

WEST MANCHESTER TOWNSHIP

380 East Berlin Road
 York, PA 17408
 Phone: (717) 792-3505
 Fax: (717)792-4374
 Email: info@wmtwp.com

**CODE ADMINISTRATORS, INC.**

1525 Oregon Pike
 Suite 901
 Lancaster, PA 17601
 Phone: (717) 859-3350
 Fax: (717)859-3363

APPLICATION FOR COMMERCIAL UCC PERMIT AND PLANS EXAMINATION**OWNER OF RECORD**

| |
|--|
| Name of Owner(s) _____ |
| Address of Owner(s) _____ City _____ |
| Phone # of Owner(s) _____ State _____ Zip Code _____ |
| Email Address of Owner(s) _____ |

LOCATION OF PROJECT

| | | | |
|----------------------|------------|-----------------------|-----------|
| Street Address _____ | City _____ | State _____ | Zip _____ |
| UPI # _____ | | Zoning District _____ | |

PROJECT INFORMATION (Check ALL that apply)

| | | | |
|--|--|--|---|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Int./Exterior Alterations | <input type="checkbox"/> Roof |
| <input type="checkbox"/> Change In Use | <input type="checkbox"/> Accessibility | <input type="checkbox"/> Change in Occupancy | <input type="checkbox"/> Fire Sprinkler Systems |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical | <input type="checkbox"/> Fire Alarm System |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Demolition | <input type="checkbox"/> Foundation ONLY | <input type="checkbox"/> Other |
| Description of Proposed Work _____ | | | |
| | | | Proposed Height _____ |
| Estimated Cost of Construction _____ | | | Square Footage _____ |

APPLICANT'S INFORMATION

| |
|---|
| Name of Applicant _____ |
| Address of Applicant _____ City _____ |
| Phone # of Applicant _____ State _____ Zip Code _____ |
| Email Address of Applicant _____ |

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that I have been authorized by the owner to make this application as his authorized agent. I further agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official'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. I hereby swear and affirm that all information provided on this application is true and correct and the actual work will be performed in accordance with the information on this application. I understand that permits can be revoked if issuance violates the zoning ordinance.

SIGNATURE OF APPLICANT _____

DATE _____

ZONING OFFICER APPROVAL**PERMIT #** _____**FOR OFFICAL USE BELOW THIS LINE**

| | |
|---------------------------|---------------------------------|
| Permit # _____ | Township Permit Fee: _____ |
| | Administrative Fee: _____ |
| | Stormwater Fee: _____ |
| Code Administrators, Inc. | Stormwater Recording Fee: _____ |
| Plan Review Fee: _____ | CSD Fee: _____ |
| Inspection Fee: _____ | Sewer Res. & Cap. Fee: _____ |
| TOTAL: _____ | Sewer Connection Fee: _____ |
| | PA UCC (Act 13) Fee: _____ |
| | TOTAL: _____ |

**WEST MANCHESTER TOWNSHIP
COMMERCIAL UCC PERMIT & PLANS EXAMINATION APPLICATION PAGE 2**

Contractor Information – may use additional sheets (if not needed for project, write N/A)

| | |
|-----------------------|---|
| Design Professional | Company _____ Contact Person _____ Scope of Work _____ Address _____ Phone/Mobile _____ Email _____ PA License Number _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No |
| General Contractor | General Contractor _____ Scope of Work _____ Address _____ Phone/Mobile _____ Email _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Excavation Contractor | Excavation Contractor _____ Scope of Work _____ Address _____ Phone/Mobile _____ Email _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Concrete Contractor | Concrete Contractor _____ Scope of Work _____ Address _____ Phone/Mobile _____ Email _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Carpentry Contractor | Carpentry Contractor _____ Scope of Work _____ Address _____ Phone/Mobile _____ Email _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Electrical Contractor | Electrical Contractor _____ Scope of Work _____ Address _____ Phone/Mobile _____ Email _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Plumbing Contractor | Plumbing Contractor _____ Scope of Work _____ _____ Twp Registration # _____ Address _____ Phone/Mobile _____ Email _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No |

Permit # _____

**WEST MANCHESTER TOWNSHIP
COMMERCIAL UCC PERMIT & PLANS EXAMINATION APPLICATION PAGE 3**

Contractor Information – may use additional sheets (if not needed for project, write N/A)

| | |
|-------------------------------|---|
| Mechanical Contractor | Mechanical Contractor _____ Scope of Work _____ Address _____ Phone/Mobile _____ Email _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Roofing Contractor | Roofing Contractor _____ Scope of Work _____ Address _____ Phone/Mobile _____ Email _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Masonry Contractor | Masonry Contractor _____ Scope of Work _____ Address _____ Phone/Mobile _____ Email _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Drywall or Lathing Contractor | Drywall/Lathing Contractor _____ Scope of Work _____ Address _____ Phone/Mobile _____ Email _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Sprinkler Contractor | Sprinkler Contractor _____ Scope of Work _____ Address _____ Phone/Mobile _____ Email _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Paving Contractor | Paving Contractor _____ Scope of Work _____ Address _____ Phone/Mobile _____ Email _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Fire Alarm Contractor | Fire Alarm Contractor _____ Scope of Work _____ Address _____ Phone/Mobile _____ Email _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Construction Type | <input type="checkbox"/> IA <input type="checkbox"/> IIA <input type="checkbox"/> IIIA <input type="checkbox"/> VA <input type="checkbox"/> IV <input type="checkbox"/> IB <input type="checkbox"/> IIB <input type="checkbox"/> IIIB <input type="checkbox"/> VB |

Permit # _____

**WEST MANCHESTER TOWNSHIP
COMMERCIAL UCC PERMIT & PLANS EXAMINATION APPLICATION PAGE 4**

| | |
|-----------|---|
| Use Group | <input type="checkbox"/> A-1 <input type="checkbox"/> A-2 <input type="checkbox"/> A-3 <input type="checkbox"/> A-4 <input type="checkbox"/> A-5 <input type="checkbox"/> B <input type="checkbox"/> E <input type="checkbox"/> F-1 <input type="checkbox"/> F-2 <input type="checkbox"/> H-1 <input type="checkbox"/> H-2 <input type="checkbox"/> H-3 <input type="checkbox"/> H-4 <input type="checkbox"/> H-5 <input type="checkbox"/> I-1 <input type="checkbox"/> I-2 <input type="checkbox"/> I-3 <input type="checkbox"/> I-4 <input type="checkbox"/> M <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-4 <input type="checkbox"/> S-1 <input type="checkbox"/> S-2 <input type="checkbox"/> U |
|-----------|---|

| |
|--|
| Phased Project / Deferred Submittals (If not needed for project, write N/A) |
|--|

Please note the following regarding Phased Projects and Deferred Submittals:

- **Work can only be done on reviewed and approved construction documents.**
- **Construction documents for total building approval must be submitted and reviewed before any additional construction can occur.**
- **This limited approval does not guarantee that a permit will be issued for the entirety of the construction project.**
- **The Applicant assumes all risk.**

- I am requesting a Phased Approval. (If checked, please indicate the total number of phases and brief description of the scope of work for each in the space provided below.)**

- I am requesting a Deferred Approval. (Please check the disciplines you wish to defer and indicate their estimated submittal date in the space provided below.)**

| | | | |
|--|---|--|--|
| <input type="checkbox"/> Architectural | <input type="checkbox"/> Structural | <input type="checkbox"/> Accessibility | <input type="checkbox"/> Energy/Insulation |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Fire Sprinkler System |
| <input type="checkbox"/> Fire Alarm System | <input type="checkbox"/> Wood Roof Trusses (Stamped and Signed) | | |

Permit # _____

**WEST MANCHESTER TOWNSHIP
COMMERCIAL UCC PERMIT & PLANS EXAMINATION APPLICATION PAGE 5**

| | |
|--------------------------------|---|
| Applicant Certification | This Section MUST be Fully Completed |
|--------------------------------|---|

As the owner, lessee, or design professional employed in connection with the proposed work or agents thereof, I certify that:

- All information provided on and with this application is true and correct and that the work will be completed in accordance with the “approved” construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality;
- I understand that this permit is valid for one (1) year after its issuance by the Municipality;
- I understand that this permit shall become invalid if work is not commenced within 180 days of this permit’s issuance or if the authorized construction work is stopped for a period longer than 180 days;
- I understand that no work may be started, or continued, unless a permit is issued by, and the fees paid to the Municipality;
- I understand that, once issued, a copy of this permit will remain on the work site until the completion of this project;
- I understand that a Building Permit Placard shall be placed on the property visible from the street;
- I am responsible for locating all property lines, setback lines, easements, right-of-way, flood areas, etc;
- I understand that the 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;
- I have reviewed and I understand all applicable codes, ordinances and regulations;
- Any changes to the approved documents will be submitted in writing and these changes will not occur until they have been reviewed and approved by an authorized agent of the municipality;
- I understand that Code Administrators, Inc., or their authorized representative shall have the authority to enter areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit;
- I understand that I am required to apply for any required Zoning Permits;
- I understand that I am responsible for any plan review fees or any additional inspection fees, which may be required during construction, that were not identified during the initial plan approval; and,
- I understand that all fees must be paid in full before a Certificate of Use and Occupancy can be issued. Should I decide to cancel the project, I agree that I am responsible for any fees incurred in the reviewing process.

| | | |
|------------------------|---------|-------------|
| Applicant Printed Name | Phone # | Email |
| Address | City | State / Zip |
| Applicant Signature | Date | |

Permit # _____

**WEST MANCHESTER TOWNSHIP
COMMERCIAL UCC PERMIT & PLANS EXAMINATION APPLICATION PAGE 6**

(West Manchester Township Use Only)

| | |
|---------------|--|
| Lot Detail | UPI # _____ Zoning District _____ |
| | Subdivision _____ Use _____ |
| | Front Yard ____ Side Yard ____ Rear Yard ____ Access Drive _____ |
| | ZHB Action/Decision _____ Date _____ |
| | Floodplain Located within Site _____ Yes ____ No ____ Study Done |

| | |
|-------------------------------|--|
| Notes / Conditions | Easements _____ |
| | Arrears/Liens/Judgements (per Act 90) ____ Yes ____ No |
| | Public Sewer _____ # of EDUs _____ On Lot System _____ |
| | Public Water _____ Private Water _____ |
| | Project Description _____ |
| | _____ |
| | _____ |
| Stipulations/Conditions _____ | |
| _____ | |
| _____ | |
| _____ | |

PennDOT HOP _____ **Issued Date** _____

Zoning Officer Signature _____ **Approval Date** _____

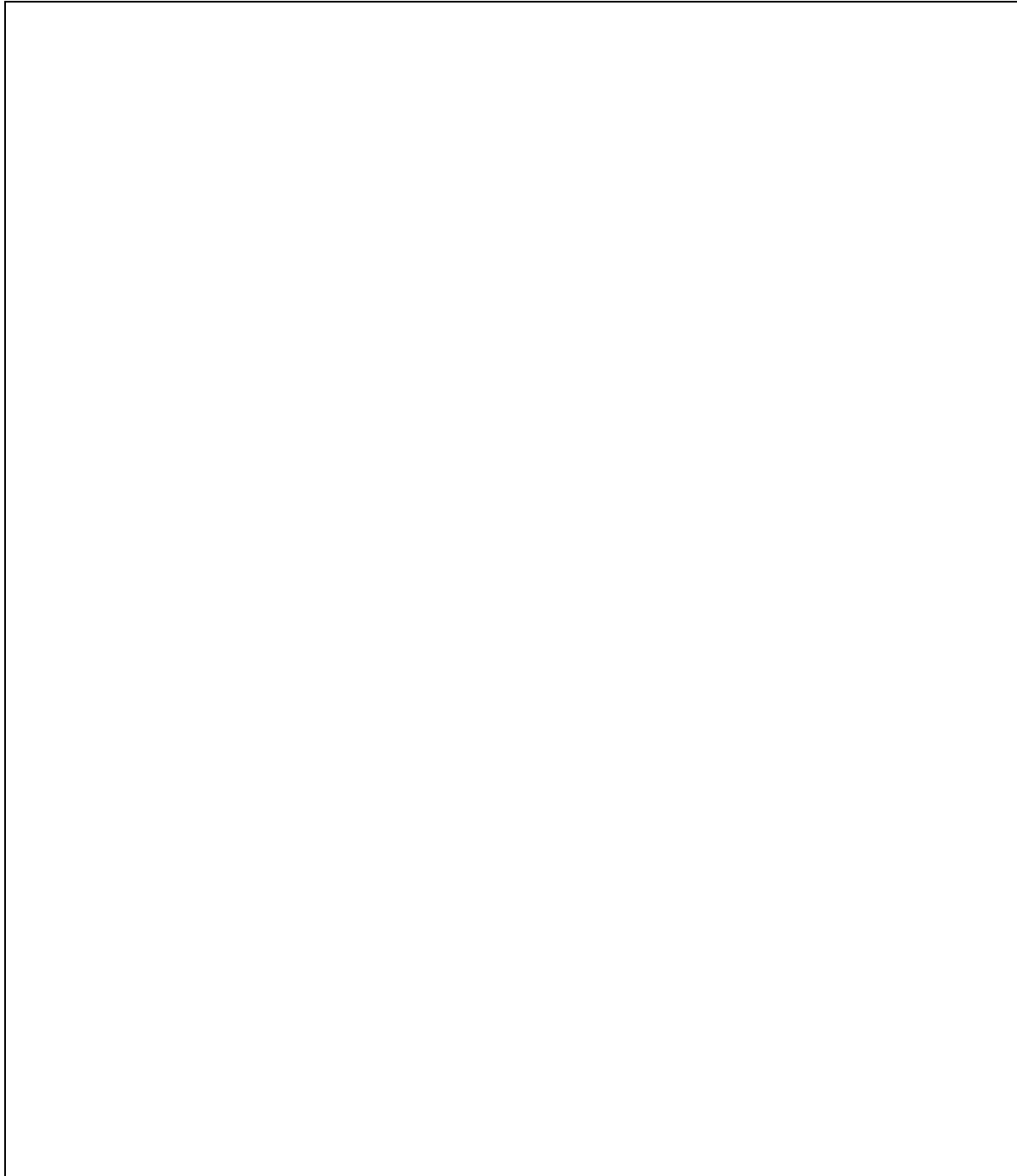
Permit # _____

**WEST MANCHESTER TOWNSHIP
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SITE PLAN

Show ALL property lines, dimensions of existing and proposed structures, driveway access, and setback distances from all property lines. (May supply a separate site plan sheet.)

Plan Scale _____



Permit # _____

**WEST MANCHESTER TOWNSHIP
COMMERCIAL UCC PERMIT & PLANS EXAMINATION APPLICATION PAGE 8**

PERMIT APPLICATION SUBMITTAL CHECKLIST
(Additional information may be requested by the Township or outside agencies.)

| | |
|--|--|
| | Permit application filled out in its entirety. |
| | Complete site plan included. (Must show all: property line dimensions, setback dimensions from property lines to all structures, dimensions and location of all existing and proposed structures, dimensions and location of structures to be removed, dimensions and locations of any existing easements.) |
| | Proposed stormwater management control measures for new impervious area. (A stormwater management plan prepared by a registered design professional may be required.) |
| | Stormwater Management Operation & Maintenance Agreement signed by all property owners in front of a notary. |
| | Construction plans required as part of a PA UCC permit plan review. |
| | The estimated cost of construction must be listed on the permit application prior to permit issuance. |
| | All contractors must be listed on the permit application prior to permit issuance. |
| | A current Workers' Compensation insurance certificate must be submitted to the Township for the contractors listed on the permit application. |
| | For projects with earth disturbance of 5,000 square feet up to 0.99 acre, an Erosion and Sediment (E&S) plan must be reviewed and approved by the York County Conservation District prior to the issuance of a building permit. E&S plans in that range must conform to the YCCD's "Guide to Developing an Effective Erosion and Sediment Control Plan for Small Projects." The York County Conservation District has up to 30 calendar days to review the E&S plan. (Please note, the Agriculture, Communities and Rural Environment ("ACRE") law prohibits municipalities from requiring a landowner/operator to submit an E&S plan for timber harvesting activities involving less than 25 acres of earth disturbance to the York County Conservation District for review and approval if Chapter 102 does not require a review.) |
| | For projects with earth disturbance of 0.991 or greater, an NPDES permit must be reviewed and approved by the York County Conservation District prior to the issuance of a building permit. Applicants are encouraged to schedule a pre-construction meeting with the YCCD and the Township at the earliest possible date to discuss preliminary concept plans. Please consult the YCCD regarding the NPDES permit application process. E&S plans for earth disturbance of this nature must conform to the guidance in the <i>Erosion and Sediment Pollution Control Program Manual (363-2134-008, March 2012)</i> . |

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