



General Permit Information

Silver Spring Township

8 Flowers Drive

Mechanicsburg, PA 17050

Phone: 717-766-0178

Office Hours: 8am-4pm, Mon-Fri

ONLINE PERMIT APPLICATION SUBMISSION

All applications are reviewed/processed in the order they are received. Incomplete applications will be denied.

The allotted days for each review type per PA UCC (PA Uniform Construction Code) and PA MPC (PA Municipal Planning Code) are listed below.

Building Review	Residential – 15 Business Days Commercial – 30 Business Days
Driveway Review	15 Business Days per Ordinance § 356-5
Stormwater Review	Minor – 45 Days Major – Township Engineer must review; the process can take months
Zoning Review	90 Calendar Days

If your project is not listed below, please contact the Township Community Development Department – 717-766-0178 opt 3.

Building Permit – Required to ensure the structure is built in a safe manner.

- Awning
- Commercial Accessory Structures
- Commercial Tenant Fit-Out
- Decks over 30"
- Fences – over 6'-0"
- Solar – Roof mounted - Only for structural roof changes
- Structural changes AND changes to egress (front door or path to front door)
- Residential Addition – Construction of any form to the primary or accessory structure that exceeds 499 sf
- Residential Accessory – accessory structure (500 sf or more)
- Finishing Basement w/a Bedroom
- Manufactured Homes
- New Building Construction
- In-ground pool, above-ground pool 24" deep & over
- Replacement of roof decking
- Retaining Walls over 4'-0"
- Structural Changes

Zoning Permit – Required to PLACE a building/structure on a lot.

- Agricultural buildings
- Awning
- Change of building footprints
- Driveway extensions
- Fences
- Patio / Paver Patio
- Pergola
- Pools
- Recreational Cabins
- Retaining walls under 4'-0"
- All accessory buildings/structures, *Shed or *Garage, under 500 sf
- Increase in impervious coverage – may need Storm Water Permit
- Solar – Ground installed
- Swings, Playground Equipment

Residential accessory buildings/structures, shed or garage, must be set back from all property lines the distance specified in the Zoning Ordinance as a minimum. **Verify with Zoning Officer.*

Demo – Separate Online Application - Required for all structures of 500 sf or more

Driveway – Separate Online Application

- Required if moving a driveway location from what is shown on the recorded subdivision plan
- Required if work will be done on a Township owned road within the right-of-way. For specific right-of-way footage please consult the Township Public Works department – 717-766-0178 option 5

GENERAL PERMIT INFORMATION

Road Cut – Separate Online Application

- Required if doing work on a Township owned road
- Required if curb will be cut on a Township owned road
- Bonds – Contractors contact Public Works regarding placement of bonds

Sign Permit – Separate Online Application

- Required for new sign OR a change to a current sign – Temporary and/or Permanent
- Contact the Township Zoning Department for details of the Silver Spring Township Zoning Ordinance

Storm Water (SW) Permit – Separate Online Application - *Not including agricultural land when operated in accordance with a farm conservation plan approved by the Cumberland County Conservation District.*

- **Minor Stormwater** – The Installation of 1,000 – 4,999 SF of cumulative new impervious or semi-impervious area or the removal of ground cover, grading, filling, or excavation between 5,000 SF and 1 acre (43,560 SF).
 - Needs to show erosion and sediment control in place (i.e., silt fence, silt sock, etc.), easements, and the proposed structure (preferably with dimensions) in addition to the other required info on the site plan in the application.
 - When adding a BMP (Best Management Practices) to your property for every minor SW permit (i.e., a seepage pit, basin, etc.), a signed Operation and Maintenance form needs to be submitted with original signatures to be recorded.
 - A calculated financial security amount needs to be submitted after permit review and board approval.
- **Major Stormwater** – The installation of new impervious or semi-impervious surface that is more than 5,000 SF cumulatively and not to exceed 2/3 of the lot area. The diversion of piping of any natural or man-made water course or the removal of ground cover, grading, filling, or other excavation more than 1 acre.
 - Engineered plans required.
 - Digital copies of everything.
 - Township Engineer must review; the process can take months.

Projects EXEMPT from a BUILDING Permit – complete an **Exemption Form** and submit to sswppermits@sstwp.org

- Residential repairs or all alterations – structural changes and changes to egress (front door or path to front door) will need a Building Permit
- Non-structural roof re-shingling – any replacement of decking will need a Building Permit
- Window Replacement – same size – any change in size will need a Building Permit
- Replacement siding, fascia, gutters, downspouts
- Kitchen and bathroom remodeling that is repair or replacement of existing items in existing locations – any structural changes will need a Building Permit
- Finishing basement without a bedroom
- Solar – Roof mounted with no structural changes
- Fences – replace existing fence with **no changes** to height or location