

TOWNSHIP OF DERRY
 600 Clearwater Road
 Hershey, Pennsylvania 17033
 Phone: (717) 533-2057 Option 2

APPLICATION FOR PLAN EXAMINATION FOR

- BUILDING PERMIT ZONING PERMIT
 SIGN PERMIT DEMOLITION PERMIT
FLOODPLAIN PERMIT

Please read and complete entire application

Jan. 2025

IMPORTANT – Applicant to complete all items in Sections I, II, III, IV	Twp. Use Only: Map _____ Parcel _____
---	--

I. LOCATION OF PROPERTY	Address _____ (No.) _____ (Street) Zoning Dist. _____ Subdivision _____ Lot _____ Lot Area _____	Property in Floodplain <input type="checkbox"/> Yes <input type="checkbox"/> No Work in Floodplain <input type="checkbox"/> Yes <input type="checkbox"/> No
--------------------------------	---	--

II. TYPE AND COST OF BUILDING

A. TYPE OF IMPROVEMENT <input type="checkbox"/> New building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair, replacement <input type="checkbox"/> Demolition <input type="checkbox"/> Foundation only <input type="checkbox"/> Sign – Lighted <input type="checkbox"/> Sign – Unlighted <input type="checkbox"/> Other _____ B. OWNERSHIP <input type="checkbox"/> Private <input type="checkbox"/> Public (Federal, State, or Local Government) C. EXISTING USE <input type="checkbox"/> One Family <input type="checkbox"/> Multifamily – Specify No. of Units: _____ <input type="checkbox"/> Non-Residential – Specify Use: _____ <input type="checkbox"/> Vacant Lot	D. PROPOSED USE <table style="width: 100%;"> <tr> <td style="width: 50%;"> Residential <input type="checkbox"/> Single family <input type="checkbox"/> Two family/duplex <input type="checkbox"/> Detached garage <input type="checkbox"/> Attached garage <input type="checkbox"/> Carport <input type="checkbox"/> Pool/Hot tub <input type="checkbox"/> Deck/patio <input type="checkbox"/> Other – Specify _____ </td> <td style="width: 50%;"> Nonresidential <input type="checkbox"/> Amusement, recreational <input type="checkbox"/> Religious Facility <input type="checkbox"/> Industrial <input type="checkbox"/> Three or more family - Enter number of units _____ <input type="checkbox"/> Hotel, motel, dormitory, condominium Enter number of units _____ <input type="checkbox"/> Office, bank, professional <input type="checkbox"/> Service station, repair garage <input type="checkbox"/> Restaurant <input type="checkbox"/> Educational <input type="checkbox"/> Stores, mercantile <input type="checkbox"/> Hospital, institutional <input type="checkbox"/> Other – Specify _____ </td> </tr> </table> E. COST (Omit cents) Total Cost of Improvement \$ _____ (include fair market value of material & labor)	Residential <input type="checkbox"/> Single family <input type="checkbox"/> Two family/duplex <input type="checkbox"/> Detached garage <input type="checkbox"/> Attached garage <input type="checkbox"/> Carport <input type="checkbox"/> Pool/Hot tub <input type="checkbox"/> Deck/patio <input type="checkbox"/> Other – Specify _____	Nonresidential <input type="checkbox"/> Amusement, recreational <input type="checkbox"/> Religious Facility <input type="checkbox"/> Industrial <input type="checkbox"/> Three or more family - Enter number of units _____ <input type="checkbox"/> Hotel, motel, dormitory, condominium Enter number of units _____ <input type="checkbox"/> Office, bank, professional <input type="checkbox"/> Service station, repair garage <input type="checkbox"/> Restaurant <input type="checkbox"/> Educational <input type="checkbox"/> Stores, mercantile <input type="checkbox"/> Hospital, institutional <input type="checkbox"/> Other – Specify _____
Residential <input type="checkbox"/> Single family <input type="checkbox"/> Two family/duplex <input type="checkbox"/> Detached garage <input type="checkbox"/> Attached garage <input type="checkbox"/> Carport <input type="checkbox"/> Pool/Hot tub <input type="checkbox"/> Deck/patio <input type="checkbox"/> Other – Specify _____	Nonresidential <input type="checkbox"/> Amusement, recreational <input type="checkbox"/> Religious Facility <input type="checkbox"/> Industrial <input type="checkbox"/> Three or more family - Enter number of units _____ <input type="checkbox"/> Hotel, motel, dormitory, condominium Enter number of units _____ <input type="checkbox"/> Office, bank, professional <input type="checkbox"/> Service station, repair garage <input type="checkbox"/> Restaurant <input type="checkbox"/> Educational <input type="checkbox"/> Stores, mercantile <input type="checkbox"/> Hospital, institutional <input type="checkbox"/> Other – Specify _____		

F. DESCRIPTION OF WORK – Use additional pages if necessary, for ANY electrical work, you MUST make a 3rd party selection below

Approved Codes Services
Commonwealth Codes
Light-Heigel & Associates

III. CHARACTERISTICS OF BUILDING – For new buildings, additions, and alterations complete Parts G – P; if the section is not applicable to your project, please denote with N/A

G. PRINCIPAL TYPE OF FRAME <input type="checkbox"/> Masonry (wall bearing) <input type="checkbox"/> Wood frame <input type="checkbox"/> Structural steel <input type="checkbox"/> Reinforced concrete <input type="checkbox"/> Other – Specify _____	J. TYPE OF SEWAGE DISPOSAL <input type="checkbox"/> Public <input type="checkbox"/> Private (on-site disposal) K. TYPE OF WATER SUPPLY <input type="checkbox"/> Public <input type="checkbox"/> Private (Well) L. IMPERVIOUS COVERAGE _____ square feet of Existing Impervious _____ square feet of New Impervious M. STRUCTURE SPRINKLERED <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Will more than 10 sprinkler heads be altered? N. Will there be an elevator or other lift device? <input type="checkbox"/> Yes <input type="checkbox"/> No	O. RESIDENTIAL BUILDINGS ONLY • Number of bedrooms _____ • Number of bathrooms: Full _____ Partial _____ P. OFF-STREET PARKING SPACES Regular _____ Compact _____ Accessible _____ Bicycle _____ <div style="background-color: #e0e0e0; padding: 10px; text-align: center;"> For Twp. Use Only: Director: _____ Assistant Director: _____ </div>
H. FUEL FIRED APPLIANCES Type _____ Appliance _____	I. GROUND AREA DISTURBED Less than 1 acre More than 1 acre 1 acre or more requires NPDES permit	

IV. IDENTIFICATION – To be completed by all applicants. Please print clearly or type ALL information below.

PLEASE ENTER THE COMPANY NAME AND A CONTACT PERSON'S NAME FOR THE FOLLOWING:		Mailing Address – Number, street, city, state, and zip	E-mail Address	Telephone #
Owner or Lessee of subject property				
Contractor				
Architect or Engineer				

Contractor's Pennsylvania registration number:

The undersigned agrees to conform to all applicable laws of this jurisdiction. The issuance of this permit does not relieve the owners, or any other person or persons in possession or control of the building, or any part thereof, from obtaining such other permit or licenses as may be prescribed by law for the uses or purposes for which the land or building is designed or intended, nor from complying with any lawful order issued with the object of maintaining the building or land in a safe or lawful condition, nor from complying from any regulations specified in property deed restrictions or regulations specified by any homeowners' association. Permit is subject to possible appeal by any party for a period of 30 days after issuance. Permit may expire if work described therein has not begun within 6 months after issuance or if work lapses with no activity for a period of 6 months. Demolition permits require owner's signature.

Applicant's Signature	Applicant's Name (Printed)		
Applicant's Address	Applicant's Email Address	Application Date	

Indicate who the Township should contact if there are questions during the review process:

Owner or Lessee Contractor Architect or Engineer Other _____

V. VALIDATION TWP. USE ONLY

Building Permit Number: _____ R# _____

Admin/Apl. Fee: \$ _____ Plan Review Fee: \$ _____ Inspection Fees: \$ _____

UCC Training Fee: \$ _____ Amount Paid: \$ _____ Balance Due: \$ _____

Building Permit Issued: _____, 20____

Approved by: _____
Code Enforcement Officer

Zoning Permit Number: _____ R# _____

Admin/Apl. Fee: \$ _____ Amount Paid: \$ _____ Balance Due: \$ _____

Zoning Permit Issued: _____, 20____

Approved by: _____
Zoning Officer

Contractor's Worker's Comp No: _____ Expiration Date: _____

- Please note:
- If you are connecting to a public sewer, you must first obtain a sewage connection permit from the Derry Township Municipal Authority before a building permit can be issued.
 - If a new driveway is proposed, you must obtain a road occupancy permit prior to occupancy from the Derry Township Public Works Department or from PennDot.
 - A use and occupancy permit is required upon completion of work prior to use or occupancy.



600 Clearwater Road, Hershey, PA 17033 (717) 533-2057 option 2

DECKS - Building Permit Application Checklist

This municipality ALWAYS expects to see the following checklist completed at time of Building Permit Application whether installation is to be performed by the home owner or professionally. Failure to remit any of the following (without having discussed the issue previously) will be cause for the rejection of project, which will be returned to the applicant as incomplete and non-compliant.

The following information must be included in any deck application submission.

REQUIRED INFORMATION	YES	NO	N/A	COMMENTS
Footers – locations, depths, dimensions				
Support posts – locations, dimensions				
Beam/Header – location(s), dimensions, method of attachment to posts				
Joists – layout, spacing, dimensions				
Fasteners, lateral attachment methods (if not freestanding from house)				
Ledger Connection Detail – size, spacing and pattern of fasteners				
Deck height off ground at highest point				
Handrail/Guard – post size, locations				
Handrail/Guard – height, baluster spacing				
Stair location, approx. tread and riser dimensions				
Drawings – plan view and elevation				
Scope of work				
GFI/WP/WR receptacle for deck? (if ≥ 20 ft ² usable space)				

Note: Please include a detailed drawing or sketch on a separate page identifying all applicable specifications mentioned above.

Additional Permit Requirement Checklist

In accordance with the Pennsylvania Uniform Construction Code (UCC), Section 403.102(n) “A municipality will provide a list of all other required permits necessary before issuance of the building permit. A municipality will not be liable for the completeness of any list.”

The following is a list of other necessary permits that are required prior to the release of a building permit. If the required items/permits are not provided, the application is deemed incomplete. An incomplete application is not subject to the timelines for permit issuance as cited in the UCC until such time as all required items/permits have been provided.

Provided	Needed	Not Applicable	To be Determined	Permit Requirements
				An on-lot septic permit or sewer permit from DTMA must be obtained prior to the issuance of a building permit.
				Township of Derry zoning review and/or permit.
				Action by the Zoning Hearing Board (ZHB)
				Township of Derry Design Review Board approval when project is in the Chocolate Avenue Preservation Overlay District.
				Township of Derry Public Works street cut permit.
				Proof of Land Development or Subdivision recording.
				Approval letter from Dauphin County Conservation District for Erosion and Sediment Control and Stormwater Management BMPs and NPDES.
				Approval letter from Dept. of Environmental Protection for Erosion and Sediment Control and Stormwater Management BMPS and NPDES.
				Approval letter from Derry Township for Stormwater BMP facilities.
				Approval letter from the Corps of Engineers if wetlands are disturbed.

I will provide proof of the above listed permits/documents by:

15 days
 30 days
 60 days
 90 days
 180 days

 Date

 Applicant/Owner Signature

 Date

 Print name

The following is a partial list of other authorities, agencies and laws that may have requirements for permits:

- State owned buildings are regulated by Labor & Industry
- Commercial elevators and other lifting devices per the UCC 405 are regulated by Labor & Industry
- The Boiler and Unfired Pressure Vessel Law by Labor & Industry if:
Storage water heaters and instantaneous water heaters exceed any of the following:
 1. Heat input of 200,000 BTU per hour
 2. Water temperature of 210 degrees F.
 3. Water containing capacity of 120 gallons.
- Unfired pressure vessels that exceed the following (excluding LP):
 1. 5 cubic feet in volume and 250 psi design pressure
 2. 3 cubic feet in volume and 350 psi design pressure
 3. 1 to 1 ½ cubic feet in volume and 600 psi design pressure.
- The accessibility board must grant all accessibility relief. Information can be supplied upon request or found on PA State Labor & Industry website regarding information to file a variance.
- The Propane and Liquefied Petroleum Gas Act (35 P.S. §§ 1329.1-1329.19) information may be found on PA Labor & Industry website
- The Health Care Facilities Act
- The Older Adult Daily Living Centers Licensing Law
- Permit must contain a notice that a highway occupancy permit is required under Section 420 of the State Highway Law (36 P.S. §670-420) when a state highway is involved.
- Dept. of Agriculture approval for all food related establishments.
- Dept of Welfare for day care operations.

This may not be a complete listing of other required permits. The applicant/owner is responsible for obtaining any other permits necessary for the safe and legal use of any structure or facility operated in Derry Township.