

**WEST HANOVER TOWNSHIP BUILDING PERMIT**

**7171 Allentown Blvd, Harrisburg, PA 17112**

Building Code Questions: 717-652-4841, ext. 107 / [codes@westhanover.com](mailto:codes@westhanover.com)

Scheduling: 717-652-4841, ext. 100 / 717-649-0310 (text) / [trex@westhanover.com](mailto:trex@westhanover.com)

**APPLICATION IS NOT COMPLETE IF ANY INFORMATION IS MISSING FROM THIS APPLICATION BY APPLICANT**

Estimated Cost of project \$ \_\_\_\_\_ Name of Property Owner(s)/ Tenant: \_\_\_\_\_

Address of Project: \_\_\_\_\_ Lot # \_\_\_\_\_

Preferred Contact Number: \_\_\_\_\_ 2<sup>nd</sup> Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Contractor/Address (**MUST ALSO PROVIDE PROOF OF CONTRACTOR’S WORKER’S COMPENSATION INSURANCE**):

\_\_\_\_\_

Preferred Contact Number: \_\_\_\_\_ 2<sup>nd</sup> Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

Building Length: \_\_\_\_\_ Building Width: \_\_\_\_\_ Building Height: \_\_\_\_\_ # Stories: \_\_\_\_\_

Living Sq. Ft. \_\_\_\_\_ Basement Sq. Ft.: \_\_\_\_\_ Garage Sq. Ft.: \_\_\_\_\_ Porch Sq. Ft.: \_\_\_\_\_

Deck Sq. Ft.: \_\_\_\_\_ Total Project Sq. Ft. \_\_\_\_\_ Type of Structure (Manufactured, Stick-Built, Manufactured): \_\_\_\_\_

Area of Proposed Work: \_\_\_\_\_

\_\_\_\_\_

**TWO SETS OF CONSTRUCTION DRAWINGS AND DOCUMENTS REQUIRED WITH APPLICATION**

Service Entrance Size (Amps): \_\_\_\_\_ Voltage: \_\_\_\_\_ Phase: \_\_\_\_\_ Underground/ Overhead: \_\_\_\_\_

PP&L Work Request Number: \_\_\_\_\_

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a part based on construction documents and other data shall not prevent the Building Official from requiring the corrections of errors in the construction documents and other data. The Building Official is also authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of this jurisdiction.

Any oversight or omission during the review process is not a waiver of any of the requirements of applicable Building Codes of West Hanover Township and does not relieve the Applicant, Contractor and/or Property Owner from complying with them. The Building Official is authorized to suspend or revoke a permit issued under the provisions of this code wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

\_\_\_\_\_  
Signature of person to pick up permit

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

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### PERMIT APPLICATION CHECKLIST:

1. Permit Application; completed
2. Two (2) sets of construction drawings
3. **Workers Comp Certificate/ Notarized Affidavit**
4. Site Plan Drawing

### THE FOLLOWING ARE ONLY REQUIRED IF THEY ARE PERTINENT TO THE PERMIT:

5. Zoning permit/approval
6. Sewer/ Septic Permit (new service)
7. Driveway Permit (new or expanding)
8. Building Energy/ Insulation Information (new construction, addition, etc.)
9. Plumbing Diagram (new service)
10. Mechanical Layout (new, upgraded systems)
11. Electrical Plans (new, upgraded, etc.)
12. Fire System Plans (new or upgraded)
13. Accessibility Plans (Commercial only)

Applicant agrees, by signing this checklist that **plan review**, as required by Act 45, PA Uniform Construction Code, **will not commence until all necessary construction documents are submitted to the Building Code Official.**

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Signature

Print

Date

### Building Construction Drawing Requirements:

- The permit application must be accompanied by two (2) sets of construction drawings, documents, specifications, information concerning special issues, structural design details and other data as required by the UCC. Homeowners may prepare their own construction plans and documents for residential construction.
- All construction plans must be drawn to a scale of not less than 3/16" to equal one foot.
- The BCO may waive submission of certain drawings if not required to determine compliance with the UCC.

### Required Items:

1. **SITE PLAN.** Identify all property lines. Identify the size & location of new construction & existing structures. Show the building setback & dimensions (distance from all property lines/structures). Show the location of the well, septic system or public sewer lateral, water supply piping and on-site Stormwater system. Show the location of foundation drainage discharge point. Show the location of all right-of-way's, waterways, easements & flood plain.
2. **BUILDING CONSTRUCTION PLANS & DOCUMENTS.**
  - **BUILDING ELEVATION VIEWS** – show the front, rear and side elevation views of the building showing height of building from finished grade to roof line.
  - **FOUNDATION PLAN** – footings; show the width, thickness & depth below grade & rebar (if required). Piers; show the size & thickness & rebar if required. Foundation walls; type, size, height, depth of backfill and method of damp proofing. Foundation Drains; type & location of discharge. Anchor Bolts; size, spacing & location.
  - **FRAMING PLAN** - Floor Joist; size, spacing, span & species of lumber. Floor Sheathing. Wall Framing; size & spacing. Exterior Wall Covering. Corner Bracing; type & method. Headers & Lintels; size, spans & type. Ceiling Joist & Rafters; size & spacing. Roof Sheathing. Roof Covering Material.

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### EXPLANATION OF REQUIRED INSPECTIONS

### **FINAL INSPECTIONS ARE MANDATORY**

#### **Building**

- Footing – prior to placement of concrete or stone for superior walls
- Foundation – prior to backfill (waterproofing, drain tile, anchor bolts)
- Under Slab Plumbing, Structural
- Framing & Rough-ins – inspect structural members (windows installed, rough-ins complete, all draft stopping complete)
- Insulation – all spaces concealed
- Final – all work complete (electrical, mechanical, plumbing inspected if required at this point too)

#### **Electrical**

- Rough-in – inspect all wiring, boxes and other work concealed by insulation or finish materials
- Bonding – inspect that all metal parts are bonded together
- Service – inspect from utility connection to disconnect or breaker panel
- Final – all work complete

#### **Mechanical**

- Rough-in – inspect all duct work concealed within walls, ceilings or floors
- Final – all work complete

#### **Plumbing**

- Rough-in – inspect all drain lines, water lines and vent stacks for proper sizing and fittings. Air test DMV 5 lbs. for 15 minutes, water supply not less than 50 lbs.
- Final – all work complete

### TYPICAL INSPECTIONS REQUIRED

#### **New House, Condo, Townhouse, Addition to Existing Home**

-Footing -Foundation -Under Slab Plumbing -Framing -Plumbing -Electrical -HVAC  
-Insulation -Final

If applicable, Firewall and Sprinkler Rough-ins are required

#### **Deck**

-Footing -Framing -Final

#### **Swimming Pool**

-Footing -Electrical Bonding -Pool/Electrical Final

#### **Commercial**

-Footing -Foundation -Structural -Framing -Rough Plumbing -Rough Electrical -Rough HVAC  
-Rough Fire Protection Systems -Firewalls -Insulation -Accessibility  
-Final (Building & All Systems)

**ALL RE-INSPECTIONS ARE SUBJECT TO A \$75 (RESIDENTIAL) AND \$125 (COMMERCIAL) FEE**

UPDATED 2021