

# Highspire Borough Permit Process

The following is a reference guide that is intended to provide the applicant with information necessary to make the application process easier to understand. It is the responsibility of the person filing the application to provide all required information. This includes contacting the Code Enforcement Office to schedule all required inspections.

- A. **APPLICATIONS**: Any individual requesting a Building, Plumbing, Electrical, Mechanical, or Demolition Permit must complete the appropriate application(s).
1. Completed application(s) and all supporting documents, along with **Workers' Compensation Insurance** information for the contractor must be submitted with the required fee(s) for review by the Borough Staff.
  2. Applications will be accepted in person or by mail. **Faxed copies of plans and associated documents will not be accepted**. Questions or additional information can be obtained by contacting the Code Enforcement Office at 717-939-3303.
  3. **Incomplete or illegible applications that are submitted will be returned to the applicant.**

**ZONING PERMIT** - Required for zoning compliance (setbacks, lot coverage, etc.)

**OCCUPANCY PERMIT** - Required when type of occupancy is changed

**DEMOLITION PERMIT** - A site inspection must be scheduled to verify that utilities are disconnected prior to issuance of a permit.

**TIME FRAME**: Applications and plans will be reviewed on a first come first served basis. Permits will be issued as promptly as possible. Allow 15 business days for review. However, NEW residential dwellings may require additional time for thorough review. Resolution of plan deficiency comments will result in an extended plan review period.

Every effort will be made by the Borough Staff to expedite permits in an efficient and timely manner.

- B. **SUBMISSION REQUIREMENTS**: The following are required for a permit and must be included with the permit application:

**Completed Application(s) – (Include a Zoning Permit Application as needed)**

1. Must be signed, dated, and include telephone number(s) for the applicant, owner(s), and contractor or his designated contact person.
2. **Two (2) complete sets of plans and documents.** One set will be returned with the approved permit.

**(ONLY ONE COPY OF THE BUILDING PERMIT APPLICATION IS REQUIRED)**

- a) Plans **must** be drawn to scale (not less than 3/16" equals one foot). Identify all drawings with the address, or lot number, and subdivision name. Square footage of living space, finished basement space, unfinished basement, and garage shall appear on all sheets.
- b) **Plot Plan (Site Plan)** – show all structures, off street parking facilities, easements, streets, alleys with measured distances from adjacent or adjoining buildings and setback lines so the inspectors can locate the building / structure.
- c) **Electrical plans must FIRST be submitted to be reviewed and approved by a Third Party Agency prior to submission with this application. Electrical plans must include size and location of service panel, switches, and receptacles as well as location of all hardwired interconnected smoke detector(s).**
- d) Foundation and Floor Plans (including basements, crawl spaces, decks, etc.) must show complete structural details including all footing sizes and depths, and dimensions of **all** rooms, corridors, and spaces. Label each rooms intended use (bedroom, family room, storage, etc.)
- e) Elevations of **all** sides of the building or structures with dimensions, grade, and height.
- f) Submit truss drawings, if applicable, which have been signed and sealed by a design professional registered in Pennsylvania.
- g) Identify all framing lumber and include the specie, size, spacing, span, and grade.

- h)** Show typical wall sections and necessary details of the wall construction
- i)** Indicate clear span, size, and spacing of all framing members in rafter and floor details.
- j)** Show locations of **all** windows with height above finished floor, sizes of glazing, ventilation, and clear openings for emergency escape. **(Manufacturer's window schedule)**
- k)** Include size and types of drain, waste, vent, and domestic water piping in plumbing plans.
- l)** Include all HVAC equipment (heat system, water heater, etc.) type, size, and locations in Mechanical Plans.
- m)** Any construction proposing a driveway entrance from a State Highway requires submission of a copy of the approved PennDot Highway Occupancy Permit with this application.

# GENERAL INFORMATION

## PERMIT DENIAL AND REFUNDS

1. Notification of permit application denial will be in writing. Permit applications, plans, and documents that were submitted may be picked up at the Borough Office within ten (10) days after a permit is denied. Plans, documents, and applications will be disposed of if not picked up within that time period. The Borough will retain one copy of all documents.
2. Refunds – In the case of non-issuance or 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 the Building Code shall first be collected. Moreover, no such excess fee shall be refunded hereunder unless said written request is received by the code official 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. Payment of fees does not guarantee issuance of any permits.

**This is only to be used as a guide.** Review the adopted Ordinances of The Borough of Highspire prior to submitting an application.

I / we have read and understand the BUILDING PERMIT PROCEDURES.

---

**Applicant(s)**

---

**Date**