

**WEST MANCHESTER TOWNSHIP**

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

**CODE ADMINISTRATORS, INC.**

1862 Charter Lane  
 Suite 101  
 Lancaster, PA 17601  
 Phone: (717) 859-3350  
 Fax: (717)859-3363

**APPLICATION FOR RESIDENTIAL 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 _____	Zoning District _____
Subdivision _____	Lot # _____	UPI # _____	

**PROJECT INFORMATION**

<input type="checkbox"/> New Dwelling <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Detached Garage <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Shed <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Fence <input type="checkbox"/> Other	
Description of Proposed Work _____	
_____	
Estimated Cost of Construction _____	Proposed Height 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 OFFICIAL 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: _____
	<b>TOTAL:</b> _____

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

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
Mechanical Contractor	Mechanical Contractor _____ Scope of Work _____ Address _____ Phone/Mobile _____ Email _____ Worker's Comp Certificate Provided <input type="checkbox"/> Yes <input type="checkbox"/> No

**Permit # \_\_\_\_\_**

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

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

**Permit #** \_\_\_\_\_

**WEST MANCHESTER TOWNSHIP  
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<b>Applicant Certification</b>	<b>This Section MUST be Fully Completed</b>
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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 #** \_\_\_\_\_

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**(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 _____ On Lot System _____
	Public Water _____ Private Water _____
	Project Description _____
	_____
	_____
Stipulations/Conditions _____	
_____	
_____	

**PennDOT HOP** \_\_\_\_\_ **Issued Date** \_\_\_\_\_

**Zoning Officer Signature** \_\_\_\_\_ **Approval Date** \_\_\_\_\_

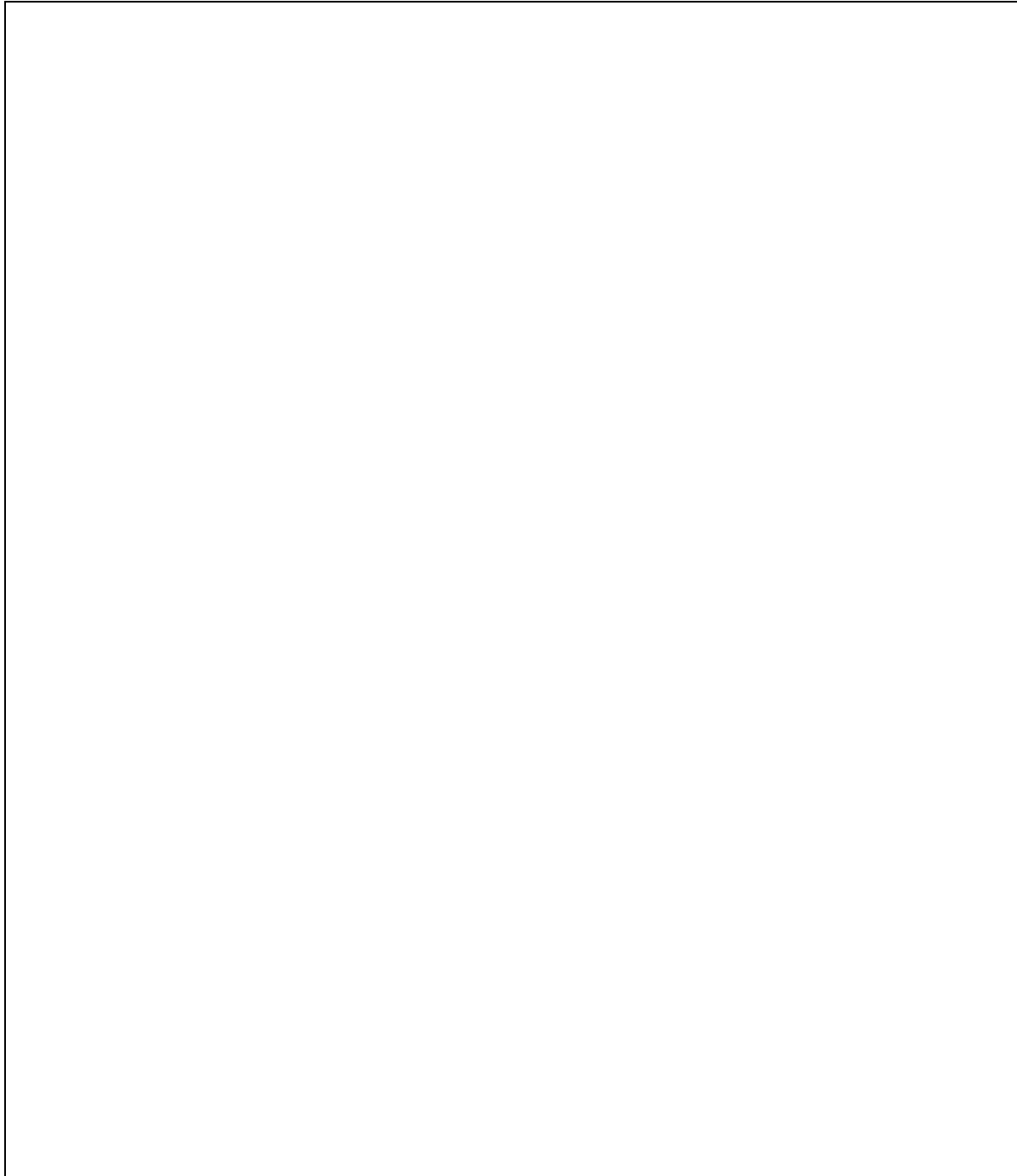
**Permit #** \_\_\_\_\_

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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 #** \_\_\_\_\_

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**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.
	<b>For projects with earth disturbance of 5,000 square feet up to 0.99 acre, an Erosion and Sediment (E&amp;S) plan must be reviewed and approved by the York County Conservation District prior to the issuance of a building permit.</b> 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." <b>The York County Conservation District has up to 30 calendar days to review the E&amp;S plan.</b> (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.)
	<b>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.</b> 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> .

Permit # \_\_\_\_\_