

Date Received: _____

Permit #: _____

Building & Zoning Permit Application

Required Information - All applications must include the following items:

- Applicable plans submitted digitally as a PDF
- Contractor General Liability Insurance Certificate
- Site plan submitted digitally as a PDF (if applicable)
- Stormwater Exception Form for all new impervious
- Workers Compensation Affidavit (**building permit only**)

Property Information:

Residential

Commercial

Project Address: _____

Owner Name: _____

Owner Address (if different than project address): _____

Phone: _____ Email: _____

Contractor Information:

Company Name: _____ Email: _____

On-Site Contact: _____ Phone: _____

Address: _____

Description of Work:

- | | | |
|-----------------------------------------------|-------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Demolition | <input type="checkbox"/> Deck/Porch over 30" in height |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Sign | <input type="checkbox"/> Deck/Porch up to 30" in height |
| <input type="checkbox"/> Renovation | <input type="checkbox"/> Pool/Spa | <input type="checkbox"/> Accessory Structure over 400 sqft |
| <input type="checkbox"/> Fire Alarm/Sprinkler | <input type="checkbox"/> Electrical | <input type="checkbox"/> Accessory Structure up to 400 sqft |
| <input type="checkbox"/> Other: _____ | | |

Brief Project Description:

Project Cost:

Project Foot Print (sqft):

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" Construction documents and the PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Township. The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. 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 code or ordinances of the Township or any other governing body. The applicant certified that he/she understands all the applicable codes, ordinances, and regulations. Applications for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work. 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 understand that I am responsible for any plan review fees or any additional inspection fees, which may be required during construction, that were not outlined during the initial permit approval. I understand that all fees must be paid in full before a certificate of occupancy can be issued. I agree that I am responsible for any fees incurred in reviewing proposed projects that I choose not to pursue.

Print Owner/Agent Name _____

Signature Owner/Agent _____ Date: _____

Contractor Information (Commercial Permits Only)

Demolition Contractor	Demolition Contractor: _____
	Scope of Work: _____
	Phone #: _____ Email: _____

Framing Contractor	Framing Contractor: _____
	Scope of Work: _____
	Phone #: _____ Email: _____

Electrical Contractor	Electrical Contractor: _____
	Scope of Work: _____
	Phone #: _____ Email: _____

Plumbing Contractor	Plumbing Contractor: _____
	Scope of Work: _____
	Phone #: _____ Email: _____

Heating Contractor	Heating Contractor: _____
	Scope of Work: _____
	Phone #: _____ Email: _____

Foundation Contractor	Foundation Contractor: _____
	Scope of Work: _____
	Phone #: _____ Email: _____

Fire Prevention Contractor	Fire Prevention Contractor: _____
	Scope of Work: _____
	Phone #: _____ Email: _____

Workers Compensation Reform Act of 1993

Since August 31, 1993, Act 44, the Workers' Compensation Reform Act, requires all Townships that issue building permits to ensure that a contractor has workers' compensation coverage for any employees upon application for a Building Permit.

Therefore, the attached form must be completed and submitted to the Township with any application for a Building Permit.

Under the Act:

A contractor is any person who contracts to do certain work for a stipulated sum.

A homeowner is not considered to be a contractor.

If a contractor meets this definition, they must complete Section B of the Workers' Compensation Application and submit a copy of their Workers' Compensation Certificate, which includes the effective date of the coverage and the signature of the insurer.

The exemption section of the form (section C) must be completed if a contractor has no employees or has filed an application with the Department of Labor and Industry for a religious exemption. The contractor's Federal or State Employer Identification Number still must be submitted under Section B. Once completed, this section must be signed, notarized and submitted to the Township Office

After completing the application, please sign and return to East Hempfield Township with the building permit application.

Failure to submit all or part of this information will result in denial of the building permit.

EAST HEMPFIELD TOWNSHIP

WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION

A. The Applicant is:

1. A contractor within the meaning of Act 44 of the PA Workers Compensation Law

YES _____ NO _____ If the answer is YES, complete Section B & C below

2. A homeowner

YES _____ NO _____ If you are a homeowner applying for a Building Permit on behalf of a contractor, you may have to obtain verification that the contractor has Workers' Compensation coverage.

B. Insurance Information:

Name of Applicant: _____

Federal or State Employer Identification No.: _____

Applicant is a qualified self-insurer for Workers' Compensation (Certificate Attached) _____

Name of Workers' Compensation Insurer: _____

Workers' Compensation Insurance Policy No.: _____

Certificate Attached: _____ Policy Expiration Date: _____

C. Exemption:

Complete and notarize Section C if the Applicant is a contractor claiming exemption from providing Workers' Compensation Insurance.

The undersigned swears or affirms that he/she is not required to provide Worker's Compensation Insurance under the provisions of PA Workers' Compensation Law for one of the following reasons:

_____ Contractor with no employees.

The contractor is prohibited by law from employing any individual to perform work pursuant to this building permit unless the contractor provides proof of insurance to the Township.

_____ Religious exemption under the PA Workers' Compensation Law.

Signature of Applicant

Subscribed and sworn to before me this _____ day of _____ 20 _____

Name of Firm: _____

Address: _____

Phone # _____ Date: _____

Signature of Notary public

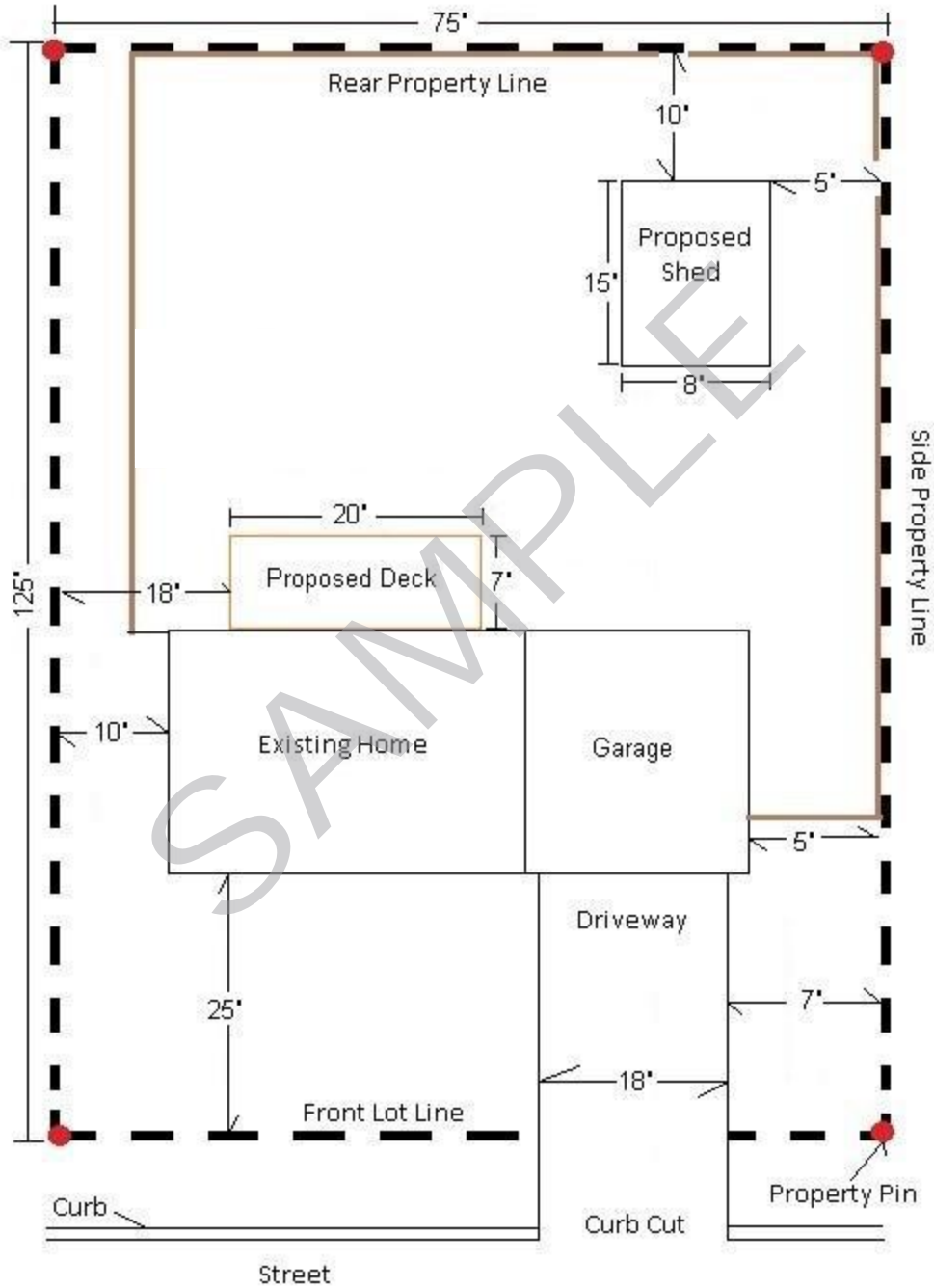
My Commission Expires: _____
(SEAL/STAMP)

Failure to submit all or part of this information will result in denial of the building permit.

Sample Site Plan

Please provide a complete site plan, using this plan as a guide only, showing the following information:

1. Dimensions of all structures on the lot, including driveway width & length to Right-of-Way (ROW) line
2. Distance of all structures on the lot from front, side, and rear property lines
3. Location & dimensions of any easements or ROW's
4. Dimensions of the Lot - Length & Width





EAST HEMPFIELD TOWNSHIP
STORMWATER MANAGEMENT EXEMPTION

- 1) Article V, §260-28(C) allows an exemption to the Stormwater Management Ordinance for the cumulative installation of impervious surface of up to 1,000 square feet, or 5% of gross lot area, whichever is less. This is a lifetime cumulative amount per property starting June 2, 2014.
- 2) The Stormwater Officer may deny an exemption for complex projects or unique circumstances and require a small project application or regular stormwater management plan.
- 3) A Zoning Permit is required for all projects proposing new impervious surface, even if exempt from Stormwater Management.

Project Property Address: _____
Street Address

City State Zip

Impervious Surface (e.g., roof area, concrete, asphalt, stone/gravel, brick, etc.)

Added _____ (sf²) - Removed _____ (sf²) = Net Total (+/-) _____ (sf²)
(if applicable)

Owner/Applicant: _____
Print Name

Signature Date

Office Use Only:

Property Account #: 290 - _____ - 00000 **Permit #:** _____

Property Size: _____ (sf²) **Afforded Exemption Area:** _____ (sf²)

Exemption Area Claimed: _____ (sf²) **Exemption Area Available:** _____ (sf²)
 (Previous)

Exemption Area Claimed: _____ (sf²) **Exemption Area Remaining:** _____ (sf²)
 (Current Project)

Associated Permits:

APPROVED DENIED

Stormwater Officer Date

What is Storm Water?

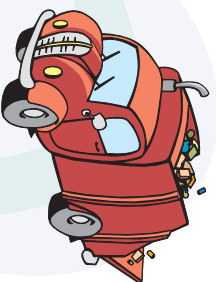
Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what we call storm sewers. These are the drains you see at street corners or at low points on the sides of streets. Collectively, the draining water is called storm water runoff.

Why is Storm Water “Good Rain Gone Wrong?”

Storm water becomes a problem when it picks up debris, chemicals, dirt, and other pollutants as it flows or when it causes flooding and erosion of stream banks. Storm water travels through a system of pipes and roadside ditches that make up storm sewer systems. It eventually flows directly to a lake, river, stream, wetland, or coastal water. All of the pollutants storm water carries along the way empty into our waters, too, because storm water does not get treated!



Pet wastes left on the ground get carried away by storm water, contributing harmful bacteria, parasites and viruses to our water.

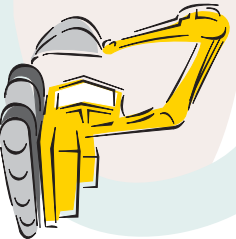


Vehicles drip fluids (oil, grease, gasoline, antifreeze, brake fluids, etc.) onto paved areas where storm water runoff carries them through our storm drains and into our water.



Chemicals used to grow and maintain beautiful lawns and gardens, if not used properly, can run off into the storm drains when it rains or when we water our lawns and gardens.

Waste from chemicals and materials used in construction can wash into the storm sewer system when it rains. Soil that erodes from construction sites causes environmental degradation, including harming fish and shellfish populations that are important for recreation and our economy.



Where To Go To Continue the Information Flow

Your community is preventing storm water pollution through a storm water management program. This program addresses storm water pollution from construction, new development, illegal dumping to the storm sewer system, and pollution prevention and good housekeeping practices in municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our water is . . . water! Contact your community's storm water management program coordinator or the Pennsylvania Department of Environmental Protection for more information about storm water management.



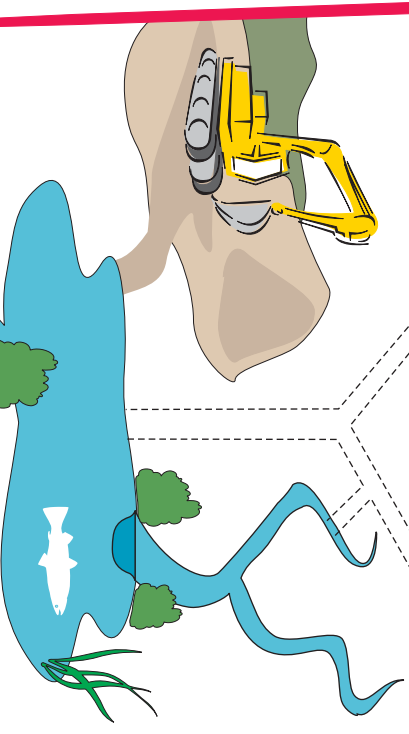
Pennsylvania Department of Environmental Protection
www.dep.state.pa.us

Answers to Test Your Storm Sewer System Savvy:

- 1. Ditch** – Part of the storm sewer system. Most people think that the system is just a series of underground pipes. It can also include ditches used to convey storm water from the land to a receiving lake, river, or stream.
- 2. Fire Hydrant** – Not part of the storm sewer system. Water sprayed from fire hydrants is not storm water, but is allowed by law to enter the storm sewer system.
- 3. Curb with Storm Drain Inlet** – Part of the storm sewer system. Many people do not realize that this is an opening leading to the storm sewer system. Anything going into this inlet (e.g., trash, leaves, improperly disposed of hazardous materials) travel directly to a receiving lake, river, or stream without being treated first. Many communities stencil storm drains with “Do Not Dump” messages to let people know.
- 4. Storm Sewer Outfall** – Part of the storm sewer system. An outfall is where storm water drains from the storm sewer system into a receiving lake, stream, or river. If there is a flow from an outfall when it isn't raining, there could be a problem with the system or someone has used a storm drain for illegally disposing of materials.
- 5. Toilet** – Not part of the storm sewer system. Wastewater from sinks and toilets in houses and businesses travel through a sewer system constructed to carry sanitary wastes. In some instances, older communities may have a combined sewer system designed to carry both storm water and sanitary waste.
- 6. Septic System** – Not part of the storm sewer system. Homeowners use septic tanks to manage sanitary wastes on-site. Improperly maintained septic systems can leak and contribute pollutants to the storm sewer system, as well as directly to lakes, rivers, and streams.
- 7. Roads and Other Paved Areas** – Not part of the storm sewer system. Roads and other hardened surfaces such as parking lots and sidewalks can accumulate pollutants (e.g., oil, grease, dirt, leaves, trash, pet wastes) that storm water eventually washes into the storm sewer system.
- 8. Storm Drain Inlet** – Part of the storm sewer system. This is another example of what a storm drain may look like. Like the storm drain inlet shown in picture #3, anything that enters this drain will go directly to streams, rivers, and lakes without being treated first. It is important to recognize this as a storm drain to prevent it from being used as a trash can.

When It Rains, It Drains

Understanding Storm Water
and How It Can Affect
Your Money, Safety, Health,
and the Environment



What Happens When It Rains?

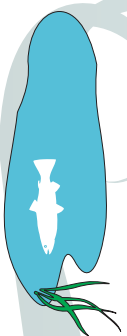


Rain is an important part of nature's water cycle, but there are times it can do more damage than good. Problems related to storm water runoff can include:



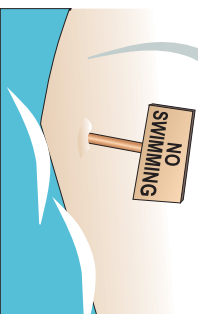
Flooding caused by too much storm water flowing over hardened surfaces such as roads and parking lots, instead of soaking into the ground.

Increases in spending on maintaining storm drains and the storm sewer system that become clogged with excessive amounts of dirt and debris.



Decreases in sportfish populations because storm water carries sediment and pollutants that degrade important fish habitat.

More expensive treatment technologies to remove harmful pollutants carried by storm water into our drinking water supplies.



Closed beaches due to high levels of bacteria carried by storm water that make swimming unsafe.

We can help rain restore its good reputation while protecting our health and environment while saving money for ourselves and our community. Keep reading to find out how...

Test Your Storm Sewer System Savvy!



What does the storm sewer system look like in your community? See if you can identify which pictures are part of the storm sewer system. (Answers are on the back.)



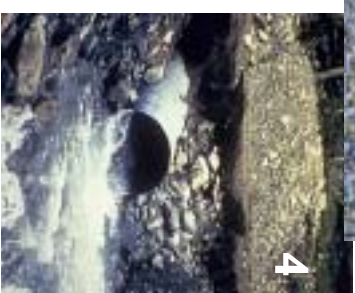
1



2



3



4



5



6



7



8

Restoring Rain's Reputation: What Everyone Can Do To Help

Rain by nature is important for replenishing drinking water supplies, recreation, and healthy wildlife habitats. It only becomes a problem when pollutants from our activities like car maintenance, lawn care, and dog walking are left on the ground for rain to wash away. Here are some of the most important ways to prevent storm water pollution:

- Properly dispose of hazardous substances such as used oil, cleaning supplies and paint—never pour them down any part of the storm sewer system and report anyone who does.
- Use pesticides, fertilizers, and herbicides properly and efficiently to prevent excess runoff.
- Look for signs of soil and other pollutants, such as debris and chemicals, leaving construction sites in storm water runoff or tracked into roads by construction vehicles. Report poorly managed construction sites that could impact storm water runoff to your community. (See the back of this brochure for contact information.)
- Install innovative storm water practices on residential property, such as rain barrels or rain gardens, that capture storm water and keep it on site instead of letting it drain away into the storm sewer system.
- Report any discharges from storm water outfalls during times of dry weather—a sign that there could be a problem with the storm sewer system.
- Pick up after pets and dispose of their waste properly. No matter where pets make a mess—in a backyard or at the park—storm water runoff can carry pet waste from the land to the storm sewer system to a stream.
- Store materials that could pollute storm water indoors and use containers for outdoor storage that do not rust or leak to eliminate exposure of materials to storm water.