

Important information concerning Permits for Zoning and Building projects.

PERMITS

Zoning permits are issued by the Borough to verify that the **Proposed USE** is a **Conforming Use** in the **Zoning District** in which it is situated, and also to confirm that a **Proposed Structure's Location** on the property conforms to the zoning ordinance.

Building permits are regulated by Pennsylvania's statewide building code—the Uniform Construction Code (U.C.C.) which the Borough adopted to enforce. Under the U.C.C., permits for work on existing homes are only required if the work involves anything structural, or if the work involves accessibility issues (i.e. handicapped accessibility, emergency egress from a building, exits, etc.).

For detached residential accessory structures (sheds, garages, gazebos, carports, greenhouses, pole barns, etc.) a zoning permit is always required, but a building permit is required only if the structure's footprint exceeds 1000 square feet. An electrical permit is required when the structure is to be supplied with electricity. And storm water needs to be controlled.

Setbacks required are somewhat complicated, and should be discussed with the Borough **ZONING OFFICER** (Keith Hunnings, South Penn Code Consultants LLC. 717-887-9946 or KHunnings@Comcast.net . Storm water requirements also need to be addressed and may require review by the Borough Engineer.

For projects which only require a zoning permit, your application should be accompanied by a plot plan showing your property outlines, the location, dimensions, and height of your proposed structure, the location of your well, septic system, and all other improvements on the property, Including easements for public utilities and the distances from your project to adjacent property lines and any easements. For changes of use of a property a detailed narrative explaining the use to be established shall be submitted with the application.

Keith Hunnings is the Building Code Official and administers the permit process.

The Building Inspectors and Plan Reviewers are COMMONWEALTH CODES

INSPECTION SERVICES. 717-846-2004 They can be reached for questions from 6:00 am to 8:00 am for specific questions relating to Code requirements, or you can leave a message and they will call you back. Keith will deliver and process your application in conjunction with Commonwealths plan review and approval or denial.

For residential projects that require a building permit, Shrewsbury Boroughs Application and Commonwealth's residential Application needs filled out. Two (2) sets of drawings need to be submitted with the application, which includes information concerning the structure, footings, Foundations, framing, energy requirements (Rescheck), electrical wiring, Mechanical, plumbing, Storm water structures and Plan review by Borough Engineer , Erosion and Sedimentation Controls, etc. You can use the information on the Borough website to help with plan submittals.

COMMERCIAL APPLICATIONS REQUIRE SHREWSBURY BOROUGH'S APPLICATION AS WELL AS COMMONWEALTHS COMMERCIAL APPLICATION FILLED OUT

Commercial buildings require two sets of drawings by a design professional. All Commercial drawings need to be stamped and sealed. Zoning approval and possible Land Development plan may be required. Speak with Keith prior to discuss Commercial proposals.

Worker's Compensation Insurance: By Pennsylvania state law, all contractors doing work in the Commonwealth must either be covered by a worker's compensation insurance policy, or demonstrate on a form (which can be provided by the Building Code Official) that they are exempt from this requirement because they 1) do not have employees, or 2) claim a religious exemption (e.g. Amish, Mennonite, etc.). The above documentation must be provided at the time of submission of permit application, and failure to do so will be considered grounds for denial of your permit.

PLEASE NOTE: While the Building Code Official will gladly discuss your proposed project with you, conversations on the phone or in our office with the Building Code Official are not binding on the Building Code Official, because of misunderstandings which arise in communications of this nature. What you think you said may not be what we think we heard. You must submit a permit application, along with the required supporting documentation (see above) to get a formal and unequivocal response from the Building Code Official/Zoning Officer. All approvals are by a written response or approved permit application.

PERMIT PROCEDURE: When you submit an application, the Building Code Official/Zoning Officer will review your submittal for completeness, legibility, etc., and compliance with the Zoning Regulations and if applicable the Building Code. If the Building Code applies he will forward the appropriate documents to the Building Inspector for their review. The review period for residential permits is fifteen (15) working days and commercial (non-residential) permits shall be reviewed within thirty (30) working days. Review time does not start until all required documentation is submitted. Once the permit is issued, you will be contacted by the Borough office, notified of the permit fees and when you may pick up the permit. **All Fees' must be paid for prior to issuance of the permit.**

If only a zoning permit is required, the application can be handled more quickly by only the **Zoning Officer**. There will be no construction details necessary, and inspections are limited to a stake out inspection and Final Inspection to assure zoning setback requirements are met. Storm water Regulations may apply and need to be met as well as E&S Requirements. Construction work on the building is not inspected but this **does not relieve** the property owner of the obligation to adhere to the appropriate building codes.

COMPLAINTS: The appropriate township officer will respond to all complaints registered at the municipal building by filling out and signing a complaint form, except in the case of emergencies.

DOC Date 11/01/12