



# MONROE TOWNSHIP

1220 Boiling Springs Road, Mechanicsburg, PA 17055-9794  
Phone: (717) 258-6642 • (717) 697-4613 • Fax: (717) 258-9311 • E-Mail: [Monroetwp@monroetwp.net](mailto:Monroetwp@monroetwp.net)

## CHECKLIST FOR SUBMISSION OF RESIDENTIAL ZONING AND BUILDING PERMIT APPLICATIONS

THE FOLLOWING INFORMATION IS REQUIRED FOR ALL APPLICATIONS:

- Zoning and Building Permit Application**, including site address (or lot number and subdivision), owner's name/address/zip/phone number, applicant's name/address/zip/phone number, description of work and cost of construction.
- THE APPLICANT AND THE PROPERTY OWNER MUST SIGN ALL PERMIT APPLICATIONS**
- Plot or Site Plan** showing all existing and proposed structures, easements, streets, and alleys with dimensions from property lines and adjacent or adjoining buildings and setback lines
- A Certificate of Worker Compensation Insurance** or notarized exemption form is required to be submitted for all applications to comply with PA Act 44/1993.

THE FOLLOWING INFORMATION IS REQUIRED FOR APPLICATIONS FOR BUILDING PERMIT ONLY:

Three (3) complete sets of building plans, specifications, and related documents, including:

- Copy of the Sewer Connection Permit or the On-Lot Septic Permit** for new dwellings or renovations which propose an increase in the number of bedrooms.
- Foundation Plans** (including basements / crawl spaces / decks / etc.) – show dimensions and locations of all footings, foundation walls, and other support structures, including steel beams. Steel beam design must be signed and sealed by a professional engineer.
- Floor Plans** (including basements / crawl spaces / decks / etc.) – show dimensions of all rooms, corridors, and spaces and location of all smoke detector(s). Identify the size and direction of swing for all doors and the type of fire door assemblies where required by the building codes. Show location(s) of all windows with sizes of glazing, sizes of ventilation openings, and clear openings for emergency escape.
- Elevations of all Sides of the Building** or structures with dimensions, location of finished grade and building heights.
- Typical Sections** and with complete structural details of wall, floor and roof systems
- Energy Conservation (Insulation) Specifications** and calculations, including, proposed method of complying with the UCC and "R" and "U" values of each wall, door and window assembly.
- Mechanical Plans**, including pipe and duct sizing, vent/return locations, and HVAC equipment specifications.
- Electrical Plans**, including outlet, switch, and fixture locations. GFI and AFI locations must be identified.
- Plumbing Plans**, including pipe sizing, vent locations, hot water heater specifications.
- Manufacturer's Drawings for Engineered Systems**, such as roof and floor trusses, TJI's, microlam beams, etc. Truss drawings must be signed and sealed by a professional engineer.
- Plans must be complete and drawn to scale (not less than 1/8" equals one foot).**

**Permit and Inspection Fees** will be collected at the time of permit issuance. Permit fees are based on the fee schedule resolution and are generally calculated as follows (round up all construction costs to the next \$1000):

Residential Zoning Permits (includes sheds and detached garages under 1000 S.F., fences, paving of existing driveways, non-structural renovation of existing structures including finishing of basements): **\$50 for the first \$1000 worth of work, \$5 for every \$1000 thereafter**

Residential Building Permits (includes all new dwellings or additions, renovations with structural changes, swimming pools or spas, accessory structures over 1000 S.F.): **\$90 for the first \$1000 worth of work, \$10 for every \$1000 thereafter, subject to following minimums:**

New Single Family Dwelling	\$1250.00	Residential Addition	\$500.00
Residential Alteration	\$300.00	Accessory Structure/Inground Pool	\$300.00
Above Ground Pool or Spa	\$175.00	Decks, Porches or Utility Services	\$150.00

DATE RECEIVED

6. Construction of sidewalks and driveways not more than 30 inches above grade and not over a basement or story;
7. Installation of a residential uncovered deck where the floor is no more than 30 inches above grade at any point;
8. Residential window replacement if the required height, width or clear opening of the previous window or door assembly is not reduced;
9. Repair or replacement of a residential porch or stoop which does not structurally support a roof;
10. Minor electrical work, including, replacement of light fixtures or receptacles which are rated at 20 amps or less, less than 150 volts and are not located where ground-fault circuit interrupter protection is required;
11. Residential alterations that do not affect means of egress (doors, hallways, stairs, passageways, emergency escape windows, etc.) and / or does not require any structural changes, including basement finishing which meets these requirements.

Again, the above list is abbreviated and not all-inclusive. You should review Act 45/1999 and all subsequent amendments and the U.C.C. Administrative Regulations section 403.1 for exclusions to the U.C.C., section 403.42 for commercial construction requirements and section 403.62 for residential construction requirements.

**Do I still need a permit if a U.C.C. building permit is not required for my project?**

In many cases, yes. The U.C.C. does not exempt a project from other permits such as zoning, etc. Always consult the municipal staff to see if your project requires a permit. Operational permit(s) may be required in accordance with the U.C.C. International Fire Code. Some examples of required operational permits are; operating a special amusement building, conducting a carnival or fair, storage / use or handling of compressed gases, conducting cutting or welding operations, manufacture / storage / handling / sale or use of explosives, dispensing of liquid fuels.

**How long will it take to acquire a U.C.C. building permit?**

The U.C.C. requires residential permit applications for one-family and two-family dwelling units and utility and miscellaneous use structures to be reviewed, approved or denied within 15 working days, and commercial permit applications to be reviewed, approved or denied within 30 working days. If residential permit drawings have been prepared by design professionals who are licensed or registered under the laws and regulations of the Commonwealth and the **application contains a certification by the licensed or registered design professional that the plans meet the applicable standards of the Uniform Construction Code and ordinance as appropriate**, action shall be taken within five business days of the filing date. Applications and plans will be reviewed on a first come, first serve basis. Permits will be issued as promptly as possible. Every effort will be made by the Township staff to expedite permits in an efficient and timely manner and most applications will be reviewed much faster than required by the U.C.C. Complete, accurate and legible plans and applications will help expedite your application from submission to approval.

**When I receive notification my permit is approved, may I start construction immediately?**

No, other local, state or federal permits or approvals may also be necessary. You must first pick up your permit(s) at the municipal office and post the permit card(s) in a conspicuous location at the site. Per the U.C.C. regulations, permits are not valid until the required fees are paid. Additionally, prior to start of any construction excavation, the Pennsylvania One Call System should be notified at 1-800-242-1776 at least 3 working days prior to digging. More information on the One Call System may be obtained online at [www.paonecall.org](http://www.paonecall.org) .

**Do I need to contact anyone for inspections during construction?**

Yes, a list of required inspections and contact information will be given to you with your permit.

**What happens if I disagree with a decision denying permit approval or during an inspection?**

The U.C.C. requires each municipality to have an appeals board available. Consult section 403.122(f) of the U.C.C. Administration Regulations for a list of the three factors that may be considered by the Board of Appeals. If an appeal is to be pursued, contact Borough staff for procedures on filing an application for appeal.

# APPLICATION FOR RESIDENTIAL ZONING AND/OR BUILDING PERMIT

**MONROE TOWNSHIP**  
1220 Boiling Springs Road  
Mechanicsburg, PA 17055  
www.monroetwp.net

Office Phone: (717) 697-4613  
Fax: (717) 258-9311  
E-mail: Monroetwp@monroetwp.net

Application is hereby made to the Township for a Zoning and/or Building Permit in conformance with the requirements of the Monroe Township Zoning Ordinance, enacted September 17, 1998, last amended July 22, 2010 and the Uniform Construction Code (Pa Act 45/1999) and any amendments thereto for the following:

## **ALL OF THE FOLLOWING ITEMS MUST BE COMPLETED:**

SITE ADDRESS OR LOT NUMBER: \_\_\_\_\_

### PROPERTY OWNER OF RECORD INFORMATION:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Owner's Fax No.: \_\_\_\_\_ Owner's E-Mail: \_\_\_\_\_

### APPLICANT/CONTRACTOR INFORMATION (Complete only if the applicant is not the property owner):

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

The undersigned applicant hereby applies for a permit to construct:

- New Residential Dwelling     Residential Addition     Swimming Pool     Fence     Sign  
 Accessory Structure (Shed, Garage, Etc.)     Electrical     Grading/Paving     Agricultural Structure

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

Dimensions of Improvement: Length \_\_\_\_\_ ft. Width \_\_\_\_\_ ft. Height \_\_\_\_\_ ft. Area \_\_\_\_\_ s.f.

Estimated cost of proposed work: \$ \_\_\_\_\_ Present Use of Property: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Property Owner\*

\_\_\_\_\_  
(Print Name Here)

\_\_\_\_\_  
(Print Name Here)

**\*THE PROPERTY OWNER MUST SIGN ALL APPLICATIONS**

**\*\*IF THE PROPERTY OWNER AND APPLICANT ARE THE SAME, ONLY SIGN AS THE OWNER.**

-----  
**FOR TOWNSHIP USE ONLY**

Fee: \$ \_\_\_\_\_

Paid: \_\_\_\_\_

Tax Parcel Number: 22- \_\_\_\_\_

Zoning District: \_\_\_\_\_

Sewage Permit No. \_\_\_\_\_

Date Issued: \_\_\_\_\_

SEO/Authority: \_\_\_\_\_

Date Received: \_\_\_\_\_

**Permit Number:**



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## Workers' Compensation Insurance Exemption

Applicant: \_\_\_\_\_

Permit No. \_\_\_\_\_

The applicant is 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 PA Workers' Compensation Law for one of the following reasons, as indicated:

\_\_\_\_\_ Owner Self-Performing Work

The property owner is performing the work on a property or structure for which he/she is the property owner of record. .

\_\_\_\_\_ Contractor with No Employees

Contractor prohibited by law from employing any individuals to perform work pursuant to this application unless contractor provides proof of insurance to the Township.

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

Where a contractor is required to provide workers' compensation insurance under the provisions of the PA Workers' Compensation Law, a copy of a current Certificate of Insurance shall be provided.

### NOTARY

Sworn to and subscribed before me this

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

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

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

(SEAL)

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

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

## ADDITIONAL INFORMATION

### REVIEW TIME FRAME

Applications and plans will be reviewed on a first come, first serve basis. Permits will be issued as promptly as possible. New residential construction as well as commercial and industrial construction may require additional time. Every effort will be made by the Township staff to expedite permits in an efficient and timely manner. Construction documents submitted for building regulated by the Uniform Construction Code (PA Act 45 / 1999) will be reviewed within 15 working days or less for one and two family dwellings and within 30 working days or less for others. If residential permit drawings have been prepared by design professionals who are licensed or registered under the laws and regulations of the Commonwealth and the **application contains a certification by the licensed or registered design professional that the plans meet the applicable standards of the Uniform Construction Code and ordinance as appropriate**, action shall be taken within five business days of the filing date.

### PERMIT REQUIREMENTS:

Zoning permits are required for changes in use of a land or structure, for the erection, construction or improvement of any structure or portion thereof, for the alteration of any improved or unimproved real estate including mining, dredging, paving, grading, excavation or drilling operations, for the erection or alteration of any sign or for the construction or installation of any water or liquid impoundment facility.

**A building permit will be required in addition to a zoning permit** for demolition activities, the construction of structures, renovation of existing structures involving structural alterations, fences over 6' in height, decks over 30" above grade, swimming pools or spas and certain maintenance activities involving structural alterations. Please reference the UCC Fact Sheet available at the Township for specific activities which may require a building permit.

### GENERAL NOTES:

- A. Plans and documents that are not legible **will not be accepted.** Incomplete applications and documents **will not be accepted.**
- B. Permit fees will be calculated and are collected at the time of permit issuance. A permit will not be issued until complete fees are paid.
- C. Refunds – In the case of non-issuance or a revocation of a permit or abandonment or discontinuance of a building project, the cost of work performed under the permit shall be estimated and any excess fee for the incomplete work shall be returned to the permit holder upon written request; except that all plan examination and permit processing fees and all penalties that have been imposed on the permit holder under the requirements of this code shall be first collected. Moreover, no such excess fee shall be refunded hereunder unless said written request is received by the Township before the earlier of thirty (30) days following said revocation, abandonment or discontinuance (as the case may be) or one (1) year from the date of issuance of said permit.
- D. Permit applications, plans, and documents that were submitted may be picked up at the Township office within ten (10) days after a permit is denied. Plans, documents, and applications not picked up within ten (10) days following a permit being denied will be disposed of. The Township will retain one copy of all documents in accordance with state records laws.

**THIS IS ONLY TO BE USED AS A GUIDE. REVIEW THE UCC PRIOR TO SUBMITTING AN APPLICATION.**

# UNIFORM CONSTRUCTION CODE FACT SHEET

## **Where can I find a copy of the Uniform Construction Code (PA Act 45 / 1999) and the regulations?**

Online locations at the PA Department of Labor and Industry's website [www.dli.state.pa.us](http://www.dli.state.pa.us) (click on the quick link to "Building Code") or at:

[http://www.portal.state.pa.us/portal/server.pt/community/uniform\\_construction\\_code/10524](http://www.portal.state.pa.us/portal/server.pt/community/uniform_construction_code/10524)

You should also review the latest state and local amendments.

## **Where can I obtain copies of the codes referenced as part of the U.C.C.?**

A copy is available at the municipal office to view. Copies are available for purchase from the International Code Council at [www.iccsafe.org](http://www.iccsafe.org) or 1-800-786-4452.

## **What are examples of construction projects that require building permits by the U.C.C.?**

Examples of some building projects requiring U.C.C. building permits include:

1. Construction of a new single or multi-family dwelling or any non-residential building.
2. Construction of a residential or non-residential building addition.
3. Renovation of a dwelling or non-residential building which involves structural changes or removal or change of any required means of egress;
4. Installation of an in ground or above ground pool, spa or hot tub with a water depth greater than 24".
5. Construction of an agricultural building which has or will contain habitable space, spaces in which agricultural products are processed, treated or packaged or be occupied by the general public;
6. Construction of carports, detached private garages, greenhouses and sheds which are accessory to townhouses, apartments, non-residential buildings, etc.;
7. Construction of fences greater than 6 feet in height;
8. Construction of sidewalks and driveways more than 30 inches above grade or located over a basement or story;
9. Residential window replacement if the required height, width or net clear opening of the previous window or door assembly is reduced or the structure is modified;
10. Non-residential electrical work, including, replacement of light fixtures or receptacles which are rated at more than 20 amps or more than 150 volts;
11. Adding, altering, replacing, extending or relocating any non-residential standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar electric wiring or mechanical;
12. Replacement of a non-residential roof covering of any size.

The above list is abbreviated and not all-inclusive. You should review Act 45/1999 and all subsequent amendments and the U.C.C. Administrative Regulations section 403.1 for exclusions to the U.C.C., section 403.42 for commercial construction requirements and section 403.62 for residential construction requirements.

## **What types of construction projects are excluded from the U.C.C. and do not require a building permit?**

Examples of building projects exempt from U.C.C. building permits include:

1. Construction of carports, detached private garages, greenhouses and/or sheds, which are accessory to a detached one-family dwelling and less than 1000 square feet;
2. Construction of an agricultural building as defined under section 103 of Act 45/1999 and Act 93/2004;
3. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finishing work.
4. Residential repairs and maintenance activities, including siding and roof shingle replacement;
5. Construction of fences not more than 6 feet in height;