



## Building / Zoning Permit Application

Note: *This application must be completed in its entirety prior to submitting. Failure to provide information will result in the application being returned as incomplete and will delay the processing of your application. Your application will not be reviewed until all of the required information has been provided to the Borough of Hanover. In accordance to the PA State Uniform Construction Code, the Building Code Official shall approve or deny a proper application in whole or in part, within 15 days for residential and 30 days for commercial projects. If you have questions regarding this application you may contact the Department of Planning and Engineering to discuss, however department staff are not permitted to complete the application for you.*

**Property Information:** (Please Print)

Property Address (where work will occur): \_\_\_\_\_

Owner / Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor Information:** *(if improvements are being constructed by owner a Workers Compensation Affidavit is required)*

Company Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## Type and Cost of Work or Improvement

Type of Property:

- Commercial
- Residential
- Current Rental
- Proposed Rental

Type of Improvement: (check all that apply)

- New Building
- Addition
- Alteration / Repair
- Fences (include height, type, material)
- Accessory Structures
- Deck(s) (include dimensions)
- Pools (include size, depth)
- Other: \_\_\_\_\_

Declared Cost of Improvements: \$ \_\_\_\_\_

This is the typical total cost charged by a Contractor for the work described in this permit application.

**Provide a simple written description of the proposed work:**





**Department of Planning & Engineering (DP&E)**  
**Hanover Borough, York County, PA**  
**An Equal Opportunity Borough**

PERMIT NUMBER: \_\_\_\_\_

**Stormwater Management / Erosion Control Information:**

YES NO

Will the proposed project result in the increase of impervious area coverage (i.e., by roof, pavement, concrete, etc.) by more than 500 square feet (cumulative total for additions to property since adoption of SWMO #2302 on August 26, 2020)? If so, you will need to submit a full stormwater management permit application. If not, you only need to complete the first four (4) pages of the application. In some circumstances a permit may not be required.

Will the proposed project result in an earth disturbance equal to or greater than 5,000 square feet? If so, you will need to submit an Erosion & Sediment Control Plan. If the disturbed area is more than one acre, you will need to submit an NPDES Permit (through PA DEP and the York Co. Conservation District).

**BOROUGH USE ONLY**

Is a stormwater permit needed? \_\_\_\_\_ If no, why? \_\_\_\_\_ Initial: \_\_\_\_\_

*I hereby certify 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 the authorized agent and we agree to conform to all applicable laws of this jurisdiction. Construction shall comply with all Borough Codes and the most current ICC Building Codes as adopted by the Commonwealth of Pennsylvania. Building/Structure shall also comply with the American Disabilities Act of 1990 where applicable. I have examined this application, its requirements and to my knowledge and belief, is a true, correct, and complete application.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For payment/pickup: \_\_\_\_\_ Call  Email

*Please be advised: As per the Borough of Hanover Schedule of Fees, the applicant shall be responsible for any additional Consultant Fees above and beyond the collected inspection fees on an "as invoiced" basis that may not be able to be ascertained at the submission of the application and are due upon pick up.*

**For Borough Office Use Only**

	Expiration Date: _____
<b>Permit Fees:</b>	
<input type="checkbox"/> State Fees	\$
<input type="checkbox"/> Occupancy Permit	\$
<input type="checkbox"/> Building Total	\$
<input type="checkbox"/> Stormwater Permit	\$
<input type="checkbox"/> Unpermitted Work Penalty Fee	\$
<input type="checkbox"/> Other: _____	\$
<b>Borough Total Fee</b>	<b>\$</b>
<b>Third Party Review / Inspection Fee</b>	<b>\$</b>

**Zoning Examiner Notes**

Zoning District: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Article III – General Regulations                     | <input type="checkbox"/> Section 140-_____                     |
| <input type="checkbox"/> Section 140-13 Accessory Buildings and Accessory Uses | <input type="checkbox"/> Article IV – Agricultural Districts   |
| <input type="checkbox"/> Section 140-14 Swimming Pools                         | <input type="checkbox"/> Article V – R-6 Residential District  |
| <input type="checkbox"/> Section 140-26 Fences, Walls, and Screen Plantings    | <input type="checkbox"/> Article VI – R-5 Residential District |



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- |   |   |
|---|---|
| <input type="checkbox"/> Article VII – R-3 Residential District                 | <input type="checkbox"/> Article XVI – Parking Lots and Community Garages |
| <input type="checkbox"/> Article VIII – O-A Residential District                | <input type="checkbox"/> Article XIX – Shopping Center Development Plan   |
| <input type="checkbox"/> Article IX – Business District(s), Section 140-_____   | <input type="checkbox"/> Article XXI – Signs                              |
| <input type="checkbox"/> Article XI – Industrial District(s), Section 140-_____ |   |
| <input type="checkbox"/> Article XIV – Parking and Loading Space                |   |
| <input type="checkbox"/> Article XV – Motor Vehicle Access                      |   |

	Provided	Permitted	Violation	Remarks
Front Setback				
Side Setback 1				
Side Setback 2				
Rear Setback				
Lot Coverage				
Height				
Lot Area per Family				

*OFFICE USE ONLY*

**Submitted Documents:**

Plot Plan	YES	NO	N/A
Building Plans (sealed/signed)	YES	NO	N/A
Specifications	YES	NO	N/A
Zoning Approval	YES	NO	N/A
Application Completion:	YES	NO	
Signature of Applicant:	YES	NO	

Accepted/Returned by: \_\_\_\_\_

Date: \_\_\_\_\_

Permit: Approved  Denied

**Building Code Official:** \_\_\_\_\_

Date: \_\_\_\_\_

Permit: Approved  Denied

**Zoning Officer:** \_\_\_\_\_

Date: \_\_\_\_\_

Permit: Approved  Denied

**Fire Chief:** \_\_\_\_\_

Date: \_\_\_\_\_