



Board of Supervisors

4610 Division Highway, East Earl, PA 17519 • Phone 717-354-5593 • Fax 717-355-0426

## Permit Submittal Guide

~~ Complete Building/Zoning Permit Application

~~ A plot plan is required for all building/zoning permits. Front, rear and side setbacks shall be noted on the plot plan. **It is the applicant's responsibility to be aware of ANY easements and/or flood hazard areas on the property.** Please place your initials in the box to acknowledge you have reviewed your property conditions and if easements or flood hazard areas exist, they have been noted on the plot plan. If your property is served by public water and/or sewer, it is recommended that you contact Weaverland Valley Authority regarding your connection to water and/or sewer. The Authority can be reached at (717) 354-5593, ext. 29 or ext. 35.

~~ (3) copies of construction plans are required. Commercial projects require signed and sealed plans.

~~ Agricultural projects require a zoning permit and completion of the Agricultural Building Exemption Form (if applicable).

~~ Have all zoning, land development, storm water management, highway occupancy, driveway permits and water and/or sewer responsibilities been addressed?

~~ A Certificate of Occupancy is required prior to the occupancy of the structure. If the project requires storm water management, this must be inspected prior to the Certificate of Occupancy being issued. If you are unsure of this requirement or inspection, please contact the Township.

~~ The Township allows the applicant to choose one of the following third party inspection agencies for Uniform Construction Code compliance of residential and commercial building permit applications. The selected agency will follow the project through completion. The applicant understands if the project is cancelled, certain review fees may be due to the third party agency. Please initial the agency you wish to use.

Associated Building Inspections (717) 733-1654  
Code Administrators, Inc. (717) 859-3350  
Technicon Enterprises Inc., II (610) 286-1622

[www.weknowcodes.com](http://www.weknowcodes.com)  
[www.codeadministrators.com](http://www.codeadministrators.com)  
[www.technicon2.com](http://www.technicon2.com)

Questions on permit submittals should be directed to Neal Walsh at (717) 354-5593, extension 26 or [eetiam@comcast.net](mailto:eetiam@comcast.net).

# Zoning / Building Permit Application

## EAST EARL TOWNSHIP

4610 Division Highway  
East Earl, PA 17519

Permit # \_\_\_\_\_

Phone: (717) 354-5593, ext. 26  
Fax: (717) 355-0426  
email: [eetjam@comcast.net](mailto:eetjam@comcast.net)

Application Date: \_\_\_\_\_ Location of Project \_\_\_\_\_

Zoning District \_\_\_\_\_ Parcel Account #200- \_\_\_\_\_

Owner Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Owner Address \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Applicant Address \_\_\_\_\_

### Project Information:

- New Residence  Addition/Alteration  Acc. Structure  Pool  Agricultural  Demolition  Fence  
 Commerical  Electrical  Mechanical  Plumbing  Change of Use  Other \_\_\_\_\_

Description of Project \_\_\_\_\_

Intended Use \_\_\_\_\_

Cost of Project \_\_\_\_\_ Building Height \_\_\_\_\_ Building Length \_\_\_\_\_ Building Width \_\_\_\_\_

Front Set Back \_\_\_\_\_ Water Service  Public  Private Sewer  Public  Private

Side Set Back \_\_\_\_\_

Rear Set Back \_\_\_\_\_ Driveway Permit  Yes  No Floodplain Located Within Site  Yes  No

Proposed Impervious \_\_\_\_\_ square feet Proposed Earth Disturbance \_\_\_\_\_ square feet

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 PA Act 45 (Uniform Construction Code) where applicable. The property owner and/or applicant assume the responsibility of locating all property lines, set back 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 codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application 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 hereby authorize the designated Zoning Officer/Building Inspector/Township Official to enter the property and to investigate, inspect, and examine the property set forth herein, including land and structures to determine compliance with the Township Ordinance and Construction Code and to determine the accuracy of the statements contained herein.

By signing this application, I hereby acknowledge the above mentioned project will be completed and the property will be used as described in the information on this application and any attached plot plans.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Township Use Below

This application is:  Approved  Denied Notes: \_\_\_\_\_

\_\_\_\_\_  
Zoning Officer/BCO

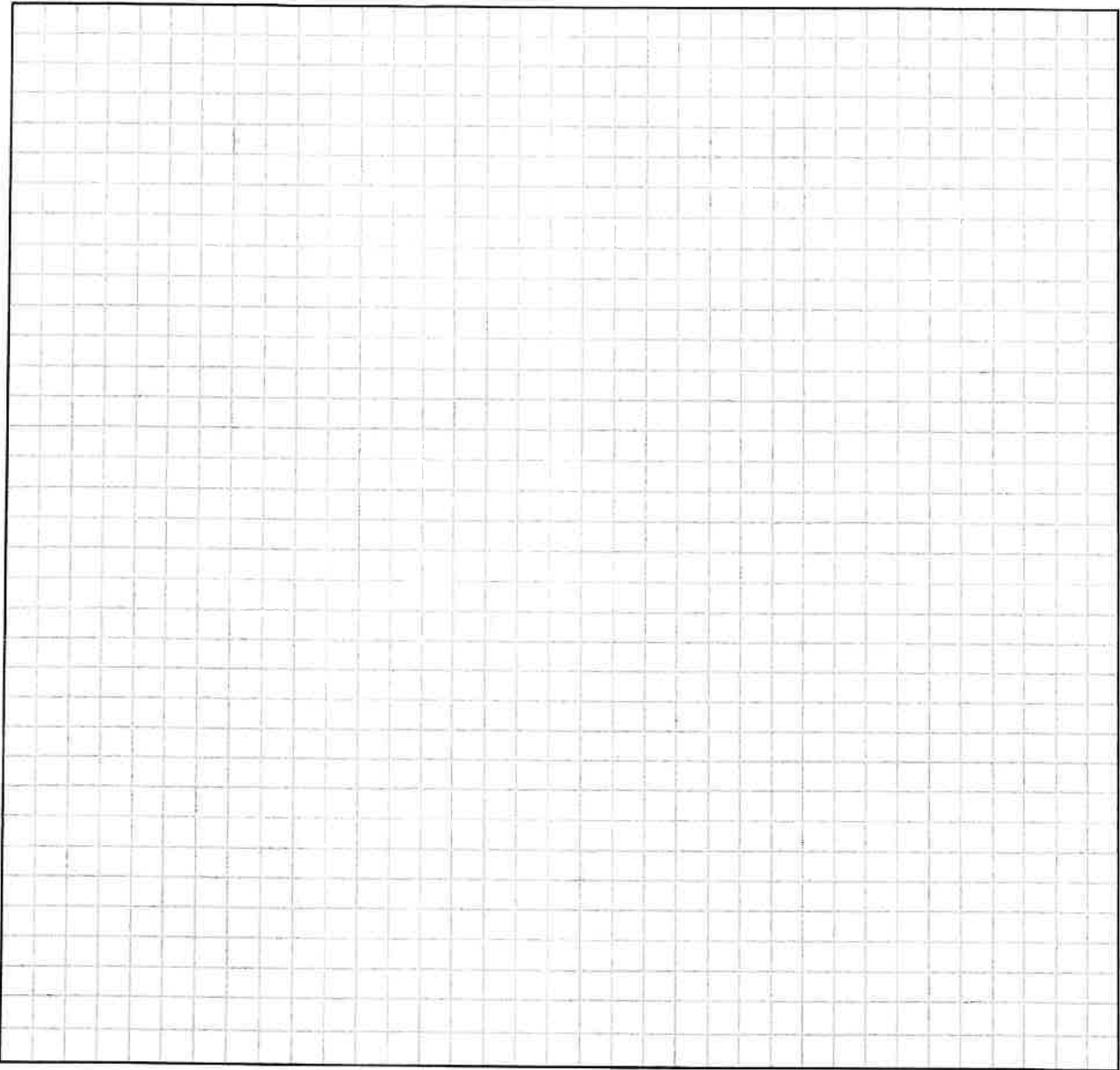
\_\_\_\_\_  
Date

Fees:

Twp. Permit Fee \$ \_\_\_\_\_ Third Party (ABI, CAI, Tech) \$ \_\_\_\_\_

Storm Water Fee \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ Total Due to EET \$ \_\_\_\_\_

## Site / Plot Plan



Notes: \_\_\_\_\_

Plan scale: \_\_\_\_\_ **SHOW (and dimension) ALL existing and proposed:** Site plan attached

1. Property lines
2. Structures
3. Driveway Accesses
4. Sanitary Facilities
5. SWM Facilities
6. Easements
7. Utilities

Plot Plan to Show All Relative Items

**Contractor Information**

(if not needed for project, write N/A)

**General Contractor:**

Please check if you are requesting a Religious Sect Electrical Exemption  
(Complete, notarize and submit form 901 (b) Electrical Exemption)

\_\_\_\_\_  
Company Name Phone

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Contact Email

**Electrical Contractor:**

\_\_\_\_\_  
Company Name Phone

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Contact Email

**Heating/Air Conditioning Contractor:**

\_\_\_\_\_  
Company Name Phone

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Contact Email

**Plumbing Contractor:**

\_\_\_\_\_  
Company Name Phone

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Contact Email

**Design Professional (where required)**

(if not needed for project, write N/A)

\_\_\_\_\_  
Company Name Phone

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Contact Email



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## Agricultural Building Exemption Form

In accordance with the Pennsylvania Construction Code Act, Section 403.1 (b) "Exclusions and Exemptions" – This act shall not apply to an agricultural building. An agricultural building shall meet the definition of an "agricultural building" per Section 401.1. "Definitions"

**"Agricultural Building** – a structure utilized to store farm implements, hay, feed, grain or other agricultural or horticultural products or to house poultry, livestock or other farm animals, and milk house. The term includes a carriage house owned and used by members of a recognized religious sect for the purposes of housing horses and storing buggies. The term shall not include habitable space or spaces in which agricultural products are processed, treated or packaged and shall not be construed to mean a place of occupancy by the general public."

I, \_\_\_\_\_ (owner of said property)

do acknowledge with the signing of this form that the building to be constructed as a

\_\_\_\_\_ at \_\_\_\_\_  
(Use) (Address)

meets the definition of "agricultural building" as defined above. I further acknowledge that I am responsible for obtaining a building permit for said structure in the event the use of the structure changes.

\_\_\_\_\_  
(Owner's signature)

\_\_\_\_\_  
(Date signed)

East Earl Township Permit Number \_\_\_\_\_

## **Building / Zoning Permits are required for the following:**

- ~All new building construction
- ~Building additions
- ~Major remodeling (any structural change)
- ~Conversion of unfinished space into living space
- ~Accessory structures
  - Decks
  - Patios
  - Sheds
  - Fences
  - Retaining walls
  - Garages
  - Barns/Chicken Houses/Equipment Storage Buildings
  - Greenhouse/High Tunnels
  - Manure Storage
- ~Swimming Pools, above ground and in ground
- ~Signs
- ~Demolition of any building or structure
- ~Replacement of roofing materials **IF** structural modifications are needed
- ~Paving of a stoned or unpaved area
- ~Change of Use

**\*\*At the minimum, all of the above require a zoning permit.**

**\*\*Some projects require compliance with the Uniform Construction Code. These applications require detailed construction plans noting (where applicable) the following:**

- ~Footing detail including depth below frost line
- ~Type of foundation
- ~Roof rafter size (2x6, 2x8, 2x10, etc.)
- ~Rafter spacing (16" on center, 24" on center, etc.)
- ~Pre-engineered building members such as roof trusses, floor joist systems or wall systems
- ~Thickness and type of roof sheathing
- ~Insulation type and thickness
- ~Ceiling joist size and spacing
- ~Floor joist size and spacing
- ~Wall sections showing top, bottom plates and headers
- ~Sizes of all doors and windows
- ~Plumbing, mechanical and electrical details