



West Manheim Township, York County, PA

2412 Baltimore Pike Hanover, PA 17331

Ph: (717)632-0320 ▪ Fax: (717)632-2499 ▪ www.westmanheimtwp.com

Application for New Residence

Location of Improvement –

Property Address: _____ Subdivision: _____ Lot: _____

Cross Streets: _____ and _____

Map & Parcel: _____ Zoning District: _____ (R,F,C-I, BC,RR,SR)

Water System: Public _____ Private _____ / Sewage Disposal: Public _____ Private _____ / Sprinklers: Y/N

Owner Information –

Property Owner Name: _____ Contact Number: _____

Address: _____

Contractor Information – (if applicable)

Name: _____ Contact Number: _____

Address: _____

Contractors PA Home Improvement License #: _____

Type of Improvement -

Single Family Detached / Single Family Attached / 2 Family Building / 3-4 Family Building

Building Information –

Structure Footprint Square Footage: _____ Number of Units: _____ Number of Stories: _____

Number of Bedrooms: _____ Number of Full Baths: _____ Number of Half Baths: _____

Finished Basement Y / N : Area Finished _____ Area Unfinished _____ Attached Garage: Y / N

Additional Projects Included on this Permit – Check all that apply

Driveway / Public Sidewalks / Fence / Deck / Patio

Porch / Other - Please Specify: _____

Electronic submission to MDIA –

_____ Construction specifications and building plans (see attached instructions)

Paper submission to Township -

_____ Drawing of residence and related projects (location, dimension, shape, distance to property lines)

_____ Septic Permit (on site or public)

_____ Well Permit (if applicable)

_____ Written E&S Plan (if applicable)

_____ Submission of Contractor’s Workers Compensation Certificate (if applicable)

_____ Stormwater Management Plan under 2,000 sq ft of impervious

_____ Stormwater Management Plan designed by a professional engineer (over 2,000 sq ft of impervious)

_____ Submission of stormwater review fee per Twp Fee Schedule (over 2,000 sq ft of impervious)

Estimated Project Cost of Improvement: \$_____

Contractor/ Subcontractor List -

	Contractor Name	Phone Number
Architect/Engineer		
General Contractor		
Excavation		
Concrete		
Carpentry		
Electrical		
Plumbing		
Sewer		
Mechanical		
Roofing		
Masonry		
Drywall or Lathing		
Sprinkler		
Paving		
Water		

****Please remove the last page of this packet. Page contains information & specifications for construction ****

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and understand and assume responsibility for the establishment of the official property lines for required setbacks prior to start of construction and agree to conform to all applicable laws of this jurisdiction. I further certify that this information given is true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

Municipal/Inspector Use

Zoning Code: _____ Building Code: _____

Stormwater Required: Yes No

E&S Plan Required: Yes No

Floodplain: Yes No

Codes Administrator: Approved: _____ Not App'd: _____ Date: _____ Code Official: _____

Third Party Inspector: Approved: _____ Not App'd: _____ Date: _____ Code Official: _____

Utilities Plan Review: Approved: _____ Not App'd: _____ Date: _____ Code Official: _____

Zoning Plan Review: Approved: _____ Not App'd: _____ Date: _____ Code Official: _____

Special Notes: _____

Third Party Inspections Fees:		Township Fees	
Plan Review:	\$	Building Application Fee:	\$100.00
Building:	\$	Finished Area x \$0.30:	\$
Electrical:	\$	PA State Fee:	\$4.50
Plumbing:	\$	Electrical App + Inspection:	\$
Mechanical:	\$	Plumbing App + Inspection:	\$
Sprinkler:	\$	Mechanical App + Inspection:	\$
Energy:	\$	Building Inspections:	\$
Other:	\$	3 rd Party Plan Review Fee:	\$
Other:	\$	Certificate of Occupancy:	\$20.00
Other:	\$	Stormwater Fee:	
Other:	\$	Drive/Walks:	\$100.00
Other:	\$	Zoning Application:	\$50.00
Total MDIA Fees:	\$	Total Twp Fees:	\$

Inspections Required for New Construction

1. Site Inspection, Property Corners, Structure Corners, and Driveway at road intersection, all located.
2. Well site & permit inspection (site, grouting, final) *(if applicable)*
3. On-site septic certification by proper authority *(if applicable)*
4. Footers prior to pouring of concrete.
5. Foundation (Footer drain system, Waterproofing, Plumbing below basement finish floor).
6. Framing (with rough-in components that will be covered with building materials).
7. Sprinkler Test
8. Plumbing and pressure test plus mechanicals.
9. Insulation
10. Drywall
11. Storm water system (prior to covering leaders & pit)
12. Public Sewer
13. Inspection of driveway & sidewalk
14. Final for Use and Occupancy Permit
 - * Plumbing * Sewer (onsite)
 - * Electrical * Water (private)
 - * Mechanical (water analysis required for wells)

Please call the township office 24 hours in advance to schedule inspections.

Office Phone Number: 717-632-0320

Open 8am – 4pm



Middle Department Inspection Agency
3901 Hartzdale Dr. Suite 112
Camp Hill, PA 17011
Office: 717.761.5340

Residential Electronic Plan Review Submission

MDIA will conduct Uniform Construction Code plan reviews via electronic media. This letter explains the process for submissions of your documentation should you choose this option.

Please be aware that a UCC Compliance Review Approval does not guarantee a building permit will be issued. All other municipal requirements must be met before a permit is issued.

What Documents You Will Need.

1. You will need to complete a **West Manheim Township** building permit application *and* a MDIA building permit application available at www.mdia.us. This municipal application is normally available at the Municipal website.
2. You will need a complete set of construction documents in pdf format.

How You Will Need To Submit The 2 Items Above.

1. Files that are under 10 megabyte can be emailed directly to saraviozzi@mdia.us and cc: mdiacamphill@mdia.us. Please be sure to include BOTH email address to ensure delivery to MDIA and processing.
2. Another option; you can e-mail a link to a private server so I can download your files or we could provide you a Dropbox folder where you can drag your files.

After I Receive Your File. * This is contingent on the area and may not be applicable for your review *****

1. I will transmit your building permit application to the Building Code Official, Heather Bair; hbair@westmanheimtwp.com
2. Heather Bair will reply to me with one of the following:
 - a. Ok to process for UCC Review.
 - b. Hold UCC Review for other requirements (ie zoning etc.)
 - c. Do not process or review the documents and delete the files.
3. I will notify you of the response from the Building Code Official via email as soon as I receive it.
4. The time limit set forth in UCC 403.43(a) will not commence until the Building Code Official accepts the Building Permit Application and allows the UCC Plan Review process to begin.

How Will I Communicate The Review Status or Areas for Clarification or Revision.

1. During the plan review process, any areas that may require clarification or revision will have the comments embedded directly on the document page in question.
2. Files will be provided to you by a link to download.
3. **To resubmit**, please send back the full sealed binder with revised pages inserted to saraviozzi@mdia.us

How Do You Submit Your Documents to the Municipality for Permit Issuance.

1. The municipality may require a hard copy for their files. MDIA does not transmit the approved documents directly to the municipality at present time. Currently that is the sole responsibility of the permit applicant. The applicant is also responsible for the required construction set of documents that must remain on the construction site UCC 403.43 (c).
2. You will be given clear instructions on how to submit the hard copy plans required by the municipality when the PDF file has been approved and digitally signed for UCC Compliance.

Permit Application

Number _____



Customer Number if known

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MDIA Office _____

Location of Proposed Work or Improvement

Municipality* _____ County* _____

Site Address* _____ Tax Parcel # _____

City _____ State Zip code _____

Lot # _____ Subdivision/Land Development _____ Phase _____ Section _____

Owner* _____ Phone #* _____ Fax # _____

Mailing Address* _____ E-Mail* _____

City _____ State Zip code _____

Principal Contractor* _____ Phone #* _____ Fax # _____

Mailing Address* _____ E-Mail* _____

City _____ State Zip code _____

Design Professional/Architect* _____ Phone # _____ Fax # _____

Mailing Address _____ E-Mail* _____

City _____ State* Zip code _____

Type of Work or Improvement* (Select all that apply)

- New Building Addition Alteration Repair Demolition Relocation Energy
 Foundation Only Change of Use Plumbing Mechanical Electrical Fire Protection

Describe the proposed work

Estimated Cost of Construction* (reasonable fair market value. Must be entered.)

a. Structural Cost \$ _____

Installation(s) not included in above cost

b. Electrical \$ _____

c. Plumbing \$ _____

d. Heating, Air Conditioning \$ _____

e. Other _____ \$ _____

Total Cost of Project (a+b+c+d+e) \$ _____

Description of Building Use *(Select One)

Residential

- One-Family Dwelling (R-3)
- Two-Family Dwelling (R-2)
- Multi-Family (R-2)
- Hotels (R-1)

Non-Residential

Specific Use: _____
 Use Group: _____
 Change in Use: Yes No
 If YES, Indicate Former: _____
 Maximum Occupancy Load: _____
 Maximum Live Load: _____

Building/Site Characteristics

Number of Residential Dwelling Units: _____ Existing _____ Proposed

Mechanical: Indicate Type of Heating/Ventilating/Air Conditioning (i.e., electric, gas, oil, etc.) _____

Water Service: (Select) Yes No

Sewer Service: (Select) Yes No Septic Permit # _____

Does or will your building contain any of the following:

Fireplace(s): Number _____ Type of Fuel _____ BTU's _____ Type Vent _____

Elevator/Escalators/Lifts/Moving walks: (Select) Yes No

Sprinkler System: Yes No

Pressure Vessels: Yes No

Refrigeration Systems: Yes No

BUILDING DIMENSIONS

Existing Building Area: _____ sq.ft. Number of Stories: _____

Proposed Building Area: _____ sq.ft. Height of Structure Above Grade: _____ ft.

Total Building Area: _____ sq.ft. Area of Largest Floor: _____ sq.ft.

FLOODPLAIN

Is the site located within an identified flood prone area? (Select One) Yes No

Will any portion of the flood prone area be developed? (Select One) Yes No N/A

Owner/Agent shall verify that any proposed construction activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3 (d).

HISTORIC DISTRICT

Is the site located within a Historic District? Yes No

If any construction is within a Historic District, a certificate of appropriateness may be required by the Municipality.

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) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes 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 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 certify that the code administrator or the code administrator'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.

Signature of Owner or Authorized Agent*

Print Name of Owner or Authorized Agent*

Address*

Date*

Designated Municipal Official

Date*

Directions to Site: