

BOROUGH OF
MIDDLETOWN
BUILDING & USE PERMIT APPLICATION

Permit No. _____
Tax Parcel: ____-____-____
District: ____ Ward: ____

LOCATION: _____
(Number and Street)

PERMIT TYPE: Building Electric Water/Sewer(plumbing) Zoning

A -- TYPE OF IMPROVEMENT

- New Building Addition, repair, replace, remodel
 Accessory structure Garage Carport Shed Deck
 Curb/Sidewalk Driveway Street Restoration
 Roof Sign Pool Fence Demolition
 Other _____

B -- COST

BUILDING _____
ELECTRIC _____
PLUMBING _____
HVAC _____

PERMIT FEE _____

C -- USE

- Single Family - 1 dwelling unit
 Multi-Family - 2 dwelling units
 Apartment - 3 or more dwelling units ____ Number of existing units
 Boarding, lodging, bed & breakfast Home occupation
 Office, bank Day Care Mercantile Manufacturing
Other _____

- IMPORTANT NOTICE -

All applications must include a description of the proposed work. For building conversions, modifications and/or additions, a site plan drawn to scale showing lot size, lot area, setbacks, structures, coverage, off-street parking, flood plain data, along with a building plan drawn to scale and a set of specifications are required. Codes office may require additional information.

APPROVED PLANS ARE VALID FOR 180 DAYS

All permits shall be in compliance with the Uniform Construction Code adopted under Borough ordinance Chapter 114. This permit may be revoked under a mistake of fact or contrary to the law or provisions of the code as per Chapter 260-126(G) or the UCC.

D -- DESCRIPTION OF WORK *(All work shall be constructed and inspected in accordance with Borough Specifications)*

C -- IDENTIFICATION OWNER

CONTRACTOR

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

PHONE: _____

PHONE: _____

E-MAIL: _____

E-MAIL: _____

I hereby certify that the proposed work is authorized by the owner(s) of record and I have been authorized to submit this application as the owner's designated agent. I further agree to conform to all applicable Borough laws, standards and ordinances and have provided proof of insurance as required by the Pennsylvania Workers' Compensation Act 44.

FAILURE TO PICK UP A PERMIT WITHIN FIVE (5) DAYS OF NOTIFICATION WILL RESULT IN A CITATION

(Owner's signature)

(Contractor's signature)

DATE: _____

DATE: _____

CALL BEFORE YOU DIG

Pennsylvania law requires 3 working days notice for the construction phase and 10 working days in the design stage.

PA ONE CALL 1-800-242-1776

BOROUGH OF MIDDLETOWN - BUILDING & USE PERMIT APPLICATION

PLAN APPROVED BY: _____

PERMIT NO: _____

DATE: _____

Tax Parcel: ___-___-_____

District: _____ Ward: _____

This plan approved in accordance with the Pennsylvania Uniform Construction Code adopted by the Borough of Middletown under Ordinance 1177 dated May 3, 2004 as part of the permit application process. This permit becomes invalid if no work begins within 180 days after issuance or if work is suspended or abandoned for 180 days after commencing. A copy of this plan and the associated permit will be sent to the Dauphin County Office of Tax Assessment for their records.

This application has been reviewed under Chapter 260-126(A) for compliance with the Borough of Middletown Zoning Ordinance.

NOTE: Costs for Third Party plan reviews shall be the responsibility of the applicant and are not part of the permit fee.

FLOOD DISTRICT: _____

Construction Type: IBC Table 601: _____

Use Group: IBC Chapter 302: _____

Inspections required:

Residential: Ref: UCC 403.64(d)

- Foundation
- Plumbing, mechanical, electrical
- Framing & Masonry
- Drywall
- Final

Commercial: Ref: UCC403.45(e)

- General Building (footers, foundation, framing, etc.)
- Plumbing, mechanical, electrical
- Accessibility
- Fire assemblies/protection
- Energy
- Final

NOTE: Third Party inspections required for Electric, Gas and HVAC. All other inspections by the Borough or approved representatives.

FEE CALCULATIONS

Building _____ = _____

Electric _____ = _____

Plumbing _____ = _____

HVAC _____ = _____

Fire code correction _____ = _____

Inspection _____ = _____

State Charge _____ = _____

PERMIT FEE _____

Third Party inspection costs are not included in the permit fee.

Borough inspection costs are \$60/hour

Application No: _____

Application Date: _____

FLOODPLAIN DEVELOPMENT PERMIT/APPLICATION

MIDDLETOWN BOROUGH

60 W. Emaus Street, Middletown, PA 17057 • Phone (717) 902-0706

The undersigned hereby makes application for a permit to develop in a floodplain. The work to be performed, including flood protection works, is as described below and in attachments hereto. The undersigned agrees that all such work shall be in accordance with the requirements of the Floodplain Management Ordinance and with all other applicable Borough ordinances, federal programs, and the laws and regulations of the Commonwealth of Pennsylvania. I certify that the Floodplain Administrator or his representative shall have the authority to enter the property, at any reasonable hour, during and after the installation process, to enforce the provisions of the Codes governing this project. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable laws of this jurisdiction. I further certify that this information is true and correct to the best of my knowledge and belief. All Provisions of Chapter 158, "Flood Damage Prevention", of the Borough Ordinances shall be followed

Owner or Agent (PRINT ALL INFO CLEARLY)		Builder (PRINT ALL INFO CLEARLY)		Date
Address		Address		Phone
Phone		Phone		
Email (for project purposes only)		Email (for project purposes only)		Cell
Cell		Cell		

_____ Middletown, PA 17057 Tax Parcel No. 41-_____

SITE DATA: Street _____

Please submit additional information on additional sheet(s) if needed. Additional sheet(s) attached

1. Type of Development: Filling Grading Excavation Minimum Improvement
 Routine Maintenance Substantial Improvement New Construction
 Other: _____
2. Description and size of Development: _____
3. Premise Details: Structure Size _____ ft. by _____ ft. Area of Site: _____ Sq. Ft.
Principal Use: _____ Accessory Use (storage, parking, etc.): _____
4. Value of Improvement (fair market value): \$ _____ Pre-Improvement/Assessed Value of Structure: \$ _____
5. Property Located in a Designated FLOODWAY? YES NO
IF ANSWERED YES, CERTIFICATION MUST BE PROVIDED INDICATING THE PROPOSED DEVELOPMENT WILL RESULT IN NO INCREASE IN THE BASE (100-YEAR) FLOOD ELEVATIONS, PRIOR TO THE ISSUANCE OF A PERMIT TO DEVELOP
6. Property Located in a Designated Floodplain FRINGE? YES NO
7. Elevation of the 100-Year Flood (ID Source): _____ NAVD88
8. Elevation of the Proposed Development Site: _____ NAVD88
9. Elevation/Flood proofing Requirement: _____ NAVD88
10. Other Floodplain Elevation Information (ID and describe source): _____
11. Other Permits Required: Corps of Engineer 404 Permit: YES NO PROVIDED
DEP Permit: YES NO PROVIDED
Environmental Protection Agency NPDES Permit: YES NO PROVIDED

FEE SCHEDULE:

Filing Fee \$100.00 (Non-Refundable) – Residential and Commercial

PERMIT APPROVAL/DENIAL:

Plans and Specifications: APPROVED DENIED Date: _____

Signature of Developer/Owner

Authorizing Agent

Print Name and Title

Print Name and Title

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT FLOOR) OF ANY NEW OR SUBSTANTIALLY IMPROVED RESIDENTIAL BUILDING WILL BE ELEVATED 1-1/2 FEET ABOVE THE BASE FLOOD ELEVATION. IF THE PROPOSED DEVELOPMENT IS A NON-RESIDENTIAL BUILDING, THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT) OF A NEW OR SUBSTANTIALLY IMPROVED NON-RESIDENTIAL BUILDING WILL BE ELEVATED OR FLOODPROOFED 1-1/2 FEET ABOVE THE FLOOD ELEVATION.

THIS PERMIT IS USED WITH THE CONDITION THAT THE DEVELOPER/OWNER WILL PROVIDE CERTIFICATION BY A REGISTERED ENGINEER, ARCHITECT, OR LAND SURVEYOR OF THE "AS-BUILT" LOWEST FLOOR (INCLUDING BASEMENT) ELEVATION OF ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING COVERED BY THIS PERMIT USING FEMA ELEVATION CERTIFICATE FORM 086-0-33, AS REVISED. SEE EXAMPLE.

Floodplain Development Permit

FACTS:

What is a floodplain?

Land areas adjoining a river, stream, water-course, major drainage way, wetland, low lying area, or lake that is likely to flood. FEMA refers to floodplains inundated (flooded) by the 100-year flood as special flood hazard areas (SFHA).

What is floodplain management?

Methods used for preserving the natural function of floodplains and reducing flood damage through floodplain management regulations.

What is a 100-year or 1% chance flood?

This term is a statistical designation meaning that there is a 1-in-100 or 1 % chance that a flood this size will happen during any given year.

Who determines where these floodplains are located?

The floodplains within the Borough of Middletown have been identified on maps, which were produced by the **Federal Emergency Management Agency (FEMA)** as part of the **National Flood Insurance Program (NFIP)**. The maps are available for review at the FEMA Flood Map Service Center at <https://msc.fema.gov/portal/home> and you can easily search by entering your address.

Why does we floodplain regulations?

When Middletown Borough joined the NFIP, we were required to adopt and enforce floodplain management regulations for participation. By participating in the NFIP, property owners in Middletown Borough are able to insure against flood losses.

Is development allowed in a floodplain?

Yes, but all development is subject to the requirements of the Middletown Borough Flood Ordinance and the NFIP and requires a permit.

Where can I read the Middletown floodplain regulations?

<https://middletownborough.com/>, click on "Government", then "Public Documents", Chapter 158 – Flood Damage Prevention.

FLOODPLAIN DEVELOPMENT PERMIT:

When is a Floodplain Development Permit required?

Developing property, all or a portion of which is in a regulated floodplain, requires a Floodplain Development Permit. This permit will identify the specific requirements for each proposed project. Prior to Floodplain Permit release, all plans must be reviewed to ensure that they meet the requirements of the Middletown Borough Flood Ordinance.

What is considered development?

Development includes, but is not limited to buildings, homes, manufactured and mobile homes, bridges, culverts, dredging, filling, grading, paving, excavation, sheds, decks, fuel tanks, pools, fences, etc.

Floodplain requirements "AE" Zones:

"AE" Zone is an area that has been determined to be in the 100-year flood which has base flood elevations and flood hazard factors determined. A more complete description of "AE" Zone is located on each Flood Insurance Rate Map (FIRM) key.

What are the floodplain requirements for my residential/commercial structure?

In areas where flood elevations are known, the lowest floor (including basement) must be a least one and one-half feet (1.5) above the base flood elevation.

Base flood elevation, also known as the BFE or 100-year flood, is the term used for a flood having a one (1) percent chance of being equaled or exceeded in any given year and the elevation at which it may occur.

If it is not clear that the proposed development will be outside of the floodplain, the applicant is asked if they could develop a safer (clearly out of the floodplain) area upon the property. The applicant may also hire an engineer to more precisely delineate the floodplain and establish a BFE and BFE limits for the property. Construction of the lowest floor, including basement, must be one and one-half (1.5) feet above the newly established BFE.

Residential homes must elevate above the BFE and commercial structures have the option to flood proof or elevate above the BFE.

What are the floodplain requirements for fill, grading, excavation and crossing structures?

Applicant discusses the project with the Floodplain Coordinator and the requirements for the permit are given.

For areas where flood elevations are known (numbered "AE" Zones) and a floodway is designated, filling in a floodplain requires the applicant's engineer to show that the fill will not increase the BFE. For crossing structures, bridges must span the floodplain or the applicant's engineer must show that it is stable during 100-year flood flows/velocities and does not increase the BFE. Culverts need to be designed by an engineer to pass the 100-year flood flows without increasing the BFE.

If excavation is planned, the requirement is generally to remove the spoil (excavated) material from the floodplain to an upland location.

"X" Zones:

"X" Zones are areas of minimal flooding. Shaded "X" Zones are subject to the 500-year or 0.2% chance flood.

My property is associated with a "X" Zone.

If your property is located in a "X" Zone no Floodplain Development Permit is required. You may still want to look into flood insurance which will be at reduced rates due to the minimal hazard risk. Flooding can occur anywhere, especially flash flooding from intense rain events.

Improvements/repairs to structures:

Any repair, reconstruction or improvement to a structure for any reason - the cost of which equals or exceeds fifty (50) percent of the fair market value of the structure - requires the structure to come into full compliance with applicable floodplain development regulations. The cumulative total value of all improvements is combined for a **10-year** rearward timeframe to establish the 50% improvement threshold. All work must be estimated using fair market rates for materials and installation. All above conditions apply.

Flood proofing:

Residential homes must elevate above the BFE and commercial structures have the option to flood proof above the BFE. A licensed engineer or architect must design the flood proofing.

Elevation Certification:

The Elevation Certificate is a form used by FEMA that records the elevation of the lowest floor for structures built on property all or a portion of which is in a regulated floodplain.

Why is an Elevation Certificate required?

(1) Our Flood Ordinance requires it to document compliance with permit conditions and regulatory requirements. (2) Elevation Certificates are the only official document used by FEMA to determine whether a structure is inside or outside a floodplain. (3) Elevation Certificates are used to determine the proper rate when purchasing flood insurance.

When is an Elevation Certificate (EC) required?

If the floodplain associated with your structure has flood elevations, then an Elevation Certificate is required upon completion of construction.

Why is an Elevation Certificate bond taken?

The bond ensures that the applicant will complete and return an Elevation Certificate to the Borough once the structure is built. The bond is taken during issuance of a Floodplain Development Permit and will be returned to the applicant after we receive the completed Elevation Certificate.

Who can fill out an Elevation Certificate?

Elevation Certificates must be completed and stamped by an architect, engineer or surveyor licensed in the State of Pennsylvania.

Environmental Review:

Prior to issuing a Floodplain Development Permit a Pennsylvania Natural Diversity Index (PNDI) process may need to be completed at a cost of \$40 per project.

Miscellaneous:

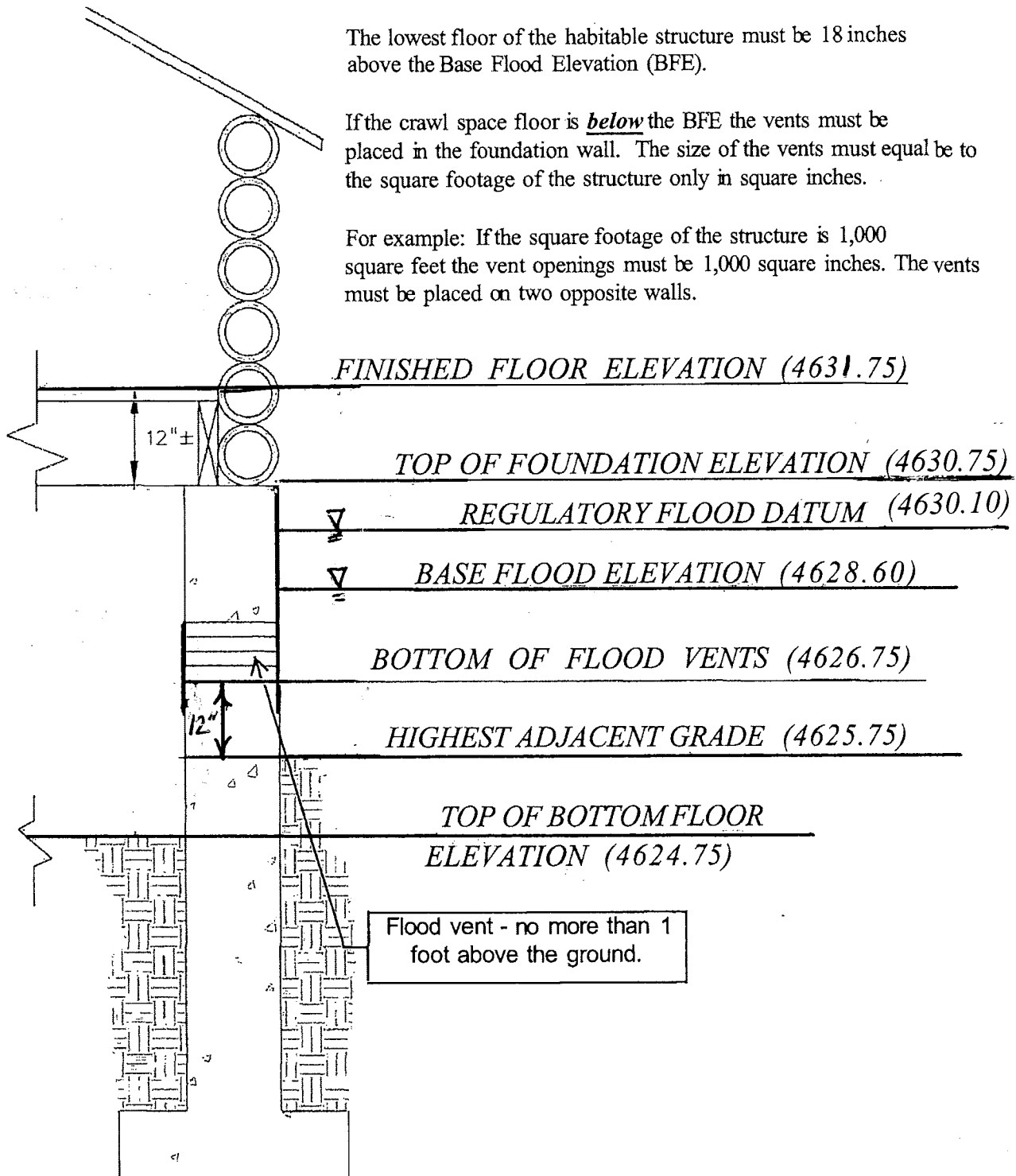
Please note that other permits may be required from State or Federal agencies depending on the project.

Example Elevation Drawing

The lowest floor of the habitable structure must be 18 inches above the Base Flood Elevation (BFE).

If the crawl space floor is below the BFE the vents must be placed in the foundation wall. The size of the vents must equal be to the square footage of the structure only in square inches.

For example: If the square footage of the structure is 1,000 square feet the vent openings must be 1,000 square inches. The vents must be placed on two opposite walls.



Date Reviewed : _____
Approved / Denied By: _____

Permit Number: _____

MIDDLETOWN BOROUGH - ZONING PERMIT APPLICATION
60 West Emaus Street, Middletown, PA 17057 – (717) 902-0706
(Attach a plan and additional information as may be needed for review of this application)

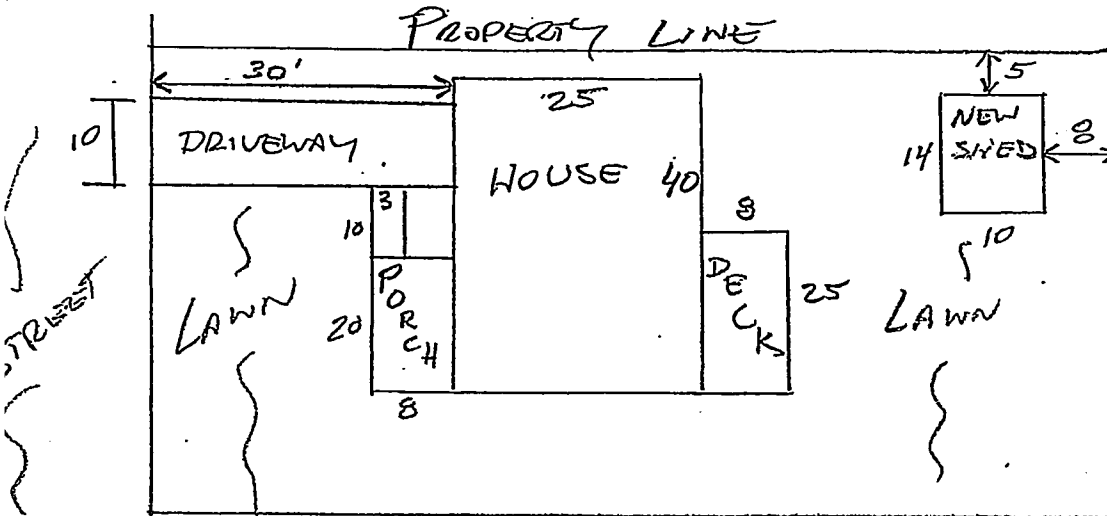
1. Address of Project: _____
2. Name of Property Owner: _____ Address: _____
Phone: _____ Email: _____
3. Name of Applicant: _____ Address: _____
Phone: _____ Email: _____
4. Name of Contractor: _____ Address: _____
Phone: _____ Email: _____
5. Existing Use: _____ Name of Business: _____
6. Proposed Use: _____ Name of Business: _____
7. Zoning Dist.: _____ Existing Nonconformity Yes No (if yes, attach a description of the nonconformity)
8. Lot Area: _____ sq.ft. Existing Impervious Area: _____ sq.ft. Proposed Impervious Area: _____ sq.ft.
9. Required Setbacks-Front: _____; Rear: _____; Sides: _____ / _____; Height _____
10. Easement area on lot? Yes No Easement is for: _____ (attach description and note on plan)
11. Proposed Activity (check all that apply): Change of Use; Building Addition; Swimming Pool; Deck/Patio;
 Fence; Detached Garage; Accessory Building; Fill OR Excavation; Other _____
12. Existing Setbacks-Front: _____; Rear: _____; Sides: _____ / _____; Height _____
13. Proposed Setbacks-Front: _____; Rear: _____; Sides: _____ / _____; Height _____
14. Existing natural features on site – Floodplain: _____; Wetlands: _____
15. A Stormwater Management Plan (SMP) is required for activities proposing new impervious area of 1,000 sq.ft. or more. Is a SMP required? Yes No
16. A Street Occupancy Permit is required for work in the public-right-of-way. Is a Street Occupancy Permit required?
 Yes No
17. Building activities may require a Building Permit in accordance with the PA Uniform Construction Code. Is a Building Permit required? Yes No
18. All earth disturbance activities require compliance with Erosion & Sedimentation Control Regulations. Does the applicant intend to comply with said regulations? Yes No

The undersigned Applicant hereby applies for a Zoning Permit to be issued on the basis of the information contained within this application and the attached supporting documents. The Applicant hereby certifies that all information and attachments are true and correct. The Applicant is responsible for the application fee. The approval or denial of this application may be appealed to the Board of Appeals per the Zoning Ordinance. Any oversight or omission during the review process is not a waiver of the requirements of the Ordinance and does not relieve the Applicant from compliance therewith.

Applicant Signature: _____ Print Name: _____ Date: _____

ZONING PERMIT APPLICATION INSTRUCTIONS

1. A sketch plan (see example) is required for all applications in order to review the project and ensure proper ordinances are followed. An application submitted without a plan will be rejected. The plan does not have to be to scale, but have sufficient dimensions to determine required information.
2. Applicant is to complete information as noted.
3. Borough staff will complete Items 7, 9, 12, and 13.
4. For Item 8, staff will determine the lot area.
5. Applicant shall measure and provide the total existing impervious area on the parcel, as well as the proposed impervious area. For purposes of this permit, any surface other than grass or planted areas is considered impervious. Measure and provide the size for the building, driveway, sidewalks, decks, patios, garages/sheds, etc.
6. Borough will verify Item 10.
7. Item 18, Applicant shall ensure sediment and debris does not leave the project location. This includes muddy water, clumps of soil or mud, etc.
8. Show the distance from the property lines to the project as shown on the “new shed” project example below.
9. The existing impervious area in the example is 1,690 square feet. The proposed impervious area is the existing plus the impervious added by the project. Proposed total is 1830 square feet.



Driveway	=	300	New shed	=	160
Sidewalk	=	30			
Porch	=	160	Total Impervious	=	1690 + 160 = 1830
House	=	1000			
Deck	=	200			
<u>Existing Total = 1690 square feet</u>					