

**SILVER SPRING TOWNSHIP**  
**BUILDING, ZONING & CODES DEPARTMENT**  
**BUILDING/ZONING PERMIT PROCEDURE OUTLINE**

**Office Location: 8 Flowers Drive, Mechanicsburg, PA 17050**  
**Hours: 8:00 a.m. to 4:00 p.m. ~ Phone: 717-591-9067**

1. BUILDING AND ZONING PERMIT APPLICATIONS MAY BE PICKED UP AT THE TOWNSHIP OFFICE OR ARE AVAILABLE ON-LINE AT [www.silverspringtwp-pa.gov](http://www.silverspringtwp-pa.gov) . TO RECEIVE THE PROPER APPLICATION PACKET YOU SHOULD HAVE GENERAL KNOWLEDGE ABOUT THE PROJECT, i.e. New Home, Addition, Pool, Deck, etc.
2. A \$25.00 APPLICATION FEE IS REQUIRED EFFECTIVE FEBRUARY 1, 2012 AND MUST ACCOMPANY ALL PERMIT APPLICATIONS. THE FEE WILL BE APPLIED TOWARD PERMIT COST.
3. SUBMIT COMPLETED APPLICATION(S) ALONG WITH (2) SETS OF CONSTRUCTION PLANS, DOCUMENTS AND OTHER APPLICABLE INFORMATION ON CHECKLIST. (**Refer to Permit Guide**)
4. PLANS WILL BE REVIEWED FOR CODE COMPLIANCE ON A FIRST COME FIRST SERVE BASIS.

PLAN REVIEW TIME: (begins from the date after received by Township)

RESIDENTIAL: up to 15 business days, (5 days when plans are signed & sealed by Design Professional)

NON-RESIDENTIAL: up to 30 business days.

5. FOLLOWING PLAN APPROVAL THE PERMIT WILL BE ISSUED. YOU WILL BE CONTACTED WHEN IT IS APPROVED OR ADDITIONAL INFORMATION IS NEEDED.
6. INSPECTION SCHEDULE: (Typical project)
  - A. FOOTINGS: (Prior to pouring concrete)
  - B. FOUNDATION: (Prior to backfilling)
  - C. UNDER SLAB PLUMBING
  - D. FRAMING: (Prior to covering)
  - E. ROUGH-IN: PLUMBING, MECHANICAL, HVAC, & ELECTRICAL  
(Inspected during framing inspection and prior to insulation or covering)
  - F. ENERGY (Insulation, Sealant, Windows, Doors, Ducts, Housewrap)
  - G. WALLBOARD: (Prior to finishing)
  - H. FIRE SPRINKLER SYSTEM (Where Required)
  - I. SANITARY SEWER CONNECTION/SEPTIC SYSTEM CONSTRUCTION
  - J. ELECTRICAL FINAL INSPECTION
  - K. ACCESSIBILITY
  - L. FINAL BUILDING INSPECTION: (Prior to Use or Occupancy)
7. BUILDING CODE OFFICIAL ISSUES CERTIFICATE OF OCCUPANCY (When applicable)
  - A. \$30.00 fee is due for Certificate of Occupancy at Final Inspection

**INSPECTION SCHEDULING NOTIFICATION:**

1. Schedule all inspections by calling the Building and Codes Department at 717-591-9067.
2. A minimum **24 HOUR** notification must be given in advance of inspections.
3. Work cannot progress to the next level of construction until approval is given. See attached instructions

**CODE BOOKS**

Code books are available for purchase at the following locations: International Code Council (ICC) [www.iccsafe.org](http://www.iccsafe.org) go to ICC Store and at Pa State Association of Township Supervisors [www.psats.org](http://www.psats.org) click on Pa Construction Code Academy then Code Book order. To access the PAUCC website, go to [www.dli.state.pa.us](http://www.dli.state.pa.us) click on uniform construction code.

# SILVER SPRING TOWNSHIP BUILDING, ZONING & CODES DEPARTMENT

## BUILDING PERMIT APPLICATION GUIDE

### NEW – COMMERCIAL

#### ASSEMBLY, BUSINESS, EDUCATIONAL, FACTORY & INDUSTRIAL, HIGH HAZARD, INSTITUTIONAL, MERCANTILE, MULTI-FAMILY, STORAGE, UTILITY & MISCELLANEOUS BUILDINGS

### PERMITS REQUIRED

An owner or authorized agent (applicant) who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building, structure and facility or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the PA Uniform Construction Code, (UCC) ACT 45 shall first make application to the Building Code Official (BCO), and obtain a permit prior to start of work.

### Building Permit Exemptions

1. Agricultural buildings. **Note: These structures are not exempt from a Zoning Permit**

### APPLICATION

A Building Permit Application must be completed with all applicable line items answered and signed by the applicant and submitted to the Building Code Official. The application **must** be accompanied by the following unless waived by the BCO:

- A. \$25.00 Application Fee
- B. Permit Application Checklist Form completed and signed by applicant.
- C. Site Plan, (see information on next page).
- D. Construction Drawings and Documents
- E. Zoning Permit Application completed and signed by applicant, when applicable.
- F. Copy of Sewer Connection or On-lot Septic Permit, when applicable.
- G. Driveway Permit, (Penn Dot H.O.P. or Township Road Cut Permit).
- H. Worker's Compensation Insurance Certificate or Exemption form completed.
- I. Stormwater Management Plan approval and/or Erosion and Sediment Control, NPDES Permit (when required).
- J. Any other permits, approvals or documents deemed necessary by the Township.

### ACTION ON APPLICATION

The PA Uniform Construction Code (UCC) ACT 45 requires that the BCO grant or deny a permit, in whole or in part, within 30 business days of the filing date for commercial permits. The BCO and the applicant may agree in writing to extend the deadline by a specific number of days.

***PLEASE NOTE: APPLICATIONS THAT ARE NOT COMPLETE CANNOT BE PROCESSED  
AND WILL BE RETURNED TO THE APPLICANT MARKED INCOMPLETE.***

## **APPLICABLE CONSTRUCTION CODES**

All Non-Residential Buildings and structures shall be designed and constructed in accordance with the PA Uniform Construction Code (UCC), which the department adopts and incorporates by reference the following codes:

International Building Code 2009

International Fuel Gas Code 2009

International Plumbing Code 2009

International Mechanical Code 2009

International Fire Code 2009

International Energy Conservation Code 2009

International Existing Building Code 2009

ICC/ANSI A117.1-2003 Accessibility Code

National Electrical Code 2008

## **BUILDING CONSTRUCTION DRAWINGS**

The Permit Application must include Two (2) sets of Construction Drawings, Documents, Specifications, Data and other necessary information to verify compliance with applicable codes. **All drawings must bear the seal and signature of a design professional responsible for the design.**

The BCO may waive submission of certain construction documents if the nature of the construction does not require the review of construction documents to determine compliance with the UCC.

**A set of approved drawings and documents must be available at the job site.**

## **COMMERCIAL CONSTRUCTION – PLAN REVIEW**

### **Building Plan Requirements**

Two (2) sets of the following construction plans, specifications, details and documents must accompany the permit application for plan review:

- A. Site Plan** – Approved and recorded land development plan or if applicable site plan drawn to scale showing the following:
1. All property lines.
  2. Size and location of new construction and existing buildings and structures.
  3. Building Setback Dimensions (distance from all property lines).
  4. Location of well, septic system or public sewer lateral, water supply piping and on-site storm water system.
  5. Location and Depth of Foundation Drainage Facilities.
  6. Location of Driveway (distance to property lines)
  7. All underground and above ground Utilities.
  8. Location of Right-of-ways, Waterways and Easements, and Flood Plain.

## **B. Building Plans and Documents**

1. Construction drawings, documents, special inspection, structural design, and other applicable data shall be submitted for review and approval as required by the IBC.
2. Building Code Design Information must be included on the construction drawing/document.
3. Construction Drawings shall be to a scale of not less than 3/16”.

## **C. Plumbing, Mechanical and Fuel Gas Plans**

1. Construction drawings, documents, engineering calculations, diagrams and other such data prepared and designed by a registered design professional shall be submitted. Construction documents shall be drawn to scale and shall be of sufficient clarity to show in detail that the proposed work conforms to the provisions of the IPC, IMC IFGC.
2. Construction documents and detailed sheets shall indicate where penetrations will be made for pipe, fittings and components, mechanical systems and the materials and methods for maintaining required structural safety, fire-resistance rating and fireblocking.

## **D. Fire Protection System Plan**

1. Design drawings for the fire protection systems shall be submitted to demonstrate compliance with the IBC and IFC. Shop drawings, Hydraulic Calculation details, and specifications shall contain all information as required by the referenced installation standards in the codes.

## **E. Energy Conservation**

1. Design of a building shall be regulated and constructed for the effective use of energy of the Building Thermal Envelop, Mechanical system, service water heating equipment and controls and the electrical power system controls for interior and exterior lighting equipment.
2. Construction drawing details and data shall be submitted to demonstrate energy compliance in accordance with 2009 IECC or ASHRAE 90.1-2007.

## **F. Accessibility**

1. Buildings and facilities shall be designed and constructed to be accessible for physically disabled persons in accordance with the IBC Chapter 11 and ICC/ANSI A117.1-2003.
2. Construction drawings including specific details must be submitted to demonstrate with these codes and standard.

## **G. Electrical Plan**

1. Electrical design must comply with the National Electrical Code and be submitted to an authorized Third Party Electrical Inspection Agency for review and approval. Two (2) sets of approved drawings must accompany the building permit application for processing permit.
2. All electrical inspections must be performed by an authorized Third Party Inspection Agency. **The list of Authorized 3<sup>rd</sup> Party Agencies is available and included in the permit packet.**

## **POSTING OF PERMIT PLACARD**

The Building Permit Placard must be posted in a conspicuous place at the work site.

**FEE SCHEDULE Per Resolution No. 2012 – Please follow the link below:**

**<http://www.silverspringtpa.gov/pdf/SST%20Fee%20Schedule.pdf>**

Silver Spring Township  
**Inspection Instructions**

- When you call in for an inspection, dial 717-591-9067 and hit 0. Melissa schedules inspections. You may also email inspections to [mmyealy@silverspringtwp-pa.gov](mailto:mmyealy@silverspringtwp-pa.gov) but if you do not hear back within 2 hours, call in.
- When you schedule an inspection you must provide your permit number, site address, inspection needed, contact name and phone number.
- Please give the SST codes department 24 to 48 hour notice for all inspections. There is no mandated time or hours to perform inspections. The cut off for a next day inspection is 12:00 Noon.
- Inspections are performed from 8:00 AM to 11:00 AM Monday through Friday.
- Inspections types are listed on the back of your permit card and should be ordered specifically from the list. The inspections you need are typically highlighted for you.
- Only the Permit Applicant, typically the owner or GC, should order inspections. One person should be coordinating all inspections.
- Please have the yellow inspection card available for the inspector to sign at the scheduled inspection time.
- We cannot guarantee which inspector you will receive.

<b>For Inter-Office Use Only</b>	Building Permit Number _____
Tax Parcel _____	Zoning Permit Number _____
Construction Type _____	Cert. of Occ. Number _____
Occupancy Class _____	App. Fee Check Number _____
Zoning District: _____	Applicable Code _____

**SILVER SPRING  
TOWNSHIP**

Office Hours: Monday through Friday  
8:00 A.M. to 4:00 P.M.

8 Flowers Drive  
Mechanicsburg, PA 17050

Phone: 717-591-9067 Fax: 717-591-9058

**Application for Building Permit**

***A \$25.00 Application fee is required, and will be applied to permit cost.***

Construction Site Street Address: _____	Lot: _____
City, State, Zip: _____	
Development Name: _____ Phase/Section: _____	

Property Owner: _____
Owner's Mailing Address: _____
Owner's Phone: _____ Owner's Email: _____

Name of Applicant if Authorized Agent other than Owner: _____
<b>(Authorization letter from Owner required for Agent.)</b>
Authorized Agent's Mailing Address: _____
Authorized Agent's Phone: _____ Authorized Agent's Email or Fax: _____

Contractor: _____
PA Registration Number: _____
Worker's Compensation Insurance Certificate Number or Exempt Form: _____
Contractor's Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email: _____
Job Site Supervisor: _____ Cell: _____

Lot Dimensions		Building Dimensions		
Width:		Length:		No. Stories:
Depth:		Width:		Height:
Total Land Area by Square Footage or Acreage:		Total Square Footage including basement & attached garage:		No. Bedrooms

Setbacks	
Front	
Rear	
One Side	
Other Side	

	Public	Private
Water		
Sanitary		
Sanitary Permit No.: _____		

Select Type of Frame	
Wood	
Masonry	
Steel	
Concrete	
Other	

Flood Hazard Area	
Yes*	
No	

\*If yes, attach flood certification. FEMA Form 81-31

Residential	
	Single Family Detached
	Duplex
	Multi-Family
	Townhouse

Non-Residential		
Specify Use:		
Change in Use?	YES	NO
If YES, indicate former:		

Manufactured/Modular Homes	
Make	
Model	
Year	

Please Circle Type of Improvement				
New Building	Addition	Alteration	Repair	Relocate
Foundation	Change of Use	Plumbing	Mechanical	Electrical
Accessory Structure ≥ 1,000 SF		Deck	Pool	Other

Describe the project in detail:

Any additional information for permit review (optional):

Total cost of construction: \$ \_\_\_\_\_

(Contract price or market value per ICC Building Valuation Table.)

Property owner or "**Authorized Agent**" hereby agrees to comply with all applicable Township codes, laws and regulations and in accordance with all State and Federal regulations. Original application documents must be submitted by hand delivery or mail. **No fax or email copies will be accepted.**



\_\_\_\_\_  
Signature of Owner or Authorized Agent

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

\_\_\_\_\_  
Date

End of  
Application

**For Inter-Office Use Only**

\_\_\_\_\_  
Building Code Official Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Fee

\_\_\_\_\_  
UCC Fee

\_\_\_\_\_  
Zoning Officer Review Signature

\_\_\_\_\_  
Date

Building Permit Action/Dates	
Approved	
Issued	
Denied	
Returned	

ZONING PERMIT NO. \_\_\_\_\_

BUILDING PERMIT NO. \_\_\_\_\_

TAX PARCEL NO \_\_\_\_\_

**SILVER SPRING TOWNSHIP**

8 FLOWERS DRIVE, MECHANICSBURG, PA 17050

(717) 591-9067

*A \$25 Application Fee is required, and will be applied to permit cost.*

**APPLICATION FOR ZONING PERMIT**

**1. GENERAL INFORMATION**

Name of applicant: \_\_\_\_\_ Application date: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax # or Email: \_\_\_\_\_

Name of landowner of record: \_\_\_\_\_

Subject property address: \_\_\_\_\_

Subject property zone: \_\_\_\_\_

General description of proposed use: \_\_\_\_\_

Contractor/Engineer: \_\_\_\_\_ Registration # \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Workers Comp No. \_\_\_\_\_

**2. BUILDING INFORMATION**

Proposed work will involve  new construction  addition  alteration  repair  replacement  shed

pool  deck  commercial office  sunroom  fence (specify height) \_\_\_\_\_

other (Specify) \_\_\_\_\_

Total building size \_\_\_\_\_ square feet Maximum height of building \_\_\_\_\_ No of stories \_\_\_\_\_

Type of construction  stone  brick  frame  stucco  concrete  metal  combination

other (specify) \_\_\_\_\_

Describe any freestanding accessory structures: \_\_\_\_\_

Value of completed building, alteration, or improvement: \$ \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

**3. LOT INFORMATION**

Total lot area: \_\_\_\_\_ Square feet (1 acre = 43,560 sq. ft.)

Lot width at frontage: \_\_\_\_\_ Lot depth: \_\_\_\_\_

Total lot coverage (all impervious surfaces): \_\_\_\_\_ Square feet \_\_\_\_\_ % of lot area

4.

**UTILITIES INFORMATION**

Sewage disposal system:  public  on-lot  holding tank  other

Water supply:  public  well  other

5. **SETBACKS**

	<u>Required</u>	<u>Provided</u>
Front yard:	_____	_____
Side yard(s):	_____	_____
Rear yard:	_____	_____
Required separation between buildings located on the same property:	_____	_____

6. **GENERAL PROVISIONS**

Do all accessory uses comply with Section 301?  Yes  No

Are driveway or access drive requirements met in Section 308?  Yes  No

	<u>Required</u>	<u>Provided</u>
Number of Parking Spaces in Section 309 of this Ordinance and/or 603.01 of the Subdivision/Land Development Ordinance (SLDO)	_____	_____

Does parking lot comply with design standard in Sections 603.03-603.17 of the SLDO?  Yes  No

Number of off-street loading spaces in Section 603.18 of the SLDO? \_\_\_\_\_

Does off-street loading comply with design standards in Sections 803.18.1-803.18.7 of the SLDO?  Yes  No

Have landscaping/screening requirements been satisfied in Section 811 of the SLDO?  Yes  No

7. **COMMERCIAL & INDUSTRIAL USES**

All uses proposed in any Commercial or Industrial Zone shall require the submission of those listed in Section 701.3 of the Zoning Ordinance. (Specify use) \_\_\_\_\_

8. **FLOOD PLAIN**

All uses proposed within the Floodplain Zone shall require the submission of those items listed in Section 701.2 of the Zoning Ordinance. (Specify Use) \_\_\_\_\_

9. **CONDITIONS OF APPROVAL**

Has the proposed use been granted needed approvals for special exceptions, conditional uses and/or variances?

Yes  No

If yes, does the application comply with any conditions attached to the granting of these approvals?  Yes  No

10. **SITE PLAN**

Please attach an accurate sketch of the subject property depicting the size and shape of the lot, the exact location and dimensions of structures, outdoor storage areas, off-street parking and loading spaces, required setbacks, landscape strips and/or screens, driveways or access drives, proposed signs and any other permanent feature of the proposed use.

11. **FEES**

Value of Construction and Improvements \_\_\_\_\_  
Total Fee for Zoning Permit Application \_\_\_\_\_  
Total Fee for Certificate of Use and Occupancy \_\_\_\_\_

12. **SIGNATURE**

The Zoning Officer does not guarantee or in any way give any options as to the location or use of an applicant's structure. A zoning permit only reflects conformance of the plan, as applied to zoning laws. The applicant alone bears the responsibility of insuring that his/her lot, structures, and uses thereon, do not violate other laws, regulations, or the rights of neighbors and other parties. Applicant acknowledges that he/she has not relied on any oral or written statements of any officer of Silver Spring Township, as to any matters other than zoning.

I hereby certify that the information submitted in accordance with this application is correct, and I further agree to pay for those costs outlined above.

**X** \_\_\_\_\_  
Applicant's Signature Date

13. **PERMIT ACTION**

Date of Receipt of Complete Application \_\_\_\_\_  
Date of Receipt of Application Fee \_\_\_\_\_  
Action on Permit (approved, denied) and Date of Action \_\_\_\_\_  
Reasons for Denial, If Applicable \_\_\_\_\_

\_\_\_\_\_  
Zoning Official's Signature Date



# SILVER SPRING TOWNSHIP BUILDING & CODES DEPARTMENT

2012

## THIRD PARTY ELECTRICAL INSPECTION SERVICE

With the enactment of a State-Wide Building Codes, the Uniform Construction Code (UCC) on July 1, 2004 construction permit applications must include electrical drawings. Because Silver Spring Township does not engage in electrical plan review and inspections, the Township has authorized certain Third Party Electrical Inspection Agencies to perform the required plan review and inspection service. Please note that only the 3<sup>rd</sup> Party Agencies listed below are authorized to provide this service.

As part of the permitting process, electrical plan review approval must be obtained from the Third Party Agency before a building permit is issued. Two sets of approved stamped and signed electrical drawings must accompany the permit application to the Township.

**Special Note:** The applicant is responsible for submitting electrical drawings to the third party agency for plan review and to contract for scheduled inspection service. **All cost associated with their service shall be paid directly to the 3<sup>rd</sup> party agency. The Township will not collect nor accept any fees for this service.**

- **Commonwealth Code Inspection Service, Inc.**  
290 Mountain Road  
Liverpool, PA 17045  
Phone: 717-444-3008  
E-mail address: [ccisoffice@aol.com](mailto:ccisoffice@aol.com)  
Contact Person: David Morris
- **Pennoni Associates Inc.**  
1215 Manor Drive, Suite 100  
Mechanicsburg, PA 17055  
Phone: 717-975-6481  
Fax: 717-975-6480  
Web Site: [www.pennoni.com](http://www.pennoni.com)  
Contact Person: Robert Hollabaugh
- **Middle Department Inspection Agency, Inc.**  
3901 Hartzdale Drive, Suite 112  
Camp Hill, PA 17011  
Phone: 717-761-5340 or 800-962-6342  
Fax: 717-761-5590  
Web Site: [www.mdia.us](http://www.mdia.us)  
Contact Person: Wayne Welker
- **American Inspection Agency, Inc.**  
342 Miller Road  
Sinking Spring, PA 19608  
Phone: 1-800-806-6610 Fax: 610-678-4359  
Web Site: [www.aia.20m.com](http://www.aia.20m.com)  
Contact Person: Ken Smith 717-432-8059
- **Building Inspection Underwriters, Inc.**  
8401 Spring Road (Rear)  
New Bloomfield, PA 17068  
Phone: 717-582-4483  
Fax: 717-582-4431
- **ARRO Consulting, Inc.**  
4750 Delbrook Road, Suite 101  
Mechanicsburg, PA 17050-3017  
Phone: 717-975-3995  
Fax: 717-975-2686  
Web Site: [www.thearrogroup.com](http://www.thearrogroup.com)
- **Approved Code Services, Inc.**  
5 Brenneman Circle, Suite 100  
Mechanicsburg, PA 17050  
Phone: 717-506-0464  
Web Site: [www.ApprovedCode.com](http://www.ApprovedCode.com)  
Contact Person: Irv Spoonhour