

East Lampeter Township

Procedure for Applicants to obtain a Building / Zoning Permit will be as follows:

For One & Two Family Residential Building Permits

1. Applicant for a One or Two Family Residential Building Permit will submit two (2) complete sets of plans along with any accompanying documents & specifications, the completed East Lampeter Township Application for a One or Two Family Zoning Permit, and a plot plan of the property showing the proposed location of the dwelling and/or proposed building addition to the Assistant Zoning Officer for processing. No inspections are to be performed until the Township has released the Building / Zoning Permit without prior approval of the Building Code Official (BCO). If the development has a name, that name must appear on the Building Permit Application.
2. Initially, only a Footer & Foundation Deferred Permit will issued for projects involving new building construction or building addition. A Full Building Permit will be issued only after receipt of a certification from a Professional Land Surveyor registered in the Commonwealth of Pennsylvania stating that the footer & foundation of the building are within the approved building envelope and clear of any utility , storm water management or sanitary sewer easements: that the elevations of the footer, foundation & first floor elevation are within the parameters of the approved Storm Water Management Plan; that the footer, foundation & first floor elevations are located in compliance with the approved Land Development Plan for the project; that proposed building is at the location shown on the approved Final Plan for the project; and that the storm water management berm, outlet structure & emergency spillway have been constructed per approved Storm Water Management Plan, all subject to review, verification and approval by appropriate Township staff.
3. The Certificate of Use and Occupancy will be issued by East Lampeter Township. The BCO must be notified prior to final inspection of a project to coordinate such final inspection. The BCO must inspect the project prior to issuing a Certificate of Occupancy. Upon such successful inspection and upon receiving a list of all inspection performed and the result of such inspections signed by the inspector who performed the inspections, the Certificate of Use & Occupancy will be issued by East Lampeter Township.

Effective Date: October 1, 2009

Application for Residential Building Permit and Plans Examination

Plan Review Firm

Associated Building Inspections

1248 West Main Street, Suite 23

Ephrata, PA 17522

P: (717) 733-1654

F: (717) 733-1654

EAST LAMPETER TOWNSHIP

2250 Old Philadelphia Pike

Lancaster, PA 17602

Phone (717) 393-1567

Fax (717) 393-4609

PERMIT NUMBER: _____ Account #: _____ Zoning District _____

LOCATION
OF PROJECT

Address _____

City _____ State _____ Zip _____

Intended Use _____

OWNER OF
RECORD

Name of Owner _____

Address of Owner _____

City _____ State _____ Zip _____

Phone Number of Owner _____

PROJECT
INFO

☐ New Building ☐ Addition ☐ Alteration ☐ Repair ☐ Demolition ☐ Relocation

☐ Foundation Only ☐ Change of Use ☐ Plumbing ☐ Mechanical ☐ Electrical

Brief Description of Project _____

Cost of Construction _____ Sq. Footage _____

Structure Width _____ Depth _____ Height _____

Date of Project Completion _____

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code), any additional approved building code requirements adopted by the Municipality and the approved Subdivision/Land Development Plan. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Applicant for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

The issuance of this permit is based upon the facts stated and representations made in this application. A permit may be revoked if the use and or structure for which it has been issued violates any applicable Township, State or Federal law or regulation. This permit may also be revoked if it has been issued in error or if issuance was based upon any misrepresentations or errors in the application or otherwise made by the applicant.

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

APPLICANT
SIGNATURE
REQUIRED

Applicant Printed Name _____

Applicant Address _____

City _____ State _____ Zip _____

Applicant Signature _____ Date _____

Telephone # _____ E-mail _____

Permit # _____

Zoning Review (Office Use Only)

Zoning Permit # _____ Approval Date _____

Lot
Detail

Account # _____	Tax Map # _____
Zoning District _____	
Front Yard _____	Use _____
Side Yard _____	Rear Yard _____
ZHB Action/Decision _____ Date _____	
Floodplain Located Within Site _____ Yes _____ No _____ Study Done	
Historic Structure _____ Yes _____ No	

Notes/
Conditions

Hwy. Occupancy Permit # _____ Issued _____ Twp. _____ DOT _____

Public Sewer Permit # _____ Issued _____

On-Site Sewage Permit # _____ Issued _____

Zoning Officer Signature _____

Permit # _____

Contractor Information

General
Contractor

General Contractor _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____ Mobile _____

Framing
Contractor

Framing Contractor _____ Contract # _____
Scope of Work _____

Electrical
Contractor

Electrical Contractor _____ Contract # _____
Scope of Work _____

Plumbing
Contractor

Plumbing Contractor _____ Contract # _____
Scope of Work _____

Heating
Contractor

Heating Contractor _____ Contract # _____
Scope of Work _____

Foundation
Contractor

Foundation Contractor _____ Contract # _____
Scope of Work/Type of Work _____

Permit # _____

PLOT PLAN

A plot plan showing the lot size, existing and planned structures, existing and planned driveways and parking areas, interior and exterior storage areas, and all significant features such as flood plains, wetlands, easements, and drainage ways shall be submitted with this application. Until a plan is submitted, this application shall not be considered complete and shall not be processed.

A large, empty rectangular box with a thin black border, intended for the submission of a plot plan. It occupies the central portion of the page below the instructions and above the list of requirements.

Please show the following on the Plot Plan:

1. Size of the Lot
2. Location of existing and proposed structures (include setback measurements)
3. Street and driveway location

Stormwater Exemption/Small Project Application: Full application and Small Project Guidance Document available at the East Lampeter Township office or on the Township web site (www.eastlampetertownship.org)

Property Owner's Name _____

Address of Property _____

Email Address _____

Phone Number _____

New Impervious Area Associated with this Project _____ Square Feet
(Some examples: Driveways, Buildings, Patios, Sheds, etc.)

Total earth moving disturbance _____ Square feet

Acknowledgement - I declare that I am the property owner, or representative of the owner, and that the information provided is accurate to the best of my knowledge. I understand that stormwater may not adversely affect adjacent properties or be directed onto another property without written permission. I also understand that false information may result in a stop work order or revocation of permits. Municipal representatives are also granted reasonable access to the property for review and/or inspection of this project if necessary.

Signature _____ Date _____

For Township Use Only:

New Impervious Area Associated with this Project _____

Total New Impervious Area since Adoption of SWM Plan _____

Stormwater Management Submission Type: _____ Exempt (less than 1000 sq. ft.)
 _____ Small Project
 _____ Stormwater Management Plan

Workers Compensation Insurance Coverage Information

(Attach to Zoning and/or Building Permit Applications)
(If work is being done by homeowner you are exempt from this form)

A. THE APPLICANT IS:

A general contractor within the meaning of the Pennsylvania Workers Compensation Law
☐ **Yes** ☐ **No**

If the answer is "**YES**" complete Section (B), If "**NO**" complete Section (C).

B. INSURANCE INFORMATION:

Name of applicant: _____

Federal or State employer identification No. _____

Applicant is a qualified self-insurer for workers compensation.
☐ Certificate attached

Name of Workers Compensation Insurer: _____

Workers Compensation Insurance Policy No. _____
☐ Certificate attached

Policy Expiration Date: _____

C. EXEMPTION:

Complete Section C if the applicant is a contractor claiming exemption from providing workers compensation insurance. **(MUST GET NOTARIZED)**.

The undersigned swears or affirms that he/she is not required to provide Workers Compensation Insurance under the provisions of Pennsylvania's Workers Compensation Law for one of the following reasons, as indicated:

☐ **Contractor with no employees.** Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.

☐ **Religious exemption under the Workers Compensation Law.**

Subscribed and sworn to before me this

_____ day of _____ 20____

(Signature of Notary Public)

My commission expires: _____

(SEAL)

Applicant Print Name _____

Address _____

County of _____

Municipality of _____

Don't Let Storm Water Run Off With Your Time and Money!

What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.



Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,

Pollution Prevention Practices:

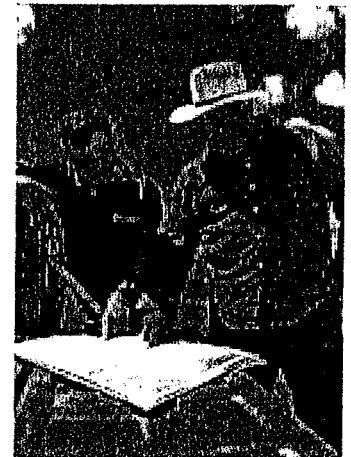
- Designated fueling and vehicle maintenance area away from streams.
- Remove trash and litter.
- Clean up leaks immediately.
- Never wash down dirty pavement.
- Place dumpsters under cover.
- Dispose of all wastes properly.

minimizing clean up and maintenance costs, and the impacts to water resources caused by soil erosion during active construction. Erosion controls can reduce the volume of soil going into a sediment control device, such as a sediment trap, therefore, "clean out" frequencies are lower and maintenance costs are less. When possible, divert water around the construction site using berms or drainage ditches.

In addition, use pollution prevention and "good housekeeping measures" to reduce the pollution leaving construction sites as well. This can be as simple as minimizing the pollution source's contact with rainwater by covering it, maintaining a "clean site" by reducing trash and waste, and keeping vehicles well maintained.

The Best Laid Plans

Plans such as erosion and sediment control plans and storm water pollution prevention plans are important tools for outlining the erosion control and pollution prevention practices that you will use to manage storm water runoff prior to breaking ground. Developing good plans allows for proper budgeting and planning for the life of the project. Proper installation and maintenance of erosion and storm water controls is essential to a plan that works. Training for on-site staff helps to ensure the proper installation and maintenance of erosion controls and pollution prevention practices. Inspect controls and management techniques regularly to ensure they are working, especially after storm events. If polluted storm water is leaving the site, you may need to repair or add additional storm water controls.



The Bigger Storm Water Picture

Your community is preventing storm water pollution through a comprehensive storm water management program. This program addresses storm water pollution from construction, but it also deals with new development, illegal dumping to the storm sewer system, and municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our streams is . . . water! Contact your community or the Pennsylvania Department of Environmental Protection for more information about storm water management.

For more information:

Pennsylvania Association of Conservation District's:
<http://www.pacd.org/default.html>

Pennsylvania Handbook of Best Management Practices for Developing Areas:
http://www.pacd.org/products/bmp/bmp_handbook.html

Storm Water Manager's Resource Center:
<http://www.stormwatercenter.net>

Pennsylvania Department of Environmental Protection:
<http://www.dep.state.pa.us>

