

**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 . 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 go to ICC Store and at Pa State Association of Township Supervisors 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 click on uniform construction code.

**SILVER SPRING TOWNSHIP
BUILDING, ZONING & CODES DEPARTMENT**

BUILDING/ZONING PERMIT APPLICATION GUIDE

SWIMMING POOLS, SPAS AND HOT TUBS

PERMIT 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 an electrical, gas, mechanical or plumbing system required by the PA Uniform Construction Code, (UCC), shall first make application to the Building Code Official (BCO) and obtain a permit prior to start of work.

Building Permit Exemption

Prefabricated Swimming Pools that are less than 24 inches deep are not required to have a Building Permit.

Zoning Permit

All swimming pools including Inflatable and/or Prefabricated Pools that are 18 inches or greater in depth shall be enclosed with the barrier requirements and required 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. Worker's Compensation Insurance Certificate or Exemption form completed.
- G. Stormwater Management Plan approval and/or Erosion and Sediment Control, NPDES Permit (when required).
- H. Any other permits, approvals or documents deemed necessary by the Township.

ACTION ON APPLICATION

The Uniform Construction Code (UCC) requires the BCO grant or deny a permit within 15 business days of the filing date for residential permits.

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

CONSTRUCTION CODE

Any structure intended for swimming or recreational bathing including in-ground, above-ground and on-ground swimming pools, hot tubs and spas shall be designed and constructed in accordance with the PA Uniform Construction Code (UCC), ACT 45 which, the department adopts and incorporates by reference the following codes:

2009 International Residential Code

2008 National Electrical Code

CONSTRUCTION DRAWINGS

The application shall be accompanied by two (2) sets of construction drawings, documents, structural layout and other information required by the IRC, Appendix G.

Note: The BCO may waive submission of construction drawings if the nature of the construction does not warrant plan review to determine compliance with the UCC, i.e. inflatable pools, repairs and alterations.

PLAN REVIEW (REQUIRED ITEMS)

The following information must be submitted for plan review and accompany the application when applying for a swimming pool permit.

A. SITE PLAN – Two copies of a site plan accurately showing the following:

1. All property lines, right-of-ways, easements, waterways, storm water facilities or flood plain limits.
2. Location of house and other structures, walkways, deck, driveway.
3. Location of well, septic system or public sewer lateral, water supply piping and on-site storm water system.
4. Location of proposed pool with dimensions, appurtenances, fence and gate(s).
5. Show distances from all property lines to edge of pool. (See Example Attached)
6. All underground or overhead utilities.

B. LOCATION RESTRICTIONS – The pool, related structures and appurtenant equipment shall set back at least ten (10) feet from all side and rear lot lines. A pool is not permitted in the front yard area.

C. CONSTRUCTION PLANS – Structural plans and details from the manufacturer along with brochure and specifications shall be submitted for plan review, when applicable. All pools shall comply with standards as listed in IRC Section AG108.

D. BARRIER REQUIREMENTS – The top of the barrier shall be at least 48 inches above grade. For above ground pools, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Openings in the barrier shall not allow passage of a 4-inch diameter sphere. Where a wall of a dwelling serves as part of the barrier special safety measures conforming to the current building code are applicable. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. A detailed illustration of the barrier and access gates must be included. Refer to IRC Section AG 105.

- E. ABOVE-GROUND POOLS** – Where an aboveground pool structure is used as a barrier and the means of access is a ladder or steps, the ladder or steps shall be capable of being secured, locked or removed to prevent access or the ladder or steps shall be surrounded by a barrier which meets the requirements of the building code.

SPECIAL NOTES AND REQUIREMENTS

1. Both a building and zoning permit may be required for a swimming pool.
2. Permanent barrier must be installed when the water depth is greater than 18 inches.
3. Electrical inspections may be needed by a 3rd party inspection agency (consult the code department).
4. A final inspection of the pool is required and ***must*** be approved prior to use.
5. Temporary (on-ground inflatable) pools may be reinstalled annually without a new permit. (Keep original permit on file for reference).

REFERENCE – Please refer to Chapter 42 and **Appendix G** of the IRC for design and construction and installation of electric wiring and equipment conformance, more specific clarification for barrier and life safety requirements.

POSTING OF PERMIT PLACARD

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

FEE SCHEDULE Per Resolution No. 2012-1 – Please follow the link below:

<http://www.silverspringtwp-pa.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 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.

APPENDIX G

SWIMMING POOLS, SPAS AND HOT TUBS

SECTION AG101 GENERAL

AG 101.1 General. The provisions of this appendix shall control the design and construction of swimming pools, spas and hot tubs installed in or on the *lot* of a one- or two- family dwelling.

AG101.2 Pools in flood hazard areas. Pools that are located in flood hazard areas established by Table R301.2(1), including above-ground pools, on-ground pools and in-ground pools that involve placement of fill, shall comply with Sections AG101.2.1 or AG101.2.2.

Exception: Pools located in riverine flood hazard areas which are outside of designated floodways.

AG 101.2.1 Pools located in designated floodways. Where pools are located in designated floodways, documentation shall be submitted to the *building official*, which demonstrates that the construction of the pool will not increase the design flood elevation at any point within the *jurisdiction*.

AG 101.2.2 Pools located where floodways have not been designated. Where pools are located where design flood elevations are specified but floodways have not been designated, the applicant shall provide a floodway analysis that demonstrates that the proposed pool will not increase the design flood elevation more than 1 foot (305 mm) at any point within the *jurisdiction*.

SECTION AG102 DEFINITIONS

AG 102.1 General. For the purposes of these requirements, the terms used shall be defined as follows and as set forth in Chapter 2.

ABOVE-GROUND/ON-GROUND POOL. See "Swimming pool"

BARRIER. A fence, wall, building wall or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.

HOT TUB. See "Swimming pool"

IN-GROUND POOL. See "Swimming pool."

RESIDENTIAL. That which is situated on the premises of a detached one- or two-family dwelling or one-family *townhouse* not more than three stories in height.

SPA, NONPORTABLE. See "Swimming pool."

SPA, PORTABLE. A nonpermanent structure intended for recreational bathing, in which all controls, water-heating and water-circulating *equipment* are an integral part of the product.

SWIMMING POOL. Any structure intended for swimming or recreational bathing that contains water over 24 inches (610 mm) deep. This includes in-ground, above-ground and on-ground swimming pools, hot tubs and spas.

SWIMMING POOL, INDOOR. A swimming pool which is totally contained within a structure and surrounded on all four sides by the walls of the enclosing structure.

SWIMMING POOL, OUTDOOR. Any swimming pool which is not an indoor pool.

SECTION AG103 SWIMMING POOLS

AG103.1 In-ground pools. In-ground pools shall be designed and constructed in conformance with ANSI/NSPI-5 as listed in Section AG108.

AG103.2 Above-ground and on-ground pools. Aboveground and on-ground pools shall be designed and constructed in conformance with ANSI/NSPI-4 as listed in Section AG108.

AG103.3 Pools in flood hazard areas. In flood hazard areas established by Table R301.2(1), pools in coastal high hazard areas shall be designed and constructed in conformance with ASCE 24.

SECTION AG104 SPAS AND HOT TUBS

AG104.1 Permanently installed spas and hot tubs. Permanently installed spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI - 3 as listed in Section AG108.

AG104.2 Portable spas and hot tubs. Portable spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-6 as listed in Section AG108.

SECTION AG105 BARRIER REQUIREMENTS

AG105.1 Application. The provisions of this chapter shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drownings and near drownings by restricting access to swimming pools, spas and hot tubs.

AG105.2 Outdoor swimming pool. An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa shall be surrounded by a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above *grade* measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an above-ground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).

2. Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.
3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1 ¾ inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1 ¾ inches (44 mm) in width.
5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1 ¾ inches (44 mm) in width.
6. Maximum mesh size for chain link fences shall be a 2 ¼ inch (57mm) square unless the fence has slats fastened at the top or the bottom which reduce the openings to not more than 1 ¾ inches (44 mm).
7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1 ¾ inches (44mm).
8. Access gates shall comply with the requirements of Section AG105.2, Items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:
 - 8.1. The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate; and
 - 8.2. The gate and barrier shall have an opening larger than 1/2 inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.
9. Where a wall of a *dwelling* serves as part of the barrier, one of the following conditions shall be met:
 - 9.1. The pool shall be equipped with a powered safety cover in compliance with ASTM F 1346; or
 - 9.2. Doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed and *labeled* in accordance with UL 2017. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or
 - 9.3. Other means of protection, such as self-closing doors with self-latching devices, which are *approved* by the governing body, shall be acceptable as long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described above;
10. Where an above-ground pool structure is, used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps:
 - 10.1. The ladder or steps shall be capable of being secured, locked or removed to prevent access; or
 - 10.2. The ladder or steps shall be surrounded by a barrier which meets the requirements of Section AG105.2, Items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.

AG105.3 Indoor swimming pool. Walls surrounding an indoor swimming pool shall comply with Section AG105.2, Item 9.

AG105.4 Prohibited locations. Barriers shall be located to prohibit permanent structures, *equipment* or similar objects from being used to climb them.

AG105.5 Barrier exceptions. Spas or hot tubs with a safety cover which complies with ASTM F 1346, as listed in Section AG107, shall be exempt from the provisions of this appendix.

SECTION AG106 ENTRAPMENT PROTECTION FOR SWIMMING POOL AND SPA SUCTION-OUTLETS

AG106.1 General. Suction outlets shall be designed and installed in accordance with ANSI/APSP-7.

**SECTION AG107
ABBREVIATIONS**

AG107.1 General.

ANSI-American National Standards Institute
11 West 42nd Street New York, NY 10036

APSP-Association of Pool and Spa Professionals
NSPI-National Spa and Pool Institute
2111 Eisenhower Avenue
Alexandria, VA 22314

ASCE-American Society of Civil Engineers 1801 Alexander Bell Drive
Reston, VA 98411-0700

ASTM-ASTM International
100 Barr Harbor Drive,
West Conshohocken, PA 19428

UL-Underwriters Laboratories, Inc.
333 Pfingsten Road
Northbrook, IL 60062-2096

**SECTION AG108
STANDARDS**

AG108.1 General.

ANSI/NSPI

ANSI/NSPI-3-99 Standard for
Permanently Installed Residential Spas AG104.1

ANSI/NSPI-4-99 Standard for Above-ground/On-ground
Residential Swimming Pools AG103.2

ANSI/NSPI-5-2003 Standard for Residential In-ground
Swimming Pools..... AG103.1

ANSI/NSPI-6-99 Standard for Residential
Portable Spas AG104.2

ANSI/APSP

ANSI/APSP-7-06 Standard for Suction Entrapment
avoidance in Swimming Pools, Wading Pools, Spas,
Hot Tubs and Catch Basins..... AG106.1

ASCE

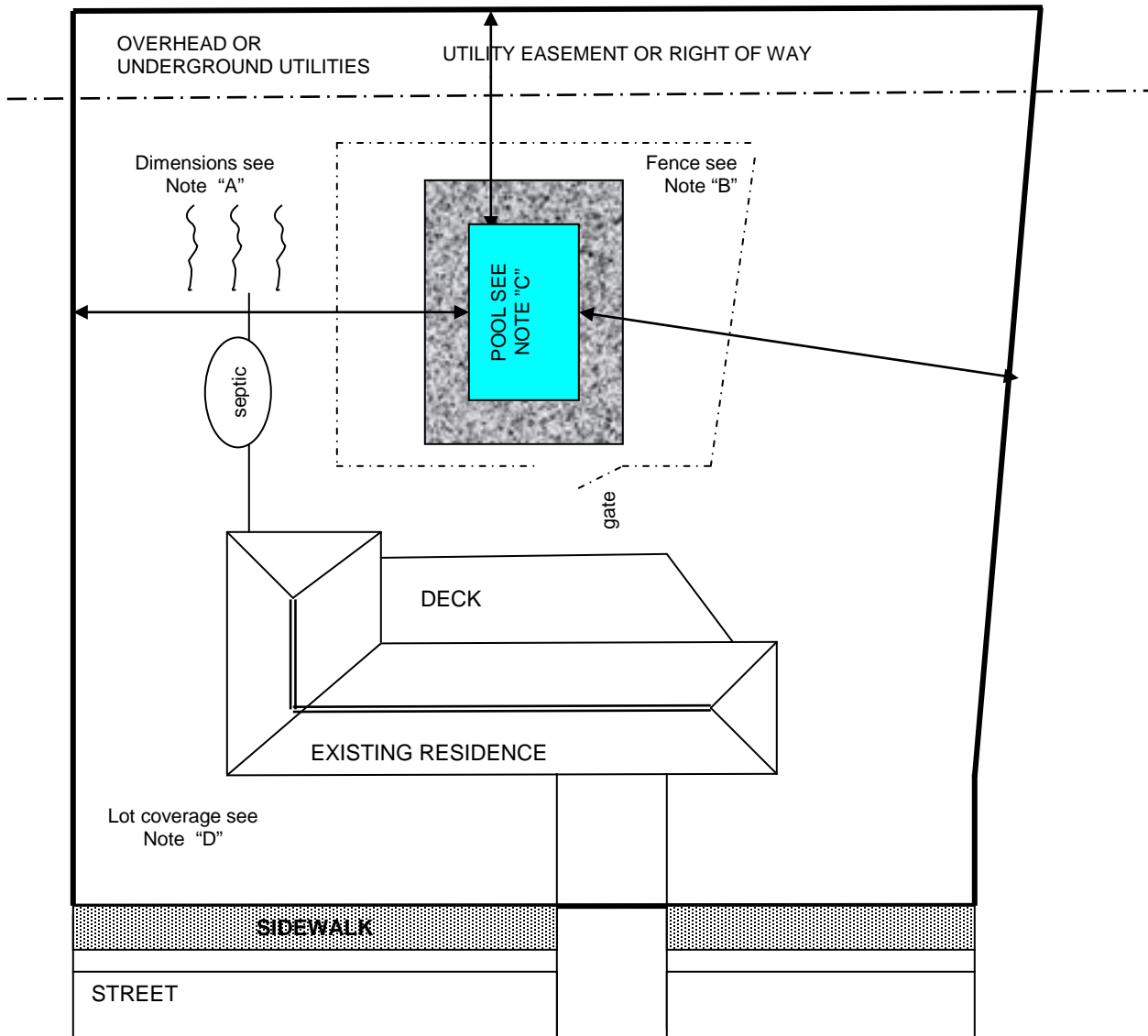
ASCE/SEI-24-05 Flood Resistant
Design and Construction AG103.3

ASTM

ASTM F 1346-91 (2003) Performance Specification
For Safety Covers and Labeling Requirements for
All Covers for Swimming Pools, Spas and
Hot Tubs AG105.2, AG105.5

UL

UL 2017-2000 Standard for General-purpose
Signaling Devices and Systems – with Revisions
Through June 2004 AG105.2



SITE PLAN

EXAMPLE FOR SWIMMING POOL PERMIT SUBMISSION

NOTE "A" PROVIDE DIMENSION FROM PROPERTY LINES TO WATERS EDGE.

NOTE "B" SWIMMING POOL BARRIERS (FENCE & GATES) MUST COMPLY WITH CURRENT TOWNSHIP REQUIREMENTS

NOTE "C" ALL POOLS SHALL BE DESIGNED AND CONSTRUCTED IN CONFORMANCE WITH THE AMERICAN NATIONAL STANDARD INSTITUTES, (ANSI) AND NATIONAL SPA AND POOL INSTITUTE. (NSPI)

NOTE "D" PROVIDE LOT INFORMATION INCLUDING TOTAL LOT AREA (SQ FT), TOTAL LOT COVERAGE (ALL IMPERVIOUS SURFACES) SQUARE FEET WITH % OF LOT COVERAGE. REFER TO ZONING PERMIT APPLICATION ITEM #3.

| | |
|----------------------------------|---------------------------------|
| For Inter-Office Use Only | 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: _____ |
| (Authorization letter from Owner required for Agent.) |
| 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

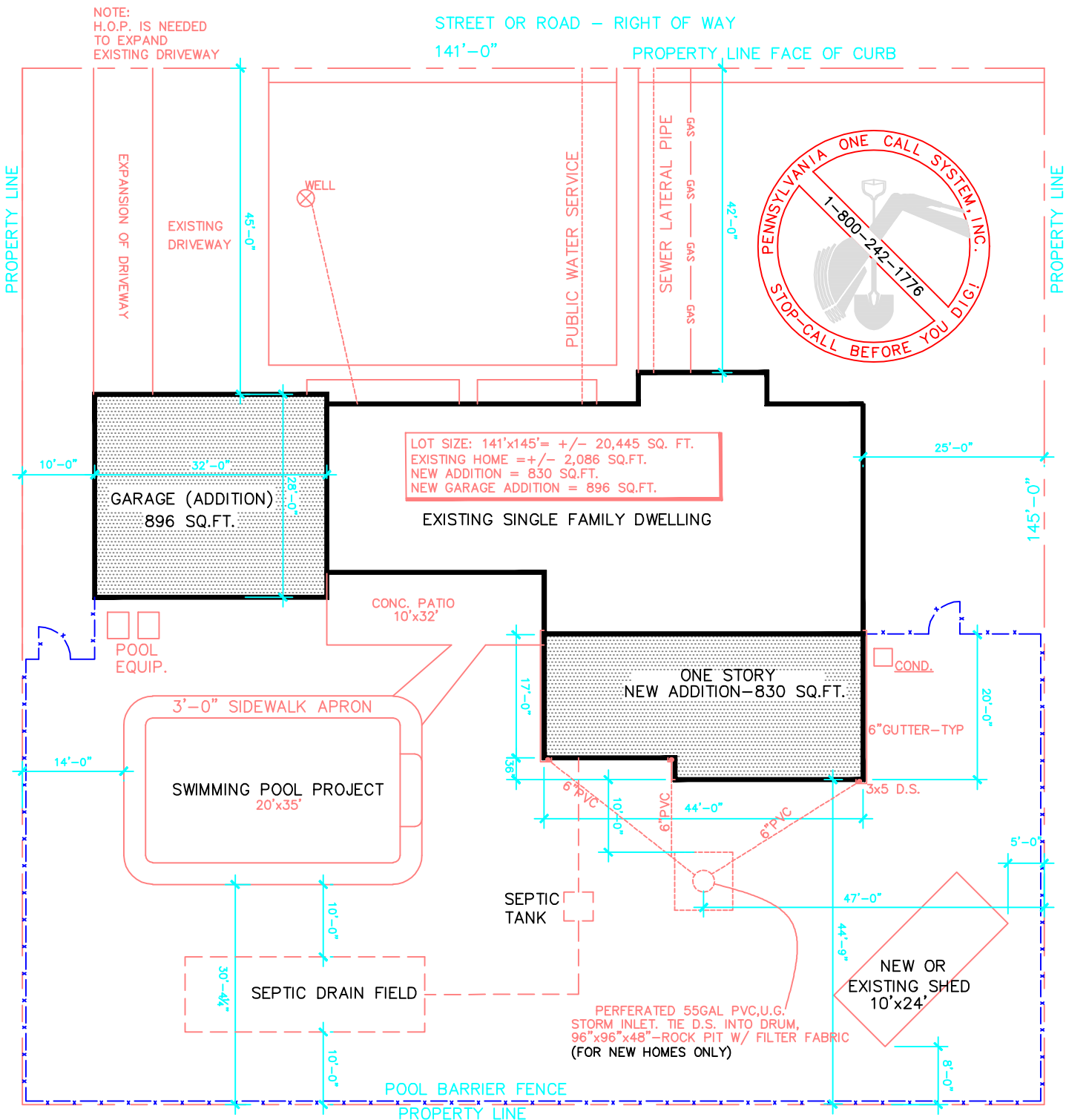
THIRD PARTY ELECTRICAL INSPECTION SERVICE

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 3rd 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 3rd 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
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
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
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
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
- **Approved Code Services, Inc.**
5 Brenneman Circle, Suite 100
Mechanicsburg, PA 17050
Phone: 717-506-0464
Web Site: www.ApprovedCode.com
Contact Person: Irv Spoonhour



SITE PLAN EXAMPLE