

Building Permit Application Instructions:

The Building permit application is your comprehensive permit application which includes the total proposed improvements to the property, minus plumbing and electrical which require their own separate permit applications. The following represents the requirements needed to complete your application in a timely manner:

- Complete sections 1 through 8.
- Complete section 4 in detail as to what type of work is being performed. Additional paper may be attached.
- Complete section 5 indicating the fair market value of labor and materials of all improvements inclusive of sprinkler work, mechanical (HVAC) etc. Indicate the sum of all improvements in the “Total Cost of Improvements” line. This will dictate the cost of your building permit. (Sprinkler and standpipe work will also require a fire prevention permit application)
- **In Section 7: Any contractor or sub-contractor must be listed and must possess a valid Mercantile License.**
- 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. Plans to have a minimum size of 11” x 17”.
- Residential building permit applications require 2 sets of plans when scope of work is: complete rehab, structural work (decks, porches, balconies, structural alteration), interior renovations. Plans are to be a minimum size drawing on 11x17 paper or from a design professional no larger than 24” x 36”.
- Commercial building permit applications: 2 sets of signed and stamped drawings from a design professional, no larger than 24” x 36”, 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.

Building Permit Application Instructions Continued:

- New fire sprinkler installations require sealed drawing to be approved by the City.
- 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.
- 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

10 N. 2nd St., Suite 205
Harrisburg, PA 17101
Ph. 717-255-6553

Building/Zoning Permit Application

Penalty Fee (if applicable): _____
Date Issued: _____
Permit #: _____

Important – Applicant must complete all items in sections 1, 2, 3, 4, 5, 6, 7 & 8

1. Location of Building/Property Address: _____

2. USE: Commercial _____ **Residential** _____ **# Units** _____ **Are you changing use? Yes** _____ **No** _____

Residential: Single Family Dwelling (Stand Alone) _____ Semi-Detached _____ Townhouse _____

Commercial: Multi-Unit Residential _____ Other _____

3. Type of Permit: Building _____ Mechanical _____ Sprinkler _____ Demolition _____ Zoning _____ Change of Use or Occupancy _____

4. Type of Construction (circle type below)

Type of Improvement: New Building Addition Alteration Demolition

Roofing Change of Occupancy Deck/Balcony Sign or Signage

Fence/Wall Repair/replacement Pre-Fab Shed Accessory Structure Other

Proposed Work: _____

5. Cost (Materials & Labor) (omit cents)

Building \$ _____

Mechanical \$ _____

Sprinkler/Standpipe \$ _____

Demolition \$ _____

Total Cost of Improvement \$ _____

6.

Building Sprinkled: Yes No

Structure in Historic Zone: Yes No

Structure in Flood Plain: Yes No

New Buildings, Additions & Zoning Permits require plot plans drawn to scale showing proposed work, distances from lot lines and existing buildings. When submitting plans, Two (2) sets of plans and specifications are required with all building permit applications. Additional information may be required upon review.

7. Identification:

Owner/Lessee Name: _____ Phone: _____
 Address: _____ Email: _____
 General Contractor Name: _____ Phone: _____
 Address: _____ Email: _____
 Permit Applicant (if other than above): _____ Phone: _____
 Design Professional Name: _____ Phone: _____
 Address: _____ Email: _____

8. Applicant's Certification: As the owner or the authorized agent of the project for which this application is filed, I certify that:

1. The description of use, estimated construction cost and all other information provided as part of this application for a building permit is correct.
2. The building structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from the City of Harrisburg.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405
4. Any changes to the approved documents will be filed with the City of Harrisburg Codes Office.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to the City of Harrisburg Deputy Codes Administrator.
6. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.
7. **Workers Compensation Insurance** current? Yes _____ No _____

Exemption: Contractor with no Employees _____ Religious Exemption _____

8. If signed by someone other than the construction owner, this work has been authorized by the owner of record, and I have been authorized by the owner to complete this application on their behalf. I will be acting on behalf of the owner as:

Design Professional _____ Contractor _____ Agent _____ Property Owner _____

Mercantile License # (REQUIRED): _____

Applicant Signature:

Applicant (if other than Owner):	Owner:
Print _____	Print _____
Sign _____	Sign _____
Date _____	Date _____

For Office Use Only

Building Code Official Approval & Fees

Total Cost of Improvement	\$ _____	Construction Type _____
Application Fee (non-refundable)	\$ _____	Use Group _____
Pln Rev/Insp Fee (1/2 non-refundable)	\$ _____	Occupancy Load _____
State Fee	\$ _____ \$4.50	Date: _____
Sub-Total Fee (Codes)	\$ _____	Code Official _____
Zoning Fee	\$ _____	Notes: _____
<u>Total Fee</u>	\$ _____	_____

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Notes continued:

Zoning Requirements: Parcel # _____ **Zoning District:** _____

Flood Plain _____ Yes _____ No Floodway _____ Yes _____ No

Property is in Designated Floodway Construction/Installation may require special approval. _____

Non-Conforming structure or use is noted for the Zoning Inventory _____

Property is in the 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 _____ Special Exception _____ Zoning Hearing Board _____

Approved: _____ Approved contingent upon the issuance of a compliance certificate _____

Denied: _____ Reason Denied: _____

Zoning Administrator: _____ Date: _____

Zoning District: _____ Use: _____

Front Setback: _____ Conforming: _____

Rear Setback: _____ Non-Conforming: _____

Right Setback: _____ Easements: _____

Left Setback: _____

Building Height: _____

Maximum Impervious: _____