



DATE RECEIVED: \_\_\_\_\_  
DISTRICT: \_\_\_\_\_ ALLOWED \_\_\_\_\_  
EXIST: \_\_\_\_\_ PROP: \_\_\_\_\_  
BP 25 - \_\_\_\_\_ FEE: \_\_\_\_\_  
SWM 25 - \_\_\_\_\_ FEE: \_\_\_\_\_  
CA FEE \$ \_\_\_\_\_  
TOTAL FEE \$ \_\_\_\_\_  
DATE ISSUED: \_\_\_\_\_  
EXPIRES: \_\_\_\_\_  
BOROUGH USE ONLY

# 2025 COMMERCIAL BUILDING PERMIT APPLICATION

Dallastown Borough  
175 East Broad Street, Dallastown PA 17313  
PHONE: 717-244-6626 • FAX: 717-244-1076 • www.dallastownboro.com

**Owner**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Contractor (if applicable)**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email: \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

LOT AREA SF \_\_\_\_\_ EXIST COVER SF \_\_\_\_\_ ADDED COVER SF \_\_\_\_\_

DESCRIPTION OF PROJECT (PROVIDE DRAWING OF LOT WITH EXISTING AND ADDED COVER)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COST of PROJECT: \_\_\_\_\_ FEE - \$20 1<sup>ST</sup> THOUSAND + \$2 PER THOUSAND + \$40 PER INSPECTION

APPLICANT: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

§ 90-3Permit required. It shall be unlawful for any person, firm, association or corporation to erect, construct, enlarge, alter, repair, move, remove or demolish any building or structure within the limits of the Borough of Dallastown, York County, Pennsylvania, unless a permit therefor shall first be secured as hereinafter provided.

The above signed applicant hereby makes application for a building permit in accordance with PA UCC Section 403.62a and all applicable ordinances of Dallastown Borough and hereby certifies, under penalties of perjury, that all facts herein are true and correct. The permit will become invalid if authorized work does not commence within 180 days from the permit issuance date. **The applicant also understands and acknowledges that all plan review fees must be paid regardless of whether the applicant proceeds with the project.** Effective January 2, 2024 (R2024-03) –The Borough reserves the right to collect a fee up to \$500 as a deposit at the time of the application.



# Code Administrators Inc

1862 Charter Lane Suite 101  
Lancaster, PA 17601  
T: 717-859-3350 F: 717-859-3363  
www.CodeAdministrators.com

## Application for Commercial Building Permit and Plans Examination

Please note that the following are required to be submitted with this application:

- Two (2) Sets of Site Plans
- Two (2) Complete Sets of Stamped & Signed Construction Drawings
- Two (2) Sets of Specifications

**When Possible an Additional Digital Submission of Construction Documents is Requested**

### Property Information

Project Address		City	Zip
Owner's Name	Phone	Fax	Email
Owner's Address	City	State	Zip

### Scope of Project

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cost of Construction      Square Feet      Stories Above Grade      Stories Below Grade

Check ALL That Apply:

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> New Building  | <input type="checkbox"/> Addition      | <input type="checkbox"/> Interior Alterations | <input type="checkbox"/> Exterior Alterations  |
| <input type="checkbox"/> Change in Use | <input type="checkbox"/> Accessibility | <input type="checkbox"/> Change in Occupancy  | <input type="checkbox"/> Fire Sprinkler System |
| <input type="checkbox"/> HVAC          | <input type="checkbox"/> Plumbing      | <input type="checkbox"/> Electrical           | <input type="checkbox"/> Fire Alarm System     |
| <input type="checkbox"/> Sign          | <input type="checkbox"/> Demolition    | <input type="checkbox"/> Foundation Only      | <input type="checkbox"/> Roof                  |

Construction Type:	IA <input type="checkbox"/>	IIA <input type="checkbox"/>	IIIA <input type="checkbox"/>	VA <input type="checkbox"/>	IV <input type="checkbox"/>	IB <input type="checkbox"/>	IIB <input type="checkbox"/>	IIIB <input type="checkbox"/>	VB <input type="checkbox"/>
Use Group:	A-1 <input type="checkbox"/>	A-2 <input type="checkbox"/>	A-3 <input type="checkbox"/>	A-4 <input type="checkbox"/>	A-5 <input type="checkbox"/>	B <input type="checkbox"/>	E <input type="checkbox"/>	F-1 <input type="checkbox"/>	F-2 <input type="checkbox"/>
	H-1 <input type="checkbox"/>	H-2 <input type="checkbox"/>	H-3 <input type="checkbox"/>	H-4 <input type="checkbox"/>	H-5 <input type="checkbox"/>	I-1 <input type="checkbox"/>	I-2 <input type="checkbox"/>	I-3 <input type="checkbox"/>	I-4 <input type="checkbox"/>
	M <input type="checkbox"/>	R-1 <input type="checkbox"/>	R-2 <input type="checkbox"/>	R-3 <input type="checkbox"/>	R-4 <input type="checkbox"/>	S-1 <input type="checkbox"/>	S-2 <input type="checkbox"/>	U <input type="checkbox"/>	

<b>Phased Project / Deferred Submittals</b>	(If not needed for project, write N/A)
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Please note the following regarding Phased Projects and Deferred Submittals:

- Work can only be done on reviewed and approved construction documents.
- Construction documents for total building approval must be submitted and reviewed before any additional construction can occur.
- This limited approval does not guarantee that a permit will be issued for the entirety of the construction project.
  - The Applicant assumes all risk.

I am requesting a Phased Approval. (If checked, please indicate the total number of phases and brief description of the scope of work for each in the space provided below.)

I am requesting a Deferred Approval. (Please check the disciplines you wish to defer and indicate their estimated submittal date in the space provided below.)

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Architectural     | <input type="checkbox"/> Structural                             | <input type="checkbox"/> Accessibility | <input type="checkbox"/> Energy/Insulation     |
| <input type="checkbox"/> Electrical        | <input type="checkbox"/> Mechanical                             | <input type="checkbox"/> Plumbing      | <input type="checkbox"/> Fire Sprinkler System |
| <input type="checkbox"/> Fire Alarm System | <input type="checkbox"/> Wood Roof Trusses (Stamped and Signed) |  |  |

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<b>Design Professional (This Section must be fully completed prior to permit processing.)</b>
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Name	Phone	Fax	
Address	City	State	Zip
Company	Phone		
Pennsylvania License Number	Email		

**Contractor Information**

(If not needed for project, write N/A)

## General Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

## Electrical Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

## HVAC Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

## Plumbing Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

## Fire Alarm Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

## Fire Sprinkler Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	





# Code Administrators Inc

## 2024 UCC FEE SCHEDULE COMMERCIAL CONSTRUCTION (Non-1&2 Family Dwellings)

### Pennsylvania State Educations Fund

\$4.50 per permit

### Notice of Violation, Court filings and appearance for a summary offense citation

\$150 per hour

Preliminary Meetings - \$75 per 1/2 hour increment

### Projects with Cost of Construction below \$250,000

#### Plan Review

\$75 per 1/2 hour increment, billed at permit issuance or permit cancellation/abandonment

#### Commercial Inspections (Building, Mechanical, Plumbing, Electrical, Energy)

Cost of Construction	Minimum Cost	Allotment of Inspections
\$0 - \$19,999	\$150	2
\$20,000 - \$39,999	\$300	4
\$40,000 - \$59,999	\$450	6
\$60,000 - \$79,999	\$600	8
\$80,000 - \$99,999	\$750	10
\$100,000 - \$149,999	\$1050	14
\$150,000 - \$199,999	\$1750	23
\$200,000 - \$250,000	\$2250	30

Additional inspections above allotment, \$75 per inspection.

### Projects with Cost of Construction Above \$250,000

#### Plan Review & Inspections

Up to \$1,000,000 .015 X cost of construction

Then from the next \$1,000,001, - \$2,000,000 .01 X cost of construction

Then from the next \$2,000,001 - \$Up .005 X cost of construction

1862 Charter Lane, STE 101  
Lancaster, Pennsylvania 17601  
Codeadministrators.com  
717-859-3350



## ZONING GUIDELINES

The following activities are examples of activities that require a **zoning permit** and a **stormwater permit** if additional impervious ground cover is created.

- detached gazebos / sheds / garages (less than 240 SF with no electrical / plumbing)
- fences
- decks / patios that are less than 30" above grade.
- non-illuminated signage
- paved and / or stone driveways, parking spaces and sidewalks.
- swimming pools (permanent & temporary that can hold 18 to 23 inches of water with no electrical components)

Complete attached application and submit with a sketch of the project to the Dallastown Borough Office. The drawing must show lot lines, existing features and proposed project location on the property.

The following table summarizes zoning criteria in Dallastown Borough.

Zone	Front Setback	Side Setback	Rear Setback	Accessory structures <sup>1</sup>	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.  Properties with yards bounded by streets, lanes or avenues, the height of the fence is limited to 3 ft.
R-T	15 ft	SFD <sup>2</sup> : 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. <sup>3</sup> Accessory structure: 2 stories, but not over 25 ft	Up to 60% <sup>4</sup> 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. <sup>5</sup> 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	

<sup>1</sup> Accessory structure are allowed between the rear wall of the principal structure (min of 10 ft away) and the rear setback line.

<sup>2</sup> SFD = single family detached dwelling

<sup>3</sup> 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.

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

<sup>5</sup> 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.

\*Swimming pools may require a building permit in addition to a zoning permit

\*Additional Zoning criteria will be reviewed at the time your submitted plan is reviewed. Refer to [www.dallastownboro.com](http://www.dallastownboro.com) for a complete text of the Zoning Ordinance.

Zoning Districts: R-O = Residential Outlying; R-T = Residential Town; C-S = Commercial Shopping; C-H = Commercial Heavy & Highway; I-G = Industrial General

# STORMWATER GUIDELINES

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 will require stormwater runoff considerations. A stormwater permit is required.

The calculation of impervious square footage subject to the Small Project Site Activities fee in lieu program shall run with the land and shall be cumulative beginning January 1, 2013 (Ordinance 575-12). The initial and all future projects subject to payment, as set forth in the fee schedule below, shall be added to any future projects for the purpose of (a) calculating any fee; and (b) determining eligibility for the Small Project Site Activities fee in lieu provisions. Once the total of all projects exceed 500 sq feet (cumulative from 1/1/13) , the property is no longer eligible for a Small Project Site Activity payment in lieu of. The construction of a Stormwater Best Management Practices (BMP) under the Dallastown Borough Stormwater Management Ordinance is required. A Stormwater Permit is required regardless for all projects. Once the total accumulated impervious area exceeds 1000 square feet, a Stormwater Management Plan (SWM) prepared by an engineer is required. The Borough Engineer will review the SWM plan and inspect the construction of the stormwater BMP.

## STORMWATER PERMIT FEE SCHEDULE TABLE

<b>0 – 250 SF:</b> \$1.50 / SF or pay no fee and install a small projects stormwater BMP
<b>251– 500 SF:</b> \$375 plus \$3.00 / SF or pay no fee but install a small projects stormwater BMP
<b>501 – 1000 SF:</b> \$50 plan review & inspection fee to install a stormwater BMP per the stormwater ordinance
<b>&gt; 1000 SF:</b> \$200 application fee plus review and inspection fees for a professionally designed stormwater BMP

# DEMOLITION GUIDELINES

## § 224-29 Demolition.

Demolition of any structure must be completed within 90 days of the issuance of a permit. Completion consists of tearing the structure down to grade, filling any resulting cavity to grade and removing all resulting debris from the lot. Wood, asphalt shingles and similar building materials shall not be buried or used as fill at the demolition site but must be disposed of at an approved solid waste disposal facility certified to dispose of such materials. A structure may be partly demolished only if a usable structure or building remains, and the demolition of the part is completed as required in the previous sentence. All evidence of the structure which was demolished must be removed from the exterior surfaces of the remaining structure or building. Proof of performance bond and liability insurance must be shown for work of \$1,000 or more.

## § 90-5 Fees

Demolitions. For a permit for the demolition of a building or structure, the fee shall be equal to 10% of the total cost of demolition.

[Amended 6-11-2018 by Ord. No. 591]