



## 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 ☐ Renovation ☐ Deck ☐ Fence ☐ Pool/Hot Tub ☐ Earth Disturbance/Grading  
☐ Accessory Structure ☐ Addition ☐ Stormwater Modifications ☐ Other - Describe Below

Existing Square Footage \_\_\_\_\_ Proposed Square Footage \_\_\_\_\_ No. of Stories \_\_\_\_\_

Proposed Work (Describe in Detail): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### B. COST (including labor and material)

\$ _____ .00 Building	<b>Official Use Only:</b> Borough & State Fee: \$ _____ UCC Inspection Fee: \$ _____ <i>Two separate payments needed</i>
\$ _____ .00 Plumbing	
\$ _____ .00 Electrical	
\$ _____ .00 Mechanical	
\$ _____ .00 Sprinkler System	
\$ _____ .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

Structure in Floodplain ☐ Yes\* ☐ No \*Applicant must submit completed floodplain permit application with this application.

*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. No refunds given once paid.
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	

☐ Approved      ☐ Denied

\_\_\_\_\_  
Zoning Officer 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		

☐ Approved      ☐ Denied      Permit Fee \$ \_\_\_\_\_

Code Official \_\_\_\_\_ Date \_\_\_\_\_

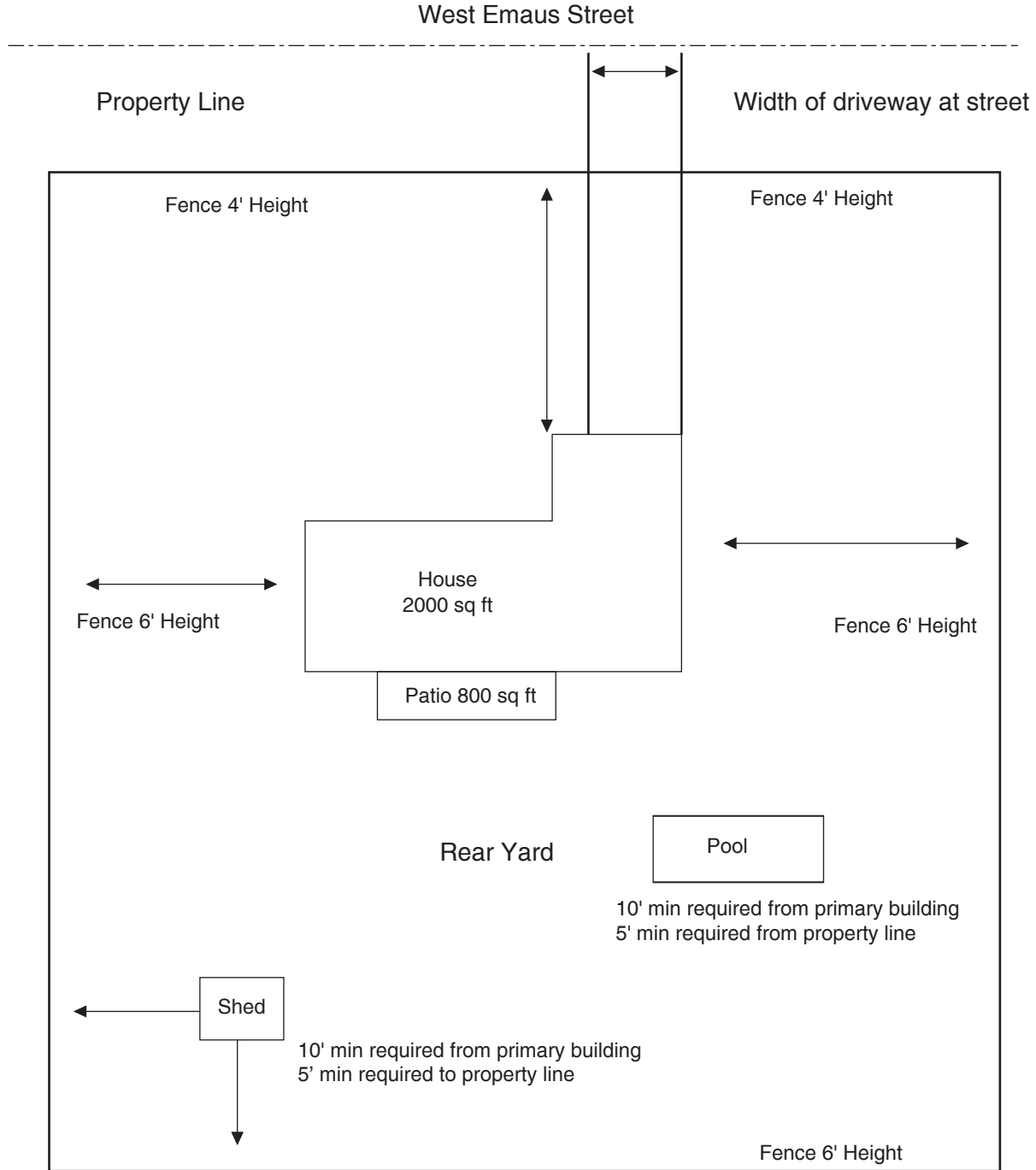
## VIII. STORMWATER DEPARTMENT APPROVAL

Application Fee	SWM Site Plan
O & M Agreement Recording Fee	Volume Controls
Total Fees	Rate Controls

☐ Approved      ☐ Denied

\_\_\_\_\_  
 Stormwater Official Date

# SAMPLE PLOT PLAN



Proposed Construction \_\_\_\_\_ sq ft

Sidewalks/Patio \_\_\_\_\_ sq ft

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

Existing Structures \_\_\_\_\_ sq ft

Total Coverage \_\_\_\_\_ sq ft

**\*\*Property in Floodplain must include Floodplain Permit Application**

Driveway \_\_\_\_\_ sq ft

Lot Size \_\_\_\_\_ sq ft

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.