

Building Permit Application Instructions:

The Building permit application is your comprehensive permit application which includes the total proposed improvements to the property, minus plumbing and electrical which require their own separate permit applications. The following represents the requirements needed to complete your application in a timely manner:

- Complete sections 1 through 7.
- **In Section 2: Any contractor or sub-contractor must be listed and must possess a valid Mercantile License.**
- Complete section 5 in detail as to what type of work is being performed. Additional paper may be attached.
- Complete section 6 indicating the fair market value of labor and materials of all improvements inclusive of sprinkler work, mechanical (HVAC) etc. Indicate the sum of all improvements in the “Total Cost of Improvements” line. This will dictate the cost of your building permit.
- All permits for fences, decks, accessory structures (ex: sheds) and new construction require plot plans. Plot plan/Site drawings must indicate rear, front and side setbacks from the existing property lines and include street names. Plans need to be a minimum size of 11” x 17”.
- Residential building permit applications require 2 sets of plans when scope of work is: complete rehab, structural work (decks, porches, balconies, structural alteration), interior renovations. Plans are to be a minimum size drawing on 11x17 paper or from a design professional preferred size no larger than 24” x 36”.
- Commercial building permit applications: 2 sets of signed and stamped drawings from a design professional, preferred size no larger than 24” x 36”, indicating compliance with the adopted International Building Code for commercial buildings and buildings utilized by the general public for the following types of work:
 - a) For a change of use, new or substantial construction work in commercial/industrial buildings or buildings utilized by the general public. (substantial is defined as work where the cost of such exceeds the 50% of the market value of the building)
 - b) Work where the floor layout and the path of egress are altered for the above types of construction.
 - c) When substantial rehabilitation of a commercial building, 20% of the total cost of improvements must be dedicated to the Americans with Disability Act (ADA) Improvements.
 - d) Drawings can be electronically submitted, contact the Deputy Codes Administrator for details.

Building Permit Application Instructions Continued:

- New fire sprinkler installations require sealed drawing to be approved by the City.
- A *flood plain elevation certificate* is required for all-new construction and substantial rehabilitation in the 100-year flood plain. (substantial is defined as work that exceeds 50% of the market value of the building)
- *Flood plain* construction must comply with the current adopted building and zoning codes.
- New or substantial *flood plain* construction may require a *special exception* or *variance* before a permit can be issued and may require review by the Harrisburg Zoning Hearing Board.
- Work that involves improvements to the exterior of a building that exists in a registered *historic district* requires review by the Planning Director. Extensive modifications may require a separate approval by the Harrisburg Architectural Review Board.
- Sign, date and indicate your address on your application.
- No building permit may be secured for properties that have been condemned by the City of Harrisburg without the submittal of a structural analysis by a licensed structural Engineer.
- *Construction Inspections or Progressive Inspections* are required by The Bureau of Codes Administration for all new construction, extensive rehabilitation or as indicated by the Bureau of Codes. The details will be given to you when the permit is approved. If there are no inspections for 6 months after the permit is issued, it will be void and a new application will be required.

Instrucciones para la solicitud de permisos de construcción:

La solicitud de permiso de construcción es su solicitud de permiso integral que incluye el total de las mejoras propuestas a la propiedad, menos la plomería y la electricidad, que requieren sus propias solicitudes de permiso por separado. A continuación se indican los requisitos necesarios para completar su solicitud de manera oportuna:

- Complete las secciones 1 a 7.
- **En la Sección 2: Cualquier contratista o subcontratista debe figurar en la lista y debe poseer una Licencia Mercantil válida.**
- Complete la sección 5 en detalle sobre qué tipo de trabajo se está realizando. Se puede adjuntar papel adicional.
- Complete la sección 6 indicando el valor justo de mercado de la mano de obra y los materiales de todas las mejoras, incluido el trabajo con rociadores, mecánico (HVAC), etc. Indique la suma de todas las mejoras en la línea "Costo total de las mejoras". Esto determinará el costo de su permiso de construcción.
- Todos los permisos para cercas, cubiertas, estructuras accesorias (por ejemplo, cobertizos) y nuevas construcciones requieren planos de parcela. Los planos de la parcela/sitio deben indicar los retranqueos traseros, frontales y laterales de los límites de la propiedad existente e incluir los nombres de las calles. Los planos deben tener un tamaño mínimo de 11" x 17".
- Las solicitudes de permisos de construcción residencial requieren 2 conjuntos de planos cuando el alcance del trabajo es: rehabilitación completa, trabajo estructural (terrazas, porches, balcones, alteración estructural), renovaciones interiores. Los planos deben ser un dibujo de tamaño mínimo en papel de 11x17 o de un profesional del diseño, tamaño preferido no mayor de 24 "x 36".
- Solicitudes de permisos de construcción comercial: 2 juegos de planos firmados y sellados por un profesional del diseño, tamaño preferido que no exceda de 24" x 36", que indiquen el cumplimiento del Código Internacional de Construcción adoptado para edificios comerciales y edificios utilizados por el público en general para los siguientes tipos de trabajo:
 - a) Para un cambio de uso, obras de construcción nuevas o sustanciales en edificios comerciales/industriales o edificios utilizados por el público en general. (sustancial se define como obra cuyo coste supera el 50% del valor de mercado del edificio)
 - b) Obra en la que se altera la disposición de la planta y el recorrido de salida para los tipos de construcción anteriores.
 - c) Cuando se trata de una rehabilitación sustancial de un edificio comercial, el 20% del costo total de las mejoras debe dedicarse a las mejoras de la Ley de Estadounidenses con Discapacidades (ADA).

- d) Los dibujos se pueden enviar electrónicamente, comuníquese con el Administrador Adjunto de Códigos para obtener más detalles.
- Las nuevas instalaciones de rociadores contra incendios requieren un dibujo sellado para ser aprobado por la Ciudad.
 - Se requiere un *certificado de elevación de llanura aluvial* para construcciones completamente nuevas y rehabilitaciones sustanciales en la llanura aluvial de 100 años. (sustancial se define como obra que supera el 50% del valor de mercado del edificio)
 - *La construcción de llanuras aluviales* debe cumplir con los códigos de construcción y zonificación adoptados actualmente.
 - La construcción de llanuras aluviales *nuevas o sustanciales* puede requerir una *excepción o variación especial* antes de que se pueda emitir un permiso y puede requerir una revisión por parte de la Junta de Audiencias de Zonificación de Harrisburg.
 - El trabajo que involucra mejoras en el exterior de un edificio que existe en un *distrito histórico registrado* requiere revisión por parte del Director de Planificación. Las modificaciones extensas pueden requerir una aprobación por separado de la Junta de Revisión Arquitectónica de Harrisburg.
 - Firme, feche e indique su dirección en su solicitud.
 - No se puede obtener ningún permiso de construcción para propiedades que hayan sido condenadas por la ciudad de Harrisburg sin la presentación de un análisis estructural por parte de un ingeniero estructural autorizado.
 - *Las Inspecciones de Construcción o Inspecciones Progresivas* son requeridas por la Administración de la Oficina de Códigos para todas las construcciones nuevas, rehabilitaciones extensas o según lo indique la Oficina de Códigos. Los detalles se le darán cuando se apruebe el permiso. Si no hay inspecciones durante 6 meses después de que se emita el permiso, será nulo y se requerirá una nueva solicitud.

City of Harrisburg, Bureau of Codes

10 N. 2nd St., Suite 205

Harrisburg, PA 17101

Ph. 717-255-6553

Building/Zoning Permit Application

Penalty Fee (if applicable): _____

Date Issued: _____

Permit #: _____

Zoning #: _____

Parcel #: _____

1. Property Address: _____

Is property in a: Flood Zone _____ Historical District _____ Condemned _____ Sprinkled _____

Name on Deed/OWNER: _____ Email: _____

Address if not above: _____ Phone: _____

2. Contractor information:

Name: _____ Email: _____

Address: _____ Phone: _____

Mercantile #: _____

Subcontractor Names, phone and Mercantile #s:

Design Professional Name: _____ Phone: _____

Address: _____ Email: _____

3. USE: Commercial _____ **Residential** _____ **# Units** _____ **Are you changing use? Yes** _____ **No** _____

Residential: Single Family Dwelling (Stand-Alone) _____ Semi-Detached _____ Row/Townhouse _____

Commercial: Multi-Unit Residential (3 or more) _____ Other _____

4. Type of Permit: Building _____ Mechanical _____ Sprinkler _____ Demolition _____ Zoning _____ Change of Use or Occupancy _____

New Buildings, Additions & Zoning Permits require plot plans drawn to scale showing proposed work, distances from lot lines and existing buildings. When submitting plans, Two (2) sets of plans and specifications are required with all building permit applications. Additional information may be required upon review.

5. Scope of Work (circle and describe)

Type of Improvement: Alteration Roofing Deck/Balcony Sign or Signage Fence/Wall
Repair/replacement Accessory Structure Other

Proposed Work: _____

6. Cost (Materials & Labor) (omit cents)		FOR OFFICE USE ONLY
Building	\$ _____	
HVAC/Mechanical	\$ _____	
Sprinkler/Standpipe/ Suppression Systems	\$ _____	
Demolition	\$ _____	
Total Cost of Improvement	\$ _____	

7. Applicant's Certification: As the owner or the authorized agent of the project for which this application is filed, I certify that:

- The description of use, estimated construction cost and all other information provided as part of this application for a building permit is correct.
- The building structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from the City of Harrisburg.
- This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405
- Any changes to the approved documents will be filed with the City of Harrisburg Codes Office.
- If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to the City of Harrisburg Deputy Codes Administrator.
- No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.

g. **Workers Compensation Insurance** current? Yes _____ No _____

Exemption: Contractor with no Employees _____ Religious Exemption _____

h. If signed by someone other than the property owner, this work has been authorized by the owner of record, and I have been authorized by the owner to complete this application on their behalf. I will be acting on behalf of the owner as:

Design Professional _____ Contractor _____

Applicant Signature:

Applicant (if other than Owner):

Owner:

Print _____

Print _____

Sign _____

Sign _____

Date _____

Date _____

For Office Use Only		Building Code Official Approval & Fees	
Total Cost of Improvement	\$ _____	Construction Type	_____
Application Fee (non-refundable)	\$ _____	Use Group	_____
Pln Rev/Insp Fee (1/2 non-refundable)	\$ _____	Occupancy Load	_____
State Fee	\$ _____ \$4.50	Date:	_____
Sub-Total Fee (Codes)	\$ _____	Code Official	_____
Zoning Fee	\$ _____	Notes:	_____
<u>Total Fee</u>	\$ _____		_____

For Office Use Only

Notes:

Capital Region Water Checklist:

- Earth Disturbance/Storm Water Mgmt.: _____
- Water Connection: _____
- Sewer Connection: _____
- Existing Building, Increase Amount to Sewer: _____

Zoning Requirements: **Parcel #** _____ **Zoning District:** _____

Flood Plain _____ Yes _____ No Floodway _____ Yes _____ No

Property is in Designated Floodway Construction/Installation may require special approval. _____

Non-Conforming structure or use is noted for the Zoning Inventory _____

Property is in the Municipal Historic District/Architectural Conservation Overlay District (Exterior work approval)

Comments: HARB/City Council Approval _____

Staff approval for in-kind replacement/work not seen from R.O.W. _____

Historic work approved by: _____ Title: _____ Date: _____

Action: Requires a: Variance _____ Special Exception _____ Zoning Hearing Board _____

Approved: _____ Approved contingent upon the issuance of a compliance certificate _____

Denied: _____ Reason Denied: _____

Zoning Administrator: _____ Date: _____

Zoning District: _____ Use: _____

Front Setback: _____ Conforming: _____

Rear Setback: _____ Non-Conforming: _____

Right Setback: _____ Easements: _____

Left Setback: _____ _____

Building Height: _____ _____

Maximum Impervious: _____ _____