

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, foundation plan; first floor plan, second floor plan if applicable; showing the four elevations & a section through plan including the deck, garage, porch and basement for review by the certified plan reviewer (outside service). 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.

For In-Ground Swimming Pools (complete the following information)

Pool walls will be constructed of galvanized steel _____” in height. The pool will be in a 2” vermiculites surface lined with a vinyl liner. The walls will have a concrete footing with lined walls. There will be _____ light(s) in the pool. The light conduit will be located approximately _____ from depend wall with a junction box at this point. The Electrician _____ will supply electric. All metal within 5’ of the pool will be bond with a #8 copper wire; this includes the pool walls. There will be a _____ (example: diving board, slide, deck, ladder, hand rail, etc.) The pool will have (complete how many of each) _____ skimmer, _____ drain, _____ returns, _____ filter & pump.

Example of Material List: (add or take away what pertains to your project)

Standard Equipment:

Sand Filter
HP Pump
Inlets
Skimmer
Floor Drain
Galvanized Steel Pool Walls
Diving Board
Pool Ladder
Safety Rope
Pool Vacuum
Pool Brush
White Aluminum Coping
Test Kit
Step N Spa Side
Handrail
Mesh Pool Cover
Solar Blanket
Hand Skimmer

BOROUGH OF CARROLL VALLEY

RESIDENTIAL ZONING AND BUILDING PERMIT APPLICATION

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)

SWIMMING POOL IN-GROUND ABOVE-GROUND WITH A DECK ELECTRIC FOR PUMP

4. SQUARE FOOTAGE OF NEW CONSTRUCTION/ADDITIONS

5. NUMBER OF NEW BATHROOMS, FULL OR PARTIAL

NOT APPLICABLE

6. NUMBER OF NEW BEDROOMS

NOT APPLICABLE

7. _____
(OWNER NAME)

8. _____
(CONTRACTOR NAME)

_____ (Street Address)

_____ (Street Address)

_____ (City) _____ (State) _____ (Zip Code)

_____ (City) _____ (State) _____ (Zip Code)

_____ (Phone)

_____ (Fax)

_____ (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 _____
OWNER or AUTHORIZED REPRESENTATIVE

DATE _____

Worker's Compensation Insurance Coverage Information

A. Applicant or Contractor is a contractor within the meaning of the Pennsylvania Workers' Compensation Law?
_____ YES _____ NO

If the answer is "yes" complete Sections B & D below as appropriate.

If the answer in "no" complete Sections C & D below as appropriate.

B. Insurance information

Name of Contractor _____

Federal or State Employer Identification No. _____

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

Name of Workers' Compensation Insurer _____ Certificate Attached _____

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

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

_____ Contractor with 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.

_____ Religious exemption under the Worker's Compensation Law.

Affidavit of Exemption

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:

_____ Property owner performing 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. Homeowner 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.]

_____ 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).

D. 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

Plot Plan

(show structures, well, sand mound, proposed improvements, lot lines)

IX. SITE OR PLOT PLAN - *For Applicant Use*

