

BUILDING/ZONING PERMIT APPLICATION PROCEDURE FOR ALTERATION / ADDITIONS

Following these instructions step by step will avoid delays in issuing your permit

STAKING OUT THE PROPERTY. It is the applicant's responsibility to locate and stake all four corners of the lot and sufficiently mark the sidelines so the Building Inspector, the Code Enforcement Officer and the Municipal Services can readily see them for an accurate setback inspection. If lot corners cannot be located it will be necessary to have a surveyor come in to locate the property corners. In the event there is an error in the placement of the construction project on the lot resulting in encroachments due to invalid property markings; it will be the sole responsibility of the property owner to rectify such errors, even to the extent of moving the structure to conform to all setback requirements.

The applicant will **submit a plot plan** showing the perimeter of the property and any and all existing buildings and reflecting the new project with dimensions of project and set-back dimensions.

Prior to submitting the application, the project must be staked out for zoning review.

1. **Complete the application:** Submit the application **with 2 sets of the PROJECT PLANS** consisting of: footer dimensions, floor dimensions (length, width, height =ground level to floor), railing (pickets), steps. The Borough adopted the International Residential Codes' that provides a nationally recognized minimum construction standard as safeguards for the health and welfare of residents. The Building Inspector and Code Enforcement Officer will enforce these codes.
2. **INSPECTION PROCEDURE:**
There are required inspections throughout the construction process and a final inspection necessary before occupancy of the house will be permitted, an outline of these inspections will be provided upon issuance & receipt of the permit. This form will need to be signed at that time.
3. **ZONING APPLICATION:** regulates the required setbacks for all new construction on this property. (Front: 35 feet Back: 30 feet Sides: 15 feet) note: see Zoning Officer for corner lots.
4. **ADAMS COUNTY BUILDING PERMIT IS NEEDED:** After receiving the Borough Building Permit, the applicant **must obtain an Adams County Building Permit at the Adams County Assessor's Office in the Courthouse located at 111-117 Baltimore Street, Gettysburg, PA.**
5. **USE AND OCCUPANCY PERMIT REQUIRED:** Prior to use of the project, all the required final inspections must be approved by the designated inspector (see Required Inspections List). Once all the required inspections have been performed and the inspector submits their report; there is a 5-day turn around for the Use & Occupancy Permit to be issued in according to IRC regulations.
6. **BOROUGH BUILDING PERMITS ARE VALID FOR ONE YEAR FROM DATE OF ISSUANCE** with a one-time 6-month extension. The applicant must request the extension in writing within 30 days of the permit expiration to the Borough's Building Code Officer. After the 6-month extension expires, any work remaining will need a new building permit. The Building Code Officer will visit the job site for the review; fees will be calculated according to the actual construction value remaining.

BOROUGH OF CARROLL VALLEY
5685 Fairfield Road * Carroll Valley, Pennsylvania 17320
RESIDENTIAL ZONING AND BUILDING PERMIT APPLICATION
for DECKS - PORCHES - SUNROOMS

1. LOCATION OF PROPERTY:

Carroll Valley, Adams County, PA 17320

_____ Lot # _____ Physical Address of Property _____

2. DESCRIPTION OF CONSTRUCTION ACTIVITY

3. TYPE OF PERMIT(S) REQUESTED:

(CHECK ALL THAT APPLY)

DECK (over 30" in height total perimeter from ground level) **PORCH** **Stormwater Imp Area** **Stormwater Imp Area**
ROOF **no ROOF** **SUNROOM** **ZONING**

4. SQUARE FOOTAGE OF NEW CONSTRUCTION/ADDITIONS:

5. NUMBER OF NEW ELECTRICAL COMPONENTS:

Outlets: _____ Switches: _____ Light/Ceiling Fixtures: _____

6. TOTAL ESTIMATED VALUE OF NEW PROJECT

\$ _____

7. _____

(OWNER NAME)

_____ (Street Address)

_____ (City) _____ State _____ Zip Code)

_____ (Phone) _____ (Fax)

8. _____

(CONTRACTOR NAME)

_____ (Street Address)

_____ (City) _____ State _____ Zip Code)

_____ (Phone) _____ (Fax)

9. WORKER'S COMPENSATION CERTIFICATE PROVIDED:

YES

NO

NOTICE:

PLEASE READ AND COMPLY WITH THE FOLLOWING NOTICES:

* In addition to a building/zoning permit, if the subject property does or will require access to a public road or street, and/or will require improvement/change of existing driveway access to a public road or street, then if such public road or street is under the jurisdiction of the Commonwealth of Pennsylvania, you must obtain a Highway Occupancy Permit pursuant to Act No. 428 of 1945, as amended, known as the "State Highway Law"; Application for such Highway Occupancy Permit as to a Commonwealth road or street must be made to, with and processed by the Pennsylvania Department of Transportation. If such road or street is under the jurisdiction of the Borough of Carroll Valley, you must apply for and obtain a Carroll Valley Road Occupancy Permit from the Borough.

* In addition to a building/zoning permit and depending on the location of the subject property, you may need to make other applications and obtain other permits for the development you propose, including but not limited to an on-lot sewage permit and/or to a public sewer connection permit, water connection permit (Section A Water Corporation), and/or Land Development approval, prior to being able to commence construction.

* Contractor is prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of worker's compensation to the Borough of Carroll Valley. Contractor is also prohibited by law under this Permit from engaging the services of a subcontractor unless subcontractor maintains workers' compensation insurance coverage as to subcontractor's employees. Failure of Contractor and Applicant of this Permit to maintain worker's compensation insurance according to law of the Commonwealth of Pennsylvania, and failure to name Carroll Valley Borough as a named insured, requires stoppage of all construction/work under Building/Zoning Permit issued and the Building/Zoning Permit may be revoked.

* Property owner is responsible for determining if property is subject to private covenants and/or subdivision and land development regulations or private plan restrictions and compliance with the restrictions. Private covenants may be more restrictive than zoning regulations. Issuance of a building or zoning permit does not constitute compliance with private covenants or restrictions. Any legal controversies arising from a permit issued in violation of any private covenants or restrictions is the sole responsibility of the property owner or their authorized representative.

STATEMENTS AND VERIFICATION BY APPLICANT

I/We do hereby agree to observe and adhere to any and all provisions of the Borough of Carroll Valley's Ordinance, and do further agree and understand that my failure to do so shall constitute a violation as to any Permit issued per this Application, which violation shall cause any Permit to become Null and Void, and revocable by the Borough of Carroll Valley via its Building Code Official or the designated agent.

I/We do hereby certify that as applicants, owners, contractors, agents or others that I/we completed and read the foregoing Application and Notice and that the information and statements in this application and other representations contained in all accompanying plans are made a part of this application and are true and correct to the best of our knowledge and belief. This statement and verification are made subject to the penalties of 18 PA.C.S.A. Section 4904 relating to unsworn falsifications to authorities, which provides that if I/we knowingly make false statements or averments, I/we may be subject to criminal penalties. I/We hereby authorize representatives of the Borough to make the required inspections upon the property to verify that the construction requested under this application complies with the Borough of Carroll Valley Zoning Ordinance and all other applicable codes.

If applicant is Contractor or Agent of Owner, he/she/ they hereby certify that he/she/they have the authority to act on behalf of the Owner.

Applicant Signature _____

DATE _____

OWNER or AUTHORIZED REPRESENTATIVE

Worker's Compensation Insurance Coverage Information

A. Lot # _____ Property Location _____, Carroll Valley, Adams County PA 17320

B. "Applicant or Contractor" is a contractor within the meaning of the Pennsylvania Workers' Compensation Law?

Name of Contractor _____

_____ YES

If the answer is "yes" complete Sections C & E below as appropriate.

_____ NO

If the answer is "no" complete Sections D & E below as appropriate.

C. Insurance information (*this section must be printed*)

Name as listed on Insurance Policy _____

Federal or State Employer ID No. _____ Policy No. _____

Applicant is a qualified self-insurer for workers' compensation. ___ Yes ___ No Certificate Attached _____

Name of Workers' Compensation Insurer _____ Certificate Attached _____

D. Exemption (Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.)

The undersigned affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' compensation Law for one of the following reasons, as indicated:

___ **Deeded property owner(s)** will be performing their own work. If property owner does hire contractor to perform any work pursuant to building permit, contractor must provide proof of workers' compensation insurance to Carroll Valley Borough. The property owner assumes liability for contractor compliance with this requirement.

___ **Contractor has no employees.** [Note: Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to Carroll Valley Borough.] If the contractor obtains services from sub-contractors to perform any work pursuant to building permit, any and all sub-contractor must provide proof of workers' compensation insurance to Carroll Valley Borough. The contractor assumes liability for any and all sub-contractor compliance with this requirement.

___ **Religious exemption** under the Workers' compensation Law. All employees of contractor are exempt from workers' compensation insurance (attach copies of religious exemption letters for all employees).

E. Signatures

(SEAL)

Applicant's Signature

State of _____

County of _____

On this, the _____ day of _____ in the year 20 _____, before me _____ the undersigned officer, personally appeared _____ known to me (or satisfactorily proven) to be the person(s) _____ subscribed to the within instrument, and acknowledged that _____ executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seals.

Notary Public Signature

**STANDARD BEST MANAGEMENT PRACTICES
MAINTENANCE AND MONITORING AGREEMENT**

THIS AGREEMENT, made and entered into this _____ day of _____, _____, by and between, _____ (hereinafter the "Landowner"), and Carroll Valley Borough, Adams County; Pennsylvania, (hereinafter "Municipality");

WITNESSETH

WHEREAS, the Landowner is the owner of certain real property referenced as **Lot #:** _____ **located at** _____, Carroll Valley, Pennsylvania and as recorded by deed in the land records of Adams County, Pennsylvania, **Deed Book** _____ **at Page** _____, **County Parcel #** _____ (hereinafter "Property").

WHEREAS, the Landowner is proceeding to build and develop the Property; and

WHEREAS, the Subdivision/Land Management Plan (hereinafter "Plan") for the Property identified herein, which is expressly made a part hereof, as approved or to approved by the Municipality, provides for management of stormwater within the confines of the Property through the use of Best Management Practices (BMP's); and

WHEREAS, the Municipality and the Landowner, his successors and assigns agree that the health, safety, and welfare of the residents of the Municipality require that on-site stormwater Best Management Practices be constructed and maintained on the Property: and

WHEREAS, for the purposes of this agreement, the following definitions shall apply:

BMP- Best Management Practice.

Infiltration Trench- A BMP surface structure designed, constructed, and maintained for the purpose of providing infiltration or recharge of stormwater into the soil and/or groundwater aquifer.

Seepage Pit or Dry Well – An underground BMP structure designed, constructed, and maintained for the purpose of providing infiltration or recharge of stormwater into the soil and/or groundwater aquifer,

Bioretention Facility – A BMP overlain with appropriate mulch and suitable vegetation designed, constructed, and maintained for the purpose of providing infiltration or recharge of stormwater into the soil and/or underground aquifer, and

Stormwater Structures and Facilities – Shall include, but not be limited to, detention and retention basins, and BMP's.

WHEREAS, the Municipality requires, through the implementation of the **Single-Family Building Lot** Subdivision and Land Development Plan, the stormwater management BMP's as required by said Plan and the Municipal Ordinance be constructed and adequately maintained by the Landowner, his successors and assigns. The Plan shall include, but not be limited to, the BMP site location, plan view and cross sectional drawings as appropriate, design calculations, material specifications, and any maintenance requirements imposed by the Municipality or its Designated Representatives, and

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The on-site BMP facility shall be constructed by the Landowner in accordance with the plans and specifications identified in the Plan.
2. The Landowner shall maintain the BMP(s) as shown on the Plan in good working order acceptable to the Municipality and in accordance with the specific maintenance requirements noted on the Plan which is attached hereto as Appendix A and made part hereof.
3. The Landowner hereby grants permission to the Municipality, its authorized agents and employees, to enter upon the property, at reasonable times and upon presentation of proper identification, to inspect the BMP(s) whenever it deems necessary. Whenever possible, the Municipality shall notify the Landowner prior to entering the property.
4. In the event the Landowner fails to maintain the BMP(s) as shown on the Plan in good working order acceptable to the Municipality, the Municipality may enter upon the Property and take whatever action is deemed necessary to maintain said BMP(s). This provision shall not be construed to allow the Municipality to erect any permanent structure on the land of the Landowner. It is expressly understood and agreed that the Municipality is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the Municipality.
5. In the event the Municipality, pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner shall reimburse the Municipality for all expenses incurred within 10 days of receipt of invoice from the Municipality.
6. The intent and purpose of this Agreement is to insure the proper maintenance of the onsite BMP(s) by the Landowner; provided, however, that this Agreement shall not be deemed to create or effect any additional liability of any party for damage alleged to result from or be caused by non-point source pollution runoff.
7. The Landowner, its executors, administrators, assigns, and other successors in interests, shall indemnify the Municipality's employees and designated representatives against all damages, accidents, casualties, occurrences or claims which might arise or be asserted against said employees and representatives from the construction, presence, existence, or maintenance of the BMP(s) by the Landowner or Municipality. In the event that a claim is asserted against the Municipality, its designated representatives or employees, the Municipality shall promptly notify the Landowner and the Landowner shall defend, at his own expense, any suit based on the claim. If any judgment or claims against the Municipality's employees or designated representatives shall be allowed, the Landowner shall pay all costs and expenses regarding said judgment or claim.
8. The Municipality shall inspect the BMP(s) at a minimum of once every three years to ensure their continued functioning.
9. This Agreement shall be recorded among the land records of Adams County, Pennsylvania and shall constitute a covenant running with the Property and/or equitable servitude, and shall be binding on the Landowner, his administrators, executors, assigns, heirs and any other successors in interests, in perpetuity.

ATTEST:

WITNESS the following signatures and seals:

For the Municipality:

(SEAL)

For the Landowner:

(SEAL)

State of _____

County of _____

On this, the _____ day of _____ in the year 20 _____, before me
_____ the undersigned officer, personally appeared
_____ known to me (or satisfactorily proven) to be the person(s) _____
subscribed to the within instrument, and acknowledged that _____ executed the same for the purposes
therein contained.

In witness whereof, I hereunto set my hand and official seals.

Notary Public Signature

BOROUGH OF CARROLL VALLEY
5685 Fairfield Road, Carroll Valley, Pennsylvania 17320
Office #: (717) 642-8269

REQUIRED BUILDING INSPECTIONS FOR DECKS / PORCHES / PATIOS
(Carefully read each section & sign)

- A. The owner / contractor shall comply with the instructions set forth on the back of the Applicants' copy of the Building Permit. **THE WEATHERPROOF PLACARD ISSUED WITH THE PERMIT MUST BE DISPLAYED AT ALL TIMES & SEEN FROM THE ROAD ON THE SITE. ALL FOUR CORNERS MUST BE CLEARLY MARKED.**
- B. **SCHEDULE AN APPOINTMENT FOR THE LISTED INSPECTIONS** by contacting the Building Inspector, Bill Naugle at least **TWO BUSINESS DAYS** in advance.
 - 1. **FOOTER INSPECTION:** Before pouring concrete, (will include the setbacks)
 - 2. **FINAL INSPECTION(s):** Completion of project.

After the inspector has approved the project is 100% satisfactorily completed and has complied with the BOCA Codes Barb Jests, Secretarial Assistant, will issue the **CERTIFICATE OF USE & OCCUPANCY PERMIT** within 3 working days of the **FINAL** approval.

NO PERSONS MAY OCCUPY THE STRUCTURE OR MOVE ANY FURNISHINGS INTO THE STRUCTURE UNTIL THE U & O CERTIFICATE IS GRANTED. Violators will be cited and fined to the full extent of the law.

- C. If the owner or contractor will not be present at the time of inspections, a printed gummed sticker shall be placed in the predetermine location on the **PERMIT CARD**. Stickers shall be signed & dated by the inspector and clearly marked **APPROVED** or **NOT APPROVED** along with any necessary instructions.
- D. **REINSPECTIONS OF WORK OR RETURNS TO THE WORK SITE BY THE INSPECTOR DUE TO LACK OF PREPARATION** will be charged directly by the inspector on site / prior to the inspection being performed.

BUILDING INSPECTOR(s) – MIDDLE DEPARTMENT INSPECTION AGENCY, INC:

BUILDING INSPECTOR

Cell Phone #: (717) 580-8464

If you have not received a call back from the inspector within 3-days of the initial call, please contact Middle Department Inspection Agency, Inc direct at the main office: 1-800-382-1438

I have read & understand these requirements:

Signature of Owner / Contractor

Date