



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 1ST THOUSAND + \$2 PER THOUSAND + \$40 PER INSPECTION

APPLICANT: _____ SIGNATURE: _____

PHONE: _____ EMAIL: _____

§ 90-3 Permit 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.

Date ____/____/____

**APPLICATION FOR PLAN REVIEW
&
APPLICATION FOR COMMERCIAL BUILDING PERMIT**

PROPERTY ADDRESS

Street Address:	Parcel	Zoning
Subdivision:	Lot	Type
Municipality	County	

OWNER ADDRESS

Last name or Business	First name	Phone	
		Fax	
Address	City	State	Zip

TYPE OF APPLICATION

☐ Building ☐ Plumbing ☐ Electrical ☐ Mechanical ☐ Accessibility ☐ Fire Suppression ☐ Fire Alarm ☐ Occupancy ☐ Other			
Type of Work (Check all that apply) ☐ New Construction ☐ Additional construction ☐ Alteration/Structural/Egress Change ☐ Repair/Renovation ☐ IBC ☐ IEBC (1 ☐ 2 ☐ 3 ☐ ☐ Foundation Permit ☐ Change of Use/Occupancy ☐ Initial Certificate of Occupancy	Type of Construction (Check all that apply) ☐ IA ☐ IV ☐ IB ☐ IIA ☐ VB ☐ IIB ☐ VA ☐ IIIA ☐ Separate Use ☐ IIIB ☐ Non-separated Use	Previous L&I Certificate #(s) PROPOSED CODE/YEAR FOR THIS PROJECT	
Use Group (List all) ☐ A1 ☐ H1 ☐ R1 ☐ A2 ☐ H2 ☐ R2 ☐ A3 ☐ H3 ☐ R3 ☐ A4 ☐ H4 ☐ R4 ☐ A5 ☐ H5 ☐ R4 ☐ B ☐ I1 ☐ S1 ☐ ☐ I2 ☐ S2 ☐ E ☐ I3 ☐ U ☐ F1 ☐ I4 ☐ F2 ☐ M	Fire Separation ☐ Single Use ☐ Separated Uses ☐ Non-separated Mixed Use ☐ Incidental Use Main Use _____	Fire Suppression (List all) Type: ☐ Wet (Water) # _____ Standard _____ ☐ Dry (Water) # _____ Standard _____ ☐ Chemical # _____ Standard _____ Type _____	
Start Date	Finish Date	Total Value of All Work	

FAILURE TO FILL OUT THE PERMIT APPLICATION COMPLETELY MAY RESULT IN DELAYS OR REJECTION OF APPLICATION

Municipal Tracking #

Permit #

Plan Review #

Description of proposed project:

Electrical Permit Information

Electrical Service Size

_____ Amps Power Company Name _____
 _____ Volts Power Company Job # _____
 _____ Ø

General outlets: _____ 120 volt _____ 240 volt
 Circuits: _____ 2 wire _____ 3 wire _____ 4 wire

Device Name	Watts	Amps	#	Device Name	Watts	Amps	#
Start Date		Finish Date		Value of work			

Plumbing Permit Information

[illegible]

Mechanical Permit Information

Number of systems	Type(s)			
SYSTEM	BTU	FUEL	VENT TYPE (+R-?)	FUNCTION (Heat? Cool? Water? Vent?)

Fuel Gas? ☐ yes ☐ no		Public? ☐ yes ☐ no		Piping Type(s) _____	
Oil? ☐ yes ☐ no		Tank Capacity? _____		Underground? ☐ yes ☐ no	
Electric? ☐ yes ☐ no		Total KW _____			
Duct Detectors? ☐ yes ☐ no		Number of Zones? _____		Type? _____	
Kitchen Hood? ☐ yes ☐ no		Fire Suppression System? ☐ yes ☐ no		Type? _____	
Hazardous Exhaust? ☐ yes ☐ no		Fire Suppression System ☐ yes ☐ no		Type? _____	
Fire Dampers? ☐ yes ☐ no		Smoke Dampers ☐ yes ☐ no			
Smoke Control System? ☐ yes ☐ no		Governing Code Section(s) _____			
Regular Exhaust Fans? ☐ yes ☐ no		Number? _____		Duct Type(s) _____	
Fireplace? ☐ yes ☐ no		Number? _____			
Gas? ☐ yes ☐ no		Piping Type _____		Vent Type _____	
Masonry? ☐ yes ☐ no		Material Type _____		Chimney Type _____	
Electric? ☐ yes ☐ no		Kw? _____			
Start Date		Finish Date		Value of work	

Fire Alarm Permit Information

Requiring Code Section _____ Type(s) of Wiring _____ Battery Back Up ☐ yes ☐ no Generator ☐ yes ☐ no Number of Zones _____ Type(s) of System(s) _____ Type(s) of Detectors(s) _____ Smoke, heat, infrared, ultraviolet, etc. Types of Special Applications _____ Types of Initiating Tests _____		
Start Date	Finish Date	Value of Work

Fire Suppression System Permit

Requiring Code Section(s) _____ Number of Systems _____

[illegible]

Alternate Systems ☐ yes ☐ no		Pre-action ☐ yes ☐ no		Number of Systems_____
System Type	Chemical	Capacity	Reference Standard(s)	
Start Date	Finish Date	Value of Work		

PROPOSED DEFERRED SUBMITTALS

☐ Foundation Permit	ETA	_____ / _____ / _____
☐ Structural Steel	ETA	_____ / _____ / _____
☐ Fire Suppression	ETA	_____ / _____ / _____
☐ Fire Alarm	ETA	_____ / _____ / _____
☐ Roof Truss	ETA	_____ / _____ / _____
☐ Floor Truss	ETA	_____ / _____ / _____
☐ Spec Books	ETA	_____ / _____ / _____

Design Professional in Responsible Charge

Name: _____

Registration Number _____

Seal:

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I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record, and I agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code Official or his delegated representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project.

Applicant _____ Date _____ Phone _____

Fax _____ Email _____ Mobile _____

PERSONNEL

General Contractor

General Contractor _____

Contact Person _____ Are there other prime contractors? ☐ yes ☐ no If yes, list separately.

Street Address _____

City _____ State _____ Zip _____

Phone _____

Mobile _____

Fax _____

Email _____

Architect

Architect in Responsible Charge _____
Lead Architect _____ Contact Person _____
Street Address _____
City _____ State _____ Zip _____
Phone _____
Mobile _____
Fax _____
Email _____

Structural Engineer

Firm _____
Lead Engineer _____ Contact Person _____
Street Address _____
City _____ State _____ Zip _____
Phone _____
Mobile _____
Fax _____
Email _____

Electrical Engineer

Firm _____
Lead Engineer _____ Contact Person _____
Street Address _____
City _____ State _____ Zip _____
Phone _____
Mobile _____
Fax _____
Email _____

Mechanical Engineer

Architect in Responsible Charge _____

Lead Architect _____ Contact Person _____

Street Address _____

City _____ State _____ Zip _____

Phone _____

Mobile _____

Fax _____

Email _____

Plumbing Engineer

Firm _____

Lead Engineer _____ Contact Person _____

Street Address _____

City _____ State _____ Zip _____

Phone _____

Mobile _____

Fax _____

Email _____

Fire Alarm Engineer / Designer

Firm _____

Lead Engineer/Designer _____ Contact Person _____

Street Address _____

City _____ State _____ Zip _____

Phone _____

Mobile _____

Fax _____

Email _____

Fire Suppression Engineer / Designer

Firm_____		
Lead Engineer_____	Contact Person_____	
Street Address_____		
City_____	State_____	Zip_____
Phone_____		
Mobile_____		
Fax_____		
Email_____		

NOTICE

All work, whether or not shown on the construction documents shall comply with the Pa. UCC (IBC and IRC 2003 as referenced). Work not shown will be field checked to determine compliance. Construction documents shall be on site at time of inspection; if not the inspection may be failed, at the discretion of the inspector, for failure to have them available for reference purpose.

Universal accessibility to all services, goods, events, and functions offered within the Commonwealth of Pennsylvania is a guaranteed civil right. Please review your construction documents to insure that right has not been violated. Basic compliance with *all* of the provisions of the standard ANSI A117.1 can help to insure that all of our citizens enjoy access to the goods and services offered within the state. Compliance with the provisions of IBC Chapter 11 and ANSI A117.1 will be field verified and shall be mandatory for receipt of a Certificate of Occupancy. Full compliance with accessibility provisions of the codes is mandatory. Failure to include provisions for compliance on the plan, or in the execution of the work is not an excuse to deny basic accessibility to our citizens.

A list of inspections that *probably* will be required, based on the permit application and plan submission, can be obtained from the Code Official at the time of permit issuance. Noted inspections may be waived or additional inspections may be required, at the discretion of the Code Official, as deemed necessary in order to insure Code Compliance. Inspection approval must be obtained for the work currently complete before proceeding to the next step of construction listed in order for each trade.

All inspections will be conducted by Commonwealth Code Inspection Service, with the exception of special inspections required by the Pa. UCC and/or IBC Chapter 17, and/or at the direction of the Design Professional; or as otherwise directed by the authority having jurisdiction. Special inspections shall be performed per the Pa. UCC and/or IBC Chapter 17, and/or at the direction of the Design Professional.

A special inspection program list shall be furnished to Commonwealth Code Inspection Service for approval prior to the start of the project phase associated with the inspection. The list shall include name of company, corporate officers, address and other contact information, accreditation, and qualifications of individual inspectors.

The applicant or authorized representative must request all regular inspections directly through Commonwealth Code Inspection Service, Inc. with at least 24 hours notice.

Same day service for inspections may be provided if calls are received before 8:00 AM. Telephone 717-664-2347 (Main Office) or 800-732-0043 (In Pennsylvania) or Contact your local CCIS office at