 717-244-6626 • FAX: 717-244-1076 • www.dallastownboro.com

In order to confirm approval of all inspections and generate the necessary paperwork, the Borough requires at least **five business days of notice** before a Certificate of Use and Occupancy will be issued. No exceptions will be granted.

Call, fax, or mail your request only after **all necessary engineering, plumbing, electrical, building and zoning inspections have been approved**. All applicable information **must** be supplied in order to process your request. \* *Submit the building permit cardstock with this application. The inspections approvals are found on the reverse side and are necessary to review.*

DATE OF REQUEST: \_\_\_\_\_

TO: Nathaniel Taggart                      BOROUGH FAX: (717) 244-1076

FROM: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX #: \_\_\_\_\_

CTY, ST, ZIP: \_\_\_\_\_

BUILDING PERMIT #: \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

OWNER (S): \_\_\_\_\_

### DATES FINALS WERE APPROVED:

PLUMBING \_\_\_\_\_ ELECTRICAL \_\_\_\_\_ BUILDING \_\_\_\_\_

ZONING \_\_\_\_\_ \*\* ENGINEERING \_\_\_\_\_

*Submit the building permit cardstock with this application. The inspections approvals are found on the reverse side and are necessary to review.*

### PLEASE CHECK YOUR CHOICE:

\_\_\_\_\_ Send the original by mail to:  
\_\_\_\_\_ contractor  
\_\_\_\_\_ owner(s)

\_\_\_\_\_ Notify me by phone;  
I will pick it up at the Boro Office

\*Be advised that any extra inspection fees or re-inspection fees must be paid before the certificate will be mailed or available for pick-up.

\*\*If final engineering approval is required for your project, please contact the Borough Engineer approximately a week in advance to schedule an inspection.