



NEW HOME PERMIT APPLICATION PROCEDURE AND CHECKLIST

NO WORK CAN BEGIN ON A PROPERTY UNTIL THE APPROPRIATE PERMIT HAS BEEN ISSUED BY THE BOROUGH OF CARROLL VALLEY

This guide has been created to help to avoid delays in your project

STAKING OUT THE PROPERTY. It is the applicant's responsibility to locate and stake all corners of the proposed building lot and sufficiently mark the sidelines. It may be necessary for the owner to have the property professionally surveyed to locate the property corners. If there is an error in the placement of the building, septic system, well, or driveway (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 shall also be responsible for the staking out and marking of the proposed dwelling, septic system, well, driveway, and stormwater management facility as shown on the submitted plot plan prior to any permits being issued.

1. Driveway Permit Application with a plot plan

\$ 50.00 fee

- The [Application](#), Plot Plan drawn to scale, and ALL required fees must be submitted.
- The Proposed Driveway must be properly marked for inspection.
- The Municipal Services Department will:
 - Review the application,
 - Inspect the proposed site, and
 - Determine all criteria necessary to meet the Borough Regulations.
- Installation of a construction entrance/driveway must include the proper material and piping to ensure no mud/debris will be deposited onto roadways.
- Installation must be completed prior to ANY work being done on the jobsite.

2. Erosion & Soil Control Plan (E&S Plan)

\$250.00 fee

An Engineered Plan must be approved by the Borough. 5,000 square feet or more of soil disturbance on a property requires the E&S Plan to be approved and installed. This means that stumps cannot be removed, soil cannot be moved, nor can grass/weeds or undergrowth be removed until an approved E&S Plan has been installed.

- The Proposed E&S Plan must be submitted to the Borough of Carroll Valley for review and approval. This may be submitted digitally via email to: abell@carrollvalley.org. If not digitally, then two (2) copies must be provided to the Borough.
- Installation of the E&S Control Plan must be completed prior to any work that would disturb more than 5000 square feet of soil and prior to a Zoning Permit being issued.

_____ 3. Well **\$150.00 fee**

- Application, Plot Plan drawn to Scale, and All Required fees must be submitted.
- Minimum required standards must be met prior to a permit being issued.
- A construction driveway must be in place prior to drilling.
- Upon completion, a “Water Well Information Report” must be submitted to the Borough. This report can be found in the Pa Ground Water Information System on the DCNR website or from your well driller.

_____ 4. Stormwater Management Plan: **\$250.00 fee**

- The Proposed Stormwater Management Plan must be submitted to the Borough of Carroll Valley for review and approval. This may be submitted digitally via email to: abell@carrollvalley.org. If not digitally, then two (2) copies must be provided to the Borough.
- Installation of the E&S Control Plan must be completed prior to any work that would disturb more than 5000 square feet of soil and prior to a Zoning Permit being issued.

_____ 5. Septic System

- There must be a **valid On-Lot Sewage Permit** on file prior to submitting any applications and plans. It is the owner/applicant’s responsibility to submit a copy of the valid permit to the Building Department at the Borough Office. (Contact the Sewage Enforcement Officer for Carroll Valley Borough: KPI Technology @ 717-339-0612).
- If the property is to be hooked to the Public Sewer, a **valid Sewer Permit** must be issued on the property and the appropriate fees paid.

_____ 6. Zoning Application **\$250.00 fee**

This application must be completed and signed by the Deeded Property Owner or their designee. All ownership must be verified by the Adams County Recorder of Deeds, the Adams County Mapping Department, or a settlement agent (if newly purchased land) prior to the Borough accepting any permit requests or issuing any permits.

_____ 7. Building Permit Application: Obtained through [PA Municipal Code Alliance \(PMCA\)](#)

The Borough’s Building Code Official (BCO) and Inspector is PA Municipal Code Alliance (PMCA), with locations in Chambersburg and Gettysburg. A Building Permit Application and fees must be completed, returned, and remitted to PMCA in order to begin construction of any structure on an approved building site. As the BCO, PMCA will handle the inspections as well as Building Permit Issuance. Contact PMCA at 717-496-4996.

_____ 8. Workers’ Compensation Insurance Coverage Information

Contractors are prohibited by law from employing any individual to perform work pursuant to a building permit unless contractor provides proof of workers’ compensation to the Borough of Carroll Valley. Contractors are also prohibited by law from engaging the services of a subcontractor unless said subcontractor maintains workers' compensation insurance coverage for all subcontractor's employees. Failure of Contractor, subcontract and/or Applicant to maintain

worker's compensation insurance in accordance with the law of the Commonwealth of Pennsylvania, and failure to name Carroll Valley Borough and/or PMCA as a named insured, requires stoppage of all construction/work and the Project Permits may be revoked.

9. Borough Permit Expiration

All permits issued by the Borough are valid for One (1) year from the date they are issued (this is the date the permit is signed and dated by the Borough.) There is a one-time 6-month extension available; however, *the applicant must request the extension in writing within 30 days of the permit expiration.* Upon review and approval, a letter will be sent with the 6-month expiration date. After the 6-month extension expires, any work remaining will need a new permit by submitting a new application.

10. Inspection Procedure

There are required inspections throughout the construction process and final inspections are necessary before occupancy of the house will be permitted. All inspections must be completed by PMCA. Upon completion of the building process, a Use & Occupancy Permit will be issued by PMCA and released to the Borough for final review of the construction project.

11. County Building Permit Requirement

After receiving the Building Permit from PMCA, 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 17320.

12. Temporary Use & Occupancy Permit:

Temporary Use & Occupancy (U&O) Permits will NO LONGER be issued by the Borough for projects within the Borough. For any construction project that meets the requirements for a U&O Permit to be issued but fails compliance with the relevant provisions of the Borough of Carroll Valley Code of Ordinances (the "Code"); a Letter of Construction Site Compliance will be issued to the deeded property owner. This letter will outline the areas that need to be brought into compliance, the timeline allowed for completion, and the consequences of failure to comply.

13. All New House Construction Sites MUST have a portable toilet facility on the property during the construction period, if one is not provided you are in violation and will be fined according to the law.

14. Obtaining the Building Permit:

A Notice to Proceed to begin construction will be issued to the Applicant after the Borough's Building Code Official (BCO) and Inspector, PA Municipal Code Alliance (PMCA), verifies the following permits/plans have been paid for and approved:

- Driveway Permit
- Erosion & Soil Control (E&S) Plan
- Well Permit
- Stormwater Management Plan
- Septic Permit (On-site or Public Sewer)
- Zoning