



PERMIT APPLICATION

Permit # _____

Filing Date: _____

MIDDLETOWN BOROUGH
60 WEST EMAUS STREET
MIDDLETOWN, PENNSYLVANIA 17057
PH. (717) 902-0706/FAX (717) 902-3073

IMPORTANT- APPLICANT MUST COMPLETE ALL ITEMS IN SECTIONS: I, II, III, IV, and V

I. LOCATION OF BUILDING

Address: _____ Parcel No. _____

Subdivision Name: _____ Lot No. _____

Type of Permit: ☐ Zoning ☐ Building ☐ Sidewalk ☐ Demolition ☐ Use & Occ. ☐ Stormwater

II. TYPE AND COST OF BUILDING - All Applicants complete Parts A - D

A. TYPE OF IMPROVEMENT

☐ New Building ☐ Alteration ☐ Deck ☐ Fence ☐ Pool ☐ Earth Disturbance/Grading
☐ Demolition ☐ Addition ☐ Shed or Accessory Structure ☐ Modifying Stormwater Runoff

Square footage _____ Square footage added by permit _____ No. of Stories _____

Proposed work (Describe in detail): _____

B. COST (including labor and material)

\$ _____ .00 Building
\$ _____ .00 Plumbing
\$ _____ .00 Electrical
\$ _____ .00 Sprinkler System
\$ _____ .00 Mechanical
\$ _____ .00 TOTAL COST OF IMPROVEMENT

C. USE

☐ Residential ☐ Non-Residential

Are you changing use? ☐ Yes ☐ No

Existing Use _____

Proposed Use _____

D. ADDITIONAL INFORMATION

Building Sprinklered ☐ Yes ☐ No

Water Supply ☐ Public ☐ Private

Structure in Flood Plain ☐ Yes ☐ No

Sewage Disposal ☐ Public ☐ Private

New buildings and additions require a plot plan drawn to scale showing proposed work, existing structures on site, distances from lot lines and established grades.

Two (2) sets of plans and specifications required.

A description of work accompanied by plans of proposed work required.

Additional information may be needed.

III. ZONING REQUIREMENTS (as applicable)

Zoning District _____

Corner Lot (Y/N) _____

Front Yard Setback _____

No. of Off Street Parking Spaces _____

Side Yard Setback _____

Sq. Ft of Structure (Footprint) _____

Rear Yard Setback _____

Sq. Ft of Lot _____

Height of Structure _____

Proposed Impervious Area _____

Finished Floor Elevation _____

Total Impervious Area on Lot _____

Number of Stories _____

Percentage of Lot Impervious _____

* Stormwater controls and report are required for any project proposing 1,000 sq ft or more of impervious area. See Section IV.

IV. STORMWATER REQUIREMENTS

Indicate amount of proposed impervious area (square feet)

- ☐ 0-999 sq ft No stormwater report or calculations are required.
- ☐ 1,000-5,000 sq ft Provide volume controls and SWM site plan report.
- ☐ > 5,000 sq ft Provide rate controls, volume controls, SWM site plan report and record drawing.

Note: If any Best Management Practices (BMPs) are proposed to provide stormwater volume/rate controls, the applicant must sign an Operation and Maintenance Agreement with the Borough to ensure long-term maintenance of the facility.

V. IDENTIFICATION - To be completed by all applicants

NAME		MAILING ADDRESS	TELEPHONE
Owner or Lessee			
General Contractor			
Design Professional			
Permit Applicant			
Contact Person's Email			

Applicant's Certification: As the owner or the authorized agent of the project for which this application is filed, I certify that:

1. The description of use, estimated construction cost and all other information provided as part of this application for a building permit is current.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from Middletown Borough.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-415.
4. Any changes to the approved documents will be filed with the Borough Code Department.
5. If the licensed architect or engineer in charge of this construction should change, written notice of the change will be provided to the Borough Building Code Official.
6. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in the 34 PA Code Chapters 401-405.
7. If signed by someone other than the construction owner, this work has been authorized by the owner of record, and I have been authorized by the owner to complete this application on his/her behalf. I will be acting on behalf of the owner as:

☐ DESIGN PROFESSIONAL ☐ CONTRACTOR ☐ AGENT

APPLICANT MUST COMPLETE ONE OF THE SECTIONS BELOW

Applicant, if other than owner

Owner

Name (typed or printed)

Name (typed or printed)

Signature

Date

Signature

Date

DO NOT WRITE BELOW THIS LINE-FOR OFFICE USE ONLY

VI. ZONING OFFICER APPROVAL

Address		Required	Shown
Zoning District	Front Yard Setback		
Use	Side Yard Setback		
Easements	Rear Yard Setback		
Fee	Height of Structure		
<input type="checkbox"/> Conforming <input type="checkbox"/> Non- Conforming	Maximum Impervious		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
<div style="border-top: 1px solid black; width: 100%;"></div> Zoning Officer		<div style="border-top: 1px solid black; width: 100%;"></div> Date	

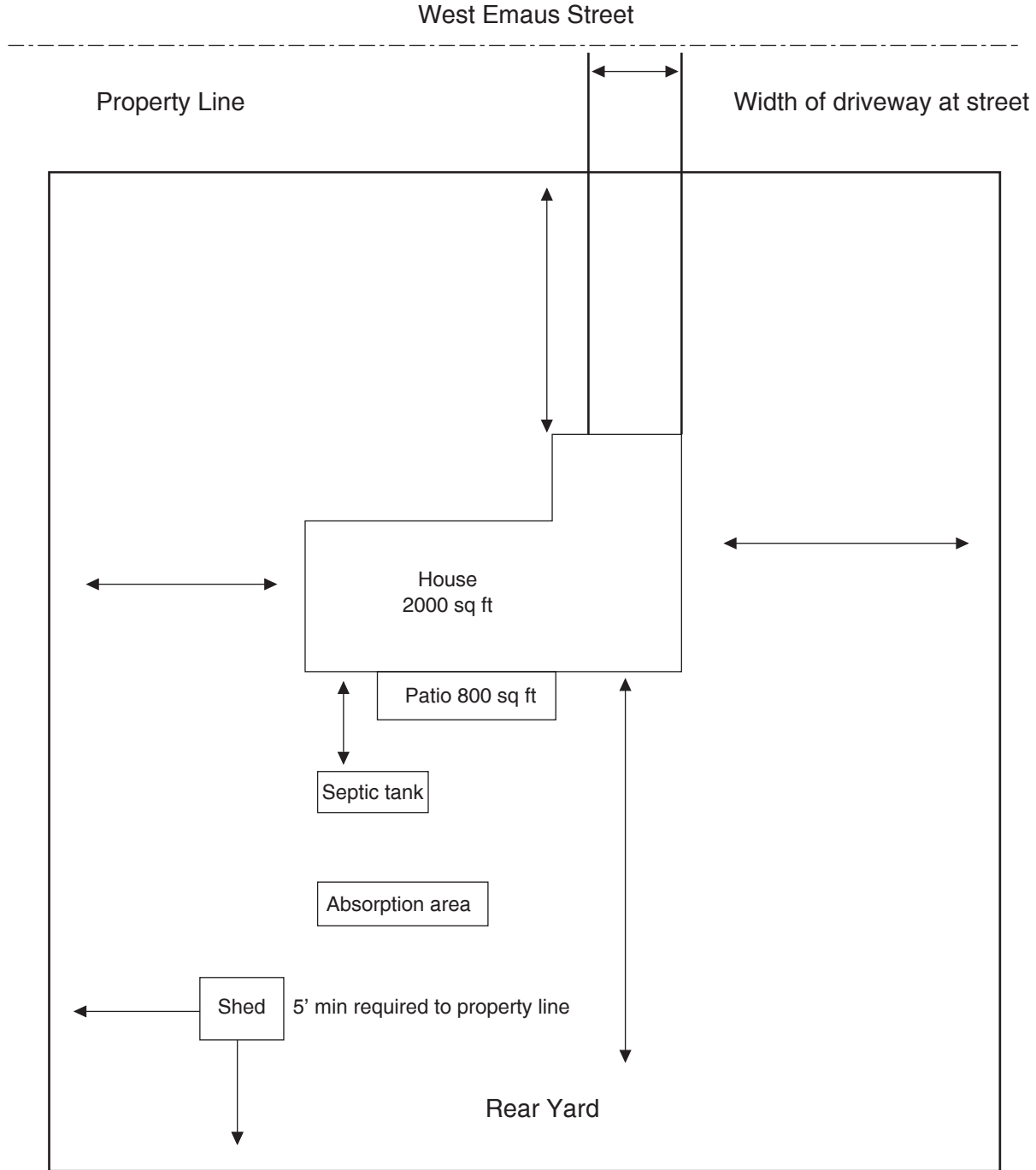
VII. CODE OFFICIAL APPROVAL

Construction Type _____		Use Group _____	Occupancy Load _____
TYPE	PERMIT NO.	FEE	
Building			
Electrical			
Plumbing			
HVAC			
Fire Code Correction			
Inspection			
State Charge			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		Permit Fee \$ _____	
_____ Code Official		_____ Date	

VIII. STORMWATER DEPARTMENT APPROVAL

Application Fee	SWM Site Plan
O & M Agreement Recording Fee	Volume Controls
Total Fees	Rate Controls
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
<div style="display: flex; justify-content: space-between;"> _____ Stormwater Official _____ Date </div>	

SAMPLE PLOT PLAN



Proposed Construction _____ sq ft Sidewalks/Patio _____ sq ft

Existing Structures _____ sq ft Total Coverage _____ sq ft

Driveway _____ sq ft Lot Size _____ sq ft

Greater than 1000 sq ft of disturbance requires a storm water management permit.

Plot Plan to include the following: accurate property lines, lot size with dimensions, location of easements and right of ways, dimensions and square footage of all impervious area, driveways, sidewalks, patios, structures including shed etc. A survey of your property may be necessary for compliance.