



Borough of Dallastown
RESIDENTIAL

BUILDING PERMIT APPLICATION

Dallastown Borough

175 East Broad Street, Dallastown PA 17313

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

DATE RECEIVED: _____

BP #: _____ DTB FEES \$ _____

3RD PARTY FEES \$ _____

TOTAL FEES \$ _____

DATE ISSUED: _____

BOROUGH USE ONLY

OWNER INFO

Name _____

Address _____

Phone: _____

Email: _____

CONTRACTOR INFO

Name _____

Address _____

Phone _____

Email: _____

PROJECT ADDRESS: _____ TOTAL LOT AREA: _____

EXIST IMPERVIOUS COVER SF _____ (SEE ATTACHED ZONING GUIDELINES)

NEW IMPERVIOUS COVER SF _____ TOTAL LOT COVER (%) _____

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

COST of PROJECT: _____ FEES: \$49.50 (UP TO- \$1K) ADD \$2 PER THOUSAND OVER \$1K + 3RD PARTY FEES

APPLICANT SIGNATURE: _____

APPLICANT CONTACT INFO: 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.

APPLICATION FOR BUILDING PERMIT / USE CERTIFICATE

PA. UCC and referenced INTERNATIONAL BUILDING CODE SERIES is enforced

MUNICIPALITY _____

Application Date _____ Application No. _____

1. PROPERTY INFORMATION

Tax Map _____ Site Address _____

Parcel No. _____

Zone: Agricultural _____ Commercial _____ Conservation _____ Industrial _____ Residential _____

2. OWNER'S INFORMATION

First Name: _____ Mi.: _____ Last Name: _____ Phone No.: _____

Street Address: _____ City: _____ State: _____ Zip: _____

3. BUILDING PERMIT APPLICATION

Description of Work: *(provide details on plot plan along with existing structures on lot)*

ESTIMATED COST OF CONSTRUCTION: \$ _____

ESTIMATED START DATE ____/____/____ ESTIMATED COMPLETION DATE ____/____/____

4. CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable laws of this jurisdiction. I further certify that this information is true and correct to the best of my knowledge.

APPLICANT SIGNATURE _____ DATE _____

Address _____ Phone No _____

(TURN PAGE OVER)

5. CONTRACTOR INFORMATION

Please list additional general contractor information on additional sheet(s) if applicable

Name of Contractor _____ Phone No _____

Chief Executive Officer _____ Phone No _____

Person in Charge of Work _____ Phone No. _____

Contractor Address _____

City _____ State _____ Zip _____

Proof of "Workman's Compensation" Insurance _____

6. SUBCONTRACTOR INFORMATION

Please list subcontractors for major trades, use additional sheet(s) if applicable

Contractor	City, State, Zip	Phone No
------------	------------------	----------

Contractor	City, State, Zip	Phone No
------------	------------------	----------

Contractor	City, State, Zip	Phone No
------------	------------------	----------

Contractor	City, State, Zip	Phone No
------------	------------------	----------

Contractor	City, State, Zip	Phone No
------------	------------------	----------

7. OFFICE INFORMATION

APPLICATION FEE:	\$ _____	ISSUANCE DATE	____ / ____ / ____
------------------	----------	---------------	--------------------

PERMIT FEE:	\$ _____	EXPIRATION DATE	____ / ____ / ____
-------------	----------	-----------------	--------------------

INSPECTION FEES	\$ _____	EXTENSION DATE	____ / ____ / ____
-----------------	----------	----------------	--------------------

TOTAL FEES	\$ _____
------------	----------

APPLICATION IS: GRANTED _____ DENIED _____

SIGNATURE OF PERMIT OFFICER _____ DATE _____

APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING BUILDING INSPECTOR FOR REQUIRED INSPECTIONS.

PLOT PLAN DRAWING

REV - 2026

RESIDENTIAL ZONING PERMIT

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 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. 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	Up to 8 ft in height in all yard areas.
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 structure are allowed between the rear wall of the principal structure (min of 10 ft away) and the rear setback line.

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.

*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 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 MANAGEMENT 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

0 – 250 SF: \$1.50 / SF or pay no fee and install a small projects stormwater BMP
251– 500 SF: \$375 plus \$3.00 / SF or pay no fee but install a small projects stormwater BMP
501 – 1000 SF: \$50 plan review & inspection fee to install a stormwater BMP per the stormwater ordinance
> 1000 SF: \$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.