

Building Permit Application Instructions:

The Building permit application is your comprehensive permit application which includes the total proposed improvements to the property. The following represents the requirements needed to complete your application in a timely manner:

- Complete sections I through D.
- Complete section E in detail as to what type of work is being performed. Additional paper may be attached.
- All permits for fences, decks, accessory structures (ex: sheds) and new construction require plot plans. Plot plan/Site drawings must indicate rear, front and side setbacks from the existing property lines and include street names.
- All residential building permits require 2 sets of plans. Minimum drawing on 11x17 paper or from a design professional
- Complete section F indicating all improvements inclusive of electrical, plumbing, sprinkler work, HVAC etc. Indicate the sum of all improvements in the “Total Cost of Improvements” section. This will dictate the cost of your building permit. (Sprinkler/Fire Prevention Code fees may be included on your building permit application)
- 2 sets of signed and stamped drawings from a design professional indicating compliance with the adopted International Building Code for commercial buildings and buildings utilized by the general public for the following types of work:
 - a) For a change of use, new or substantial construction work in commercial/industrial buildings or buildings utilized by the general public. (substantial is defined as work where the cost of such exceeds the 50% of the market value of the building)
 - b) Work where the floor layout and the path of egress are altered for the above types of construction.
 - c) When substantial rehabilitation of a commercial building, 20% of the total cost of improvements must be dedicated to the Americans with Disability Act (ADA) Improvements.
 - d) Drawings can be electronically submitted, contact the Deputy Codes Administrator for details
- New fire sprinkler installations require sealed drawing to be approved by the City.

- When submitting commercial drawings, the electrical portion of the plans must be signed by a third party electrical plans reviewer.
- A *flood plain elevation certificate* is required for all-new construction and substantial rehabilitation in the 100-year flood plain. (substantial is defined as work that exceeds 50% of the market value of the building)
- *Flood plain* construction must comply with the current adopted building and zoning codes.
- New or substantial *flood plain* construction may require a *special exception* or *variance* before a permit can be issued and may require review by the Harrisburg Zoning Hearing Board.
- Work that involves improvements to the exterior of a building that exists in a registered *historic district* requires review by the Planning Director. Extensive modifications may require a separate approval by the Harrisburg Architectural Review Board.
- Complete Section G. Any contractor or sub-contractor must be listed and must possess a valid *Mercantile License*.
- Sign, date and indicate your address on your application.
- No building permit may be secured for properties that have been *condemned* by the City of Harrisburg without the submittal of a structural analysis by a licensed structural Engineer.
- *Construction Inspections* are required by The Bureau of Codes Administration for all new construction, extensive rehabilitation or as indicated by the Bureau of Codes Administration.



City of Harrisburg

Bureau of Codes Administration

Wanda R.D. Williams, Mayor

Building / Fire / Zoning Permit

Property No. _____ Building / Fire No. _____ Zoning Permit No. _____	FOR OFFICIAL USE ONLY <input type="checkbox"/> DOUBLE FEE → Permit Issued ____/____/____	Building Permit Fee \$ _____ Zoning Permit Fee \$ _____ Special Permit Fee (Petroleum) \$ _____ Penalty Fee \$ _____ Total Fee \$ _____
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I. LOCATION OF BUILDING (CORRECT FEE AMOUNT MUST ACCOMPANY THIS APPLICATION OR IT WILL NOT BE PROCESSED)

 (No.) (Street) (Zoning Districts)

II. TYPE OF WORK: All applicant's complete parts A-G

1. New 2. Addition 3. Alteration 4. Signage 5. Demolition
 6. Parking Lot 7. Repair/Replacement 8. Fire Prevention Code 9. Change of Use/Zoning

B. HAZARDOUS CHEMICALS: Will you be using and/or producing any hazardous chemicals?
 No Yes If yes, provide attachment(s) with listing of chemicals, site and method of disposal.

C. EXISTING USE / PROPOSED USE: (Mark "E" for Existing Use; "P" for Proposed Use)

<u>Residential</u> <input type="checkbox"/> Single Family 101 <input type="checkbox"/> Multi-Family 103 Enter number of units _____ <input type="checkbox"/> Hotel, Motel or Dormitory 213 Enter number of units _____ <input type="checkbox"/> Garage/Carport 436 <input type="checkbox"/> Other 329 Specify _____	<u>Non – Residential</u> <input type="checkbox"/> Amusement, Recreational 318 <input type="checkbox"/> Religious Institution 319 <input type="checkbox"/> Industrial 320 <input type="checkbox"/> Parking Garage 321 <input type="checkbox"/> Service Station/Garage 322 <input type="checkbox"/> Hospital, Institutional 323 <input type="checkbox"/> Office, Bank, Professional 324 <input type="checkbox"/> Public Utility 325 <input type="checkbox"/> School, Library, other educational 326 <input type="checkbox"/> Stores, Mercantile 327 <input type="checkbox"/> Tanks, Towers 328 <input type="checkbox"/> Other 329 Specify _____
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TYPE OF BUILDING: Detached Semi-Detached (one-wall attached) Attached (both walls)

BUILDING IS: Occupied Vacant If vacant, how long? _____ weeks/months/years

D. OWNERSHIP: Private (individual, corporation, non-profit institution, etc.) Public (government)

E. DESCRIPTION OF WORK: (Attach additional sheets if necessary, with drawings and photographs as required or necessary.)

F. COST (round up to nearest dollar amount): Materials & Labor		Approval Comments: FOR OFFICIAL USE ONLY
Building/General Improvements	\$	
Electrical	\$	
Plumbing	\$	
Mechanical	\$	
Sprinkler/Fire Alarm	\$	
TOTAL COST of Improvements	\$	

G. IDENTIFICATION: To be completed by all applicants		
Name	Mailing Address	Telephone No. & EMAIL
1. Owner		()
2. Lessee		()
3. Contractor		Mercantile Lic.# ()
4. Architect or Engineer		()

Electrician: _____ Plumber: _____

Is your Workers' Compensation Insurance Current? Yes No

Exemption - The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of the Pennsylvania Workers' Compensation Law for one of the following reasons as indicated:

- Contractor with no employees
- Religious exemption under the Workers' Compensation Law

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

_____/_____/_____
Signature of Applicant Address Application Date

YOU ARE RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED

FOR OFFICE USE ONLY

Zoning Code

Special Requirements:

- Non-Conforming Structure or Use is Noted for the Zoning Inventory
- Property is in Designated Floodway (Construction and installations may require special approval) S. E. Required
- Property is in Designated Flood Plain (Construction and installations may require special approval) S. E. Required
- Property is in Municipal Historic District/Architectural Conservation Overlay District (Exterior work approval)

Comments: HARB/City Council Approval Staff approval for in-kind replacement/work not seen from R.O.W.

Historic Work approved by: _____/_____/_____
Title Date

Action:

- Requires a Variance and/or Special Exception Zoning Hearing Board approved/denied on
- Approved Approved, contingent upon the issuance of a compliance certificate
- Denied
- Denied for the following reason(s): _____

_____/_____/_____
Zoning Administrator Date

Building Code

_____/_____/_____
Approved by Title Date

Other Approvals

Comment: _____

_____/_____/_____
Approved by Title Date

