

# Application for Building Permit



## Borough of Mechanicsburg

36 West Allen Street

Mechanicsburg, PA 17055

Phone: (717)691-3315

Fax: (717)691-3312

Website: mechanicsburgborough.org

*For Official Use Only*

Date Received: \_\_\_/\_\_\_/\_\_\_ - By \_\_\_\_\_ Received How? \_\_\_\_\_ [ ] Commercial [ ] Residential

Is Application Package Complete:  Yes  No, >>> If not complete, why? : \_\_\_\_\_

If Incomplete, Returned to Applicant? [ ] YES [ ] NO [ ] N/A Current Use Type: \_\_\_/\_\_\_/\_\_\_ New Use Type: \_\_\_ ZP #: \_\_\_\_\_

**‘Edmund System’ Information:**

BP App ID #: \_\_\_\_\_ Tax Parcel #: \_\_\_/\_\_\_/\_\_\_/\_\_\_ Contractor ID: \_\_\_\_\_

BP# Issued: \_\_\_\_\_ Date Issued: \_\_\_/\_\_\_/\_\_\_  
DD                      Month                      Year

Please complete the following, being as detailed as possible.

**ADDRESS OF PROPOSED WORK:** \_\_\_\_\_

Is this structure now, or has it ever been CONDEMNED for any reason(s) [ ] NO [ ] YES Reason: \_\_\_\_\_

If a NEW dwelling, have all other permits been issued? [ ] YES [ ] NO ... Sewer, # \_\_\_\_\_, Zoning, # \_\_\_\_\_, Street Cut, # \_\_\_\_\_, Land Development Plan #'s \_\_\_\_\_

Is this a [ ] Current or [ ] Proposed **RENTAL PROPERTY?** [ ] N/A ..... **ZONING APPROVAL?:** [ ] YES [ ] NO

**HARB District?:** [ ] YES [ ] NO If yes, status and/or copy of **HARB Approval?** [ ] YES [ ] NO - If no, then Incomplete!

**Residential Roof-Shingle Replacement?** [ ] YES [ ] N/A .. If yes, Roof Pitch \_\_\_\_\_ or [ ] Photo of Roof Line(s),

Are **Roof Structural Members** Involved? [ ] YES [ ] NO

**CONTRACTOR INFORMATION:** PaHIC#: \_\_\_\_\_ **Certificate of Liability Insurance Provided:** [ ] Yes [ ] No

**Workman’s Compensation Coverage:** [ ] Yes [ ] No

**DECLARED PROJECT COST / QUOTE:** \$ \_\_\_\_\_ **TOTAL SQ. FT. OF NEW CONSTRUCTION:** \_\_\_\_\_ Sq Ft

Name	Mailing Address	Phone Number	Email Address
Owner:			
Design Professional:			
Contractor:			
Job Site Supervisor:			
Authorized Agent:			

**Description of work:**

\_\_\_\_\_  
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(Please use additional sheet(s) if more space is needed)

**A detailed Scope of Work must be included with this application!**  
(Failure to provide Scope of Work, deems application incomplete)

**Attached? [ ] YES [ ] NO**

**Two copies of Drawings or Plan Sets must be included with this application!** Attached? [ ] YES [ ] NO  
(Hand Drawings are acceptable in Residential projects, if clear and understandable. If not, they will be rejected by the BCO. If scaled drawings submitted, must be at least 1/8" scale.)

**NON-RESIDENTIAL JOBS REQUIRE 1-SET OF ELECTRONIC DRAWINGS! Attached? [ ] YES [ ] NO**

False or misleading information will result in Denial or Revocation of Building Permit. Any **changes in Scope or Methods** must be reported to this office for approval of altered work, **Before** said work begins.

**A NOTE ABOUT INSPECTIONS:** Excerpted from PA-Uniform Construction Code, § 403.45.(c) & 403.64.(a) - (c):

The permit holder or an authorized agent shall notify the construction code official when work is ready for inspection and provide access for the inspection. The work shall remain accessible and exposed for inspection. A construction code official may inspect the construction and equipment only during normal hours at the construction site unless the permit holder or agent requests or agrees to another time. Inspections may be conducted under § 403.86 (relating to right of entry to inspect).

**Affidavit:** I hereby certify that I am the owner in fee or authorized agent of the owner in fee of the property upon which the work authorized by the permit sought will be performed. All work will be performed in accordance with all applicable laws of the Commonwealth of Pennsylvania and this jurisdiction. I certify that all information given is accurate and true under penalty of PA18Section 4904.

**This signature verifies that all of the information provided above is true and correct. It indicates having read all statements, typed or hand-written, by this office.** It further acknowledges the understanding that if at any time the Approved Project's Scope of Work or Methods are altered, or, if any information provided is found to be false, the result will be Immediate Revocation of the Building Permit and the possible imposition of fines and/or other applicable penalties.

**Signature of Applicant:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**BCO Approval:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*\*See Following Page(s)

For Detailed Fees

**BCO Denied:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# Permit Fee Schedule Work Sheet

*Informational Only - Mechanicsburg Building Department Staff calculates actual fee total*

Applicant's Information

Name: \_\_\_\_\_

Co. Name: \_\_\_\_\_

St Address: \_\_\_\_\_

City, St, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

BP #: \_\_\_\_\_

Project Description: \_\_\_\_\_

Declared Cost of Construction: \$ \_\_\_\_\_

Quantity	Description	Unit Price	Line Total
	PA UCC Fee	\$ 4.00	\$
	First \$1,000 of Declared Construction Cost	\$ 46.00	\$
	Any Part of Each Additional \$1,000 of Declared Cost	\$ 10.00	\$
	Non-Residential Plan Review fee per hour	\$ 80.00	\$
	Non-Residential General Inspections, Ea	\$ 80.00	\$
	Non-Residential Electrical Inspection, Ea	\$ 100.00	\$
	Non-Residential Cut-It Inspection (PPL or Met-Ed)	\$ 110.00	\$
	Residential General Inspections, Ea	\$ 60.00	\$
	Residential Electrical Inspection, Ea	\$ 75.00	\$
	Residential Cut-In Inspection (PPL or MetEd)	\$ 85.00	\$
			\$
Total			\$
<b>Required Inspections and / or Plan Review Fees are an additional cost that must be paid at time of permit issuance</b>			

Payment Method: \_\_\_\_\_, Check #: \_\_\_\_\_, Amount Paid: \$ \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Staff Receiving Payment: \_\_\_\_\_

<b>**Official Use Only</b>		<b>UCC Plan Review &amp; Required Inspection Fees</b>		<b>**Official Use Only</b>
<b>Quantity</b>	<b>Item</b>	<b>Residential</b>	<b>Commercial</b>	<b>Line Total</b>
	UCC Plan Review Fee/hourly	60.00	80.00	\$ . 00
	Expedited Plan Reviews available for additional 50%	add 50%	add 50%	\$ . 00
	<b>List of Required Inspections: (Per Insp/Per Visit)</b>	60.00	80.00	\$ . 00
	“Walk-Through Inspection” (Pre-work or Pre-application)	60.00	80.00	\$ . 00
	Pre-Stone	60.00	80.00	\$ . 00
	Footer (inspecting hole/ditch before concrete is poured)	60.00	80.00	\$ . 00
	Poured Wall	60.00	80.00	\$ . 00
	Foundation (Anchors, Damp-proofing, Drains, etc)	60.00	80.00	\$ . 00
	Plumbing (Underslab Plumbing)	60.00	80.00	\$ . 00
	Concrete Slab (Vapor Retarder / Barrier)	60.00	80.00	\$ . 00
	<b>Electrical Service – “Service Cut-In” (Svc Entrance Cable from Meter to Panel Box and Ground Rod present with proper sized wire.)</b>	<b>85.00</b>	<b>115.00</b>	<b>\$ . 00</b>
	Framing	60.00	80.00	\$ . 00
	Braced Wall Panels	60.00	80.00	\$ . 00
	House Building Wrap	60.00	80.00	\$ . 00
	Rough-in Mechanical	60.00	80.00	\$ . 00
	“ <b>Electrical</b>	<b>75.00</b>	<b>100.00</b>	<b>\$ . 00</b>
	“ Plumbing	60.00	80.00	\$ . 00
	Fire Stopping / Fire Caulking	60.00	80.00	\$ . 00
	Rough-in Sprinkler	60.00	80.00	\$ . 00
	Chimney / Gas Fireplace Clearances	60.00	80.00	\$ . 00
	Fire Wall	60.00	80.00	\$ . 00
	Energy (Insulation, Sealant, etc)	60.00	80.00	\$ . 00
	Wallboard / Drywall	60.00	80.00	\$ . 00
	Accessibility	60.00	80.00	\$ . 00
	Final Sprinkler / Fire Protection System	60.00	80.00	\$ . 00
	Final Mechanical	60.00	80.00	\$ . 00
	<b>Final Electrical</b>	<b>75.00</b>	<b>100.00</b>	<b>\$ . 00</b>
	Final Plumbing	60.00	80.00	\$ . 00
	Final Building	60.00	80.00	\$ . 00
	Final for Certificate of Occupancy	60.00	80.00	\$ . 00
	Roof Covering Replacement			
	[ ] Roofing Underlayment and/or [ ] Roofing Final	60.00	80.00	\$ . 00
	Other	60.00	80.00	\$ . 00
	Other	60.00	80.00	\$ . 00
	<b>Inspections marked with the same # may be done at the same time, and as a single charge, UNLESS ANY PART NOT READY. Then, Individual Inspection Rates apply.</b>			
	<b>&lt;=Total Inspections</b>	<b>and</b>	<b>Total Inspection Fees =&gt;</b>	<b>\$ -</b>