

**PARADISE TOWNSHIP**  
**Zoning & Codes Department**  
*Phone: 717-353-3893*

**BUILDING PERMIT PROCEDURES**

PLEASE READ IN ITS ENTIRETY BEFORE RETURNING APPLICATIONS

A Building Permit application is used for all items falling under the PA UCC Building Code. If work is exempt from UCC a Zoning Permit Application would be used. Starting with the correct forms will save time.

TIME FRAME: Applications and plans are reviewed on a first come first serve basis. Permits will be issued as promptly as possible, remember to plan ahead. Residential construction documents will be reviewed within 15 working days or less. Commercial or those other than one & two family dwellings will be reviewed within 30 working days or less.

IF YOU ARE NOT 100% SURE CALL THE OFFICE!!!

**SUBMISSION REQUIREMENTS:** Must be included to be complete.

1. Read the entire application package first so you know how to prepare.
2. A paperwork checklist for your use is enclosed to help you return everything.
3. Return the completed, signed, dated application along with:
  - a. **Three (3) copies of a complete set of plans to include:**
    - Plot or Site plan showing all existing and proposed structures, easements, streets, alleys with dimensions, setback lines, distance from property lines, well and sewer system locations, and any special features of your lot.
    - Footer and Foundation Plans with details, including basements, crawl spaces, slabs shown with all utility and under slab details.
    - Floor plans showing all dimensions of rooms, corridors, spaces, location of hard-wired smoke detectors, egress and accessibility requirements.
    - Elevation detail of ALL sides including dimensions, grade and height.
    - Show typical wall sections with details of construction.
    - Show size and swing of all doors including fire ratings where required.
    - Show locations of all windows with sizing and glazing, ventilation openings, and any clear openings for emergency escape.
    - All plans must be documented with site address, lot number, subdivision name and owner if applicable, or all that apply.
    - Plans and documents that are not legible, faxed, or incomplete will NOT be accepted.
    - Plans must be folded to an 8 1/2x11 inch size, not rolled or folded in any other fashion or they will not be accepted.



- Concrete slips will be required to be turned in for all concrete used or the passing of that inspection will not occur.

**b. Commercial applications and other than one (1) or two (2) family dwellings must in addition to the above include:**

- All plans must be completed, signed and sealed by a registered design professional.
- Required emergency lighting systems, fire alarm systems, and fire suppression systems must be shown. Plans are required.
- Complete fire suppression plans, sprinkler locations, specifications and calculations. Including alarm systems.
- All Egress, Fire and Panic Act, Handicapped accessibility, including hardware, turning radius, applicable signage, heights, and ramps must be shown in detail and approved. Must meet ALL applicable codes.
- Required fire rated assemblies, construction methods and design members.
- Act 45 Use Group classifications, construction type; maximum occupancy loads, must be shown on the plans.
- Complete mechanical plans including; ventilation rates and specifications.
- Complete plumbing plans, diagrams and specifications.
- Complete electrical plans and specifications.
- Structural plans, design loads with soils report.
- Energy conservation specifications and calculations, including proposed method(s) of compliance with the UCC "R" values of each assembly, and/or the "U" values of each assembly.
- Elevators or other Lift devices must be approved by Pennsylvania Labor and Industry (PA L&I)

- c. Commonwealth Code Inspection Service, Inc. carbon inspection forms that apply (four (4) possible), top section completed to bold line. Plumbing/HVAC, Building, Plan Review.
- d. Copy of approved sewer permit for the plot (Varies per area).
- e. For State roads a copy of the PENNDOT Highway Occupancy Permit is required. Paradise Township roads may require a permit. Please inquire.
- f. Well or a water system permit or approval documentation.
- g. Conservation permit or letter (York County Conservation District) if required for the project.
- h. Certificate of Worker Compensation Insurance or a permit waiver signed to comply with PA Act 11/1993. Certificates should list Paradise Township as a certificate holder. Paradise Township must be notified of cancellation or any change in the policy for any reason.
- i. Additional items may be required for the project, and will need to be submitted prior to application approval and permit issuance.

4. Upon receipt of all the completed and approved documents, the following review period will result;

- a. The three (3) completed sets of plans will be submitted to the Paradise Township Zoning and Codes Office for review. A plan review fee will be charged. Each time a plan is re-submitted the applicable review time will be reapplied accordingly (15 or 30 days as applicable). The plans will be reviewed and either approved or denied.
  - If Denied; comments regarding any/all deficiencies will be noted. Any/All comments must be addressed. Any and all appropriate and acceptable remediation(s) to the plan



must be accomplished before the plan is re-submitted. This process will continue until such time as the plan is approved or withdrawn.

- If Approved; the plans will be certified and returned to the Township Office.

5. If the application is approved, a building permit may be issued. The following fees are required when the permit is issued;
  - a. A check made payable to: Paradise Township for the permit fee.
  - b. A check made payable to Commonwealth Code Inspection Service, Inc. for the total of inspections and plan review fees. (Note: Additional inspections and/or re-inspections may be needed or required for the project. Additional fees must be paid to Commonwealth Code Inspection Service, Inc. or Paradise Township as needed prior to final inspection)
6. A permit is valid for one (1) year from the date of issue. Work must begin within one-hundred and eighty (180) days from the date of issue (\*the permit will become invalid if work is not begun within 180 days). (Note: Time extensions to the permit ARE NOT guaranteed)
7. **CONTACT PA ONE CALL / 811 prior to any digging or excavation.** 3-Day notice is required before any digging or excavation. [www.paonecall.org](http://www.paonecall.org) or Call 811 or 1-800-242-1776
8. It is the responsibility of the Permittee to contact Commonwealth Code Inspection Service, Inc. directly to arrange all building, electrical, plumbing and mechanical inspections. Commonwealth Code Inspection Service, Inc. may be contacted at: 717-846-2004, to arrange for all inspections, or if there are any questions regarding or related to the ICC Codes. Failure to contact the inspector prior to any work may require that work to be removed and restarted.

**The following routine inspections will be made:**

- a. The Footer Inspection, must be completed BEFORE any concrete is poured.
  - b. The Foundation Inspection, is completed BEFORE any back fill; \*the inspector must be able to see drainage tiles.
  - c. Under-Slab Piping Inspection is necessary BEFORE any concrete is poured.
  - d. Framing, Rough Electrical, Plumbing and Mechanical must be finished to receive a Framing Inspection.
  - e. The Insulation/Energy Inspection must be completed BEFORE any wallcovering (drywall) is hung.
  - f. Wall board, Mechanical and any "Specialty" Inspections.
  - g. The Final Inspection is completed only after; Safety-Related Items, Railings, Grading and Seeding, Storm Water Compliance and all Mechanical, Electrical, and Plumbing inspections are completed.
  - h. Additional Inspections MAY BE REQUIRED under certain circumstances. \*Make sure you are aware when these circumstances exist.
9. When Paradise Township receives the FINAL APPROVAL from Commonwealth Code Inspection Service, Inc. the following will result:
    - a. The Zoning/Codes Enforcement Officer will complete a final inspection of the property to determine and assure that all code(s) compliance has been satisfied, if necessary.
    - b. Any changes or deviations not meeting code or ordinance are required to be addressed and/or corrected prior to final approval.
  10. A Certificate of Occupancy will be issued ONLY AFTER all required inspections have been conducted and passed, all required documentation has been received, and any/all outstanding fee balances have



been collected. The Certificate of Occupancy will signify and attest that the project has been approved and completed. \*No further or additional work on the property is authorized without a new permit. The Certificate of Occupancy shall be revoked if any additional work is undertaken. NO PROPERTY IS AUTHORIZED TO BE OCCUPIED AT ANY TIME WITHOUT A CERTIFICATE OF OCCUPANCY.

11. The Certificate of Occupancy WILL NOT be issued prior the completion of all requirements. Issuance may take up to five (5) business days from the receipt of the final approval. It is not the responsibility of Paradise Township, if settlement is affected by this. Be prepared, and schedule appropriately. \*PLAN AHEAD.
12. The property owner MUST receive the Original Copy of the Certificate of Occupancy

**\*ALL CONSTRUCTION DOCUMENTS ARE FILED AND RETAINED BY PARADISE TOWNSHIP**

### **Important Phone Numbers**

**Paradise Township Office: ..... 717-259-0385**  
**Paradise Township FAX: ..... 717-259-7561**  
**Paradise Twp. Zoning/Code Officer: Wayne Smith: .....717-353-3893**  
**Commonwealth Code Inspection Service, Inc.: ..... 717-846-2004**  
**Pennsylvania One Call: ..... 811 -or- 800-242-1776**  
**International Code Council (ICC): .....215-638-0554**  
**York County Conservation District, E&S, NPDES: .....717-840-7430**  
**York County Courthouse, Main: .....717-771-9675**  
**York County Assessment & Tax Claim Office: .....717-771-9232**  
**York County Mapping & Data: .....717-771-9730**  
**York County Planning Commission: .....717-771-9870**  
**Pennsylvania Department of Transportation, York County: ..... 717-848-6230**  
**Pennsylvania Labor and Industry (PA L&I): .....717-787-3806**

**PARADISE TOWNSHIP**  
**APPLICATION FOR BUILDING PERMIT**  
 Use this form for all PA Uniform Construction Code Required Projects

**LOCATION OF BUILDING PROJECT**

Site Address: \_\_\_\_\_  
 Tax Parcel Number: \_\_\_\_\_ Lot # \_\_\_\_\_ Subdivision: \_\_\_\_\_  
 Property Owner (s): \_\_\_\_\_  
 Owners Address if different: \_\_\_\_\_  
 Owners Phone #: \_\_\_\_\_ Cellular: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTORS INFORMATION**

**LICENSE No.**

*NOTE: ALL Contractors or persons working in Paradise Twp. are required to have the appropriate license.*

General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Plumber: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Electrician: \_\_\_\_\_ Phone: \_\_\_\_\_  
 HVAC: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Additional Specialty: \_\_\_\_\_ Phone: \_\_\_\_\_

**TYPE OF WORK**

**USE OF PROPOSED**

Check all that apply:  
 \_\_\_\_\_ New Construction  
 \_\_\_\_\_ Electrical  
 \_\_\_\_\_ Plumbing  
 \_\_\_\_\_ Mechanical  
 \_\_\_\_\_ Addition  
 \_\_\_\_\_ Structural Alteration  
 \_\_\_\_\_ Accessory Building  
 \_\_\_\_\_ Moving, relocating  
 \_\_\_\_\_ Demolition  
 \_\_\_\_\_ Foundation/Slab  
 \_\_\_\_\_ Deck over 30 inches  
 \_\_\_\_\_ Other \_\_\_\_\_

**Residential**

Change of Use Created:  YES  NO

\_\_\_\_\_ Attached \_\_\_\_\_ Detached  
 \_\_\_\_\_ One-Family Dwelling  
 \_\_\_\_\_ Two-Family Dwelling  
 \_\_\_\_\_ Multi-Family - # of Units = \_\_\_\_\_  
 \_\_\_\_\_ Accessory Building  
 \_\_\_\_\_ Other \_\_\_\_\_

**NON-Residential**

Change of Use Created:  YES  NO

\_\_\_\_\_ Industrial \_\_\_\_\_  
 \_\_\_\_\_ Commercial \_\_\_\_\_  
 \_\_\_\_\_ Service Station, Repair Garage  
 \_\_\_\_\_ Hospital, Institutional \_\_\_\_\_  
 \_\_\_\_\_ Office, Professional \_\_\_\_\_  
 \_\_\_\_\_ Transient Hotel, Motel, Dormitory  
 # of Transient Units = \_\_\_\_\_  
 \_\_\_\_\_ Other \_\_\_\_\_

***IF PROJECT IS EXEMPT FROM  
 INSPECTIONS OR DOES NOT MEET  
 INSPECTION CRITERIA A ZONING  
 APPLICATION SHOULD BE USED NOT  
 THIS BUILDING PERMIT APPLICATION***

**MUST BE COMPLETED:**

**ESTIMATED COST OF IMPROVEMENT: \$** \_\_\_\_\_

**OWNERSHIP: Private** \_\_\_\_\_

**Public** \_\_\_\_\_



## Paradise Twp. ZONING Permit Application Page 2

### CHARACTERISTICS OF BUILDING

<b>CONSTRUCTION TYPE</b> <input type="checkbox"/> Stick built on site <input type="checkbox"/> Pre-Built Structure <input type="checkbox"/> Manufactured Industrialized <input type="checkbox"/> Other _____	<b>PRINCIPAL TYPE OF FRAME</b> <input type="checkbox"/> Wood Framed <input type="checkbox"/> Masonry (wall bearing) <input type="checkbox"/> Structural Steel <input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Other (specify) _____	<b>PRINCIPAL ROOF TYPE</b> <input type="checkbox"/> Asphalt Shingle <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Rubber <input type="checkbox"/> Other (specify) _____
<b>PARKING SPACES OFF-STREET</b> <input type="checkbox"/> Enclosed Spaces (Garage) <input type="checkbox"/> Outdoor Spaces <input type="checkbox"/> Handicapped if required <input type="checkbox"/> Van Accessible if required <input type="checkbox"/> TOTAL	<b>SEWAGE DISPOSAL</b> <input type="checkbox"/> Public System <input type="checkbox"/> Private on site system Type: _____ Permit #: _____	<b>SIDING TYPE(S)</b> <input type="checkbox"/> Vinyl Siding <input type="checkbox"/> Wood Siding <input type="checkbox"/> Metal or Aluminum <input type="checkbox"/> Masonry Brick, block, stone, etc. <input type="checkbox"/> Stucco / Dryvit <input type="checkbox"/> Other (specify) _____
<b>BUILDING DIMENSIONS</b> <input type="checkbox"/> Number of Stories Basement: Yes/No Finished/Unfinished Attic or other storage area: Yes/No Total Building Area _____ sq. ft Lot is _____ sq. ft // _____ acres Overall Size _____ x _____ Building Height above grade: _____ ft.	<b>FLOODPLAIN</b> - Is the site located within an identified flood hazard area? (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO <b>WETLANDS</b> - Is the site located within an identified wetland area? (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO <b>HISTORICAL AREA</b> - Is the site located within a historic district? (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO <b>IS THE SITE LOCATED WITHIN A HOME OWNERS ASSOCIATION COMMUNITY?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If YES to the above question who is the contact for the association: Name _____ # _____	
<b>DESCRIBE IN DETAIL YOUR PROJECT: (must be complete)</b> _____ _____ _____		
<b>ATTATCH A PLOT PLAN OF YOUR ENTIRE PROPERTY</b>		
<p>The owner of this property and the undersigned agree to conform to all State, Federal, and Local laws and ordinances of Paradise Twp. and that by signing this application further states that any misrepresentation of the facts set forth on this application will result in criminal and civil penalties as set forth in the PA Crimes Code Title 18, Sections 4903 and 4904 dealing with false statements. I also certify that the proposed work is authorized by the property owner of record and that I have been authorized by the owner to make this application as his authorized agent.</p> <p>I understand permits may be required by the County or other State and local agencies and it is my responsibility to obtain any required permits prior to the start of construction. I understand that this application is for Zoning Related work only, and any work requiring inspections or fall under UCC requirements will not be performed under this application.</p>		
Signature of applicant/representative: _____ Date: _____ Print Name: _____ Title/Rep: _____		

Date Received \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Permit # \_\_\_\_\_



**Workers Compensation Insurance Coverage Information**  
(attach to building permit application)

A. The applicant is:

A contractor within the meaning of the Pennsylvania Workers Compensation Law

\_\_\_\_\_ Yes \_\_\_\_\_ No

If the answer is "yes", complete Sections B and C below as applicable.

B. Insurance Information:

Name of Applicant \_\_\_\_\_

Federal or State Employer Identification No. \_\_\_\_\_

Applicant is a qualified self-insurer for workers compensation.

\_\_\_\_\_ Certificate attached

Name of Workers Compensation Insurer \_\_\_\_\_

Workers Compensation Insurance Policy No. \_\_\_\_\_

\_\_\_\_\_ Certificate attached

Policy Expiration Date \_\_\_\_\_

C. Exemption:

Complete Section C if the applicant is a contractor claiming exemption from providing workers compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers Compensation Law for one of the following reasons, as indicated:

\_\_\_\_\_ Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.

\_\_\_\_\_ Religious exemption under the Workers Compensation Law.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

My commission expires: \_\_\_\_\_

(Seal)

Signature of Applicant \_\_\_\_\_

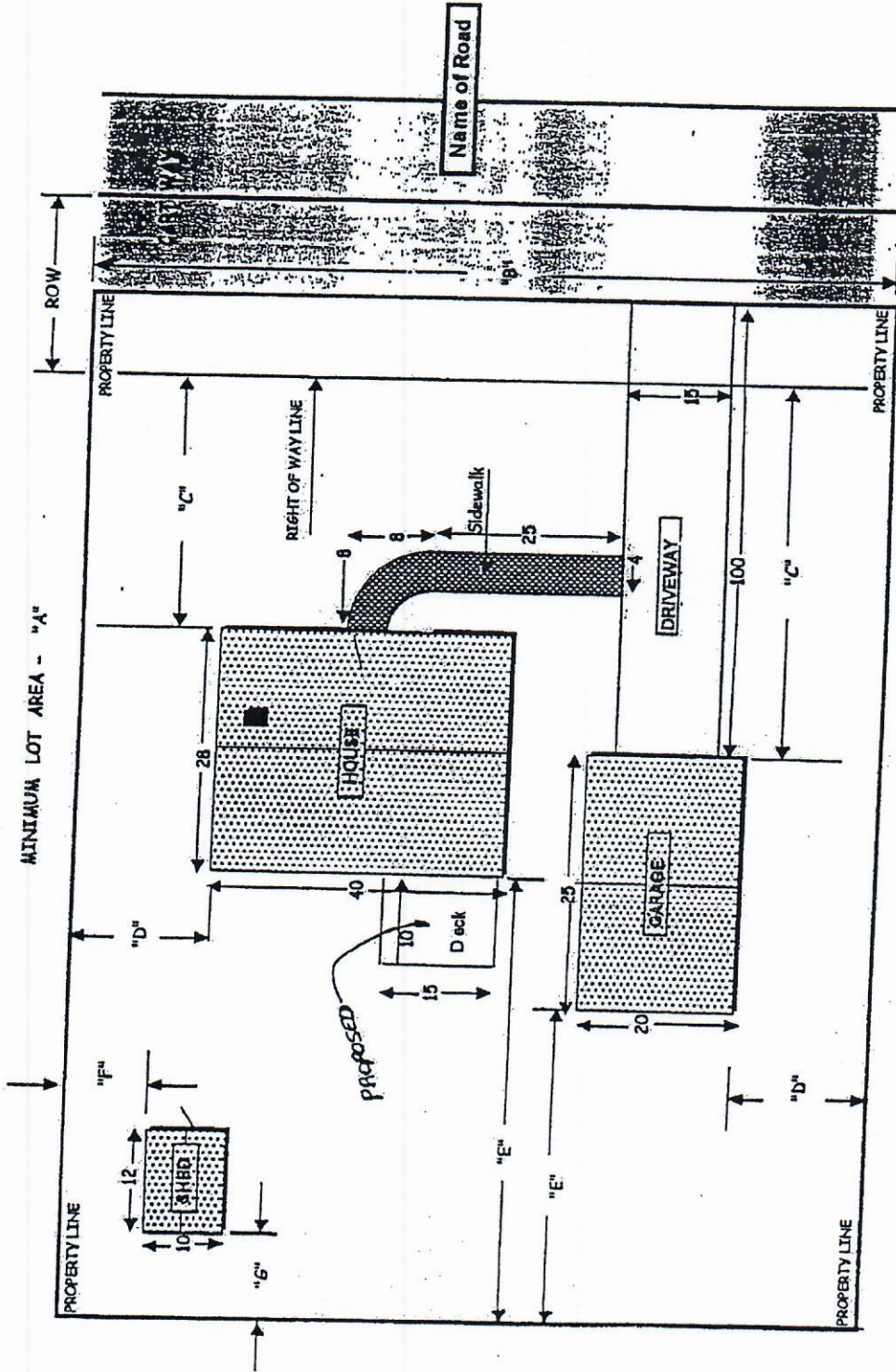
Address \_\_\_\_\_

County of \_\_\_\_\_

Municipality of \_\_\_\_\_

**PLEASE ATTACH COPY OF INSURANCE CERTIFICATE!**

SAMPLE PLOT PLAN-HAND DRAWN IS OK



- ROW = Distance of Right of Way from center of road back into property, varies depending on the road.  
 A = Minimum Square footage of your lot required.  
 B = Lot width or road frontage of your lot, is considered a front on every road.  
 C = Front setback from ROW line  
 D = Side setback from property line  
 E = Rear setback from property line  
 F = Side setback from property line of accessory structures  
 G = Rear setback from property line of accessory structures

IF YOU ARE ON A CORNER LOT YOU WILL HAVE 2 FRONT SETBACKS

REMEMBER A PLOT PLAN MUST BE COMPLETE AND INCLUDE ALL DIMENSIONS