

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

#### Official Use Only:

Borough & State Fee: \$ \_\_\_\_\_  
UCC Inspection Fee: \$ \_\_\_\_\_  
*Two separate payments needed*

#### 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)**

<input type="checkbox"/> 0-999 sq ft	No stormwater report or calculations are required.
<input type="checkbox"/> 1,000-5,000 sq ft	Provide volume controls and SWM site plan report.
<input type="checkbox"/> > 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**

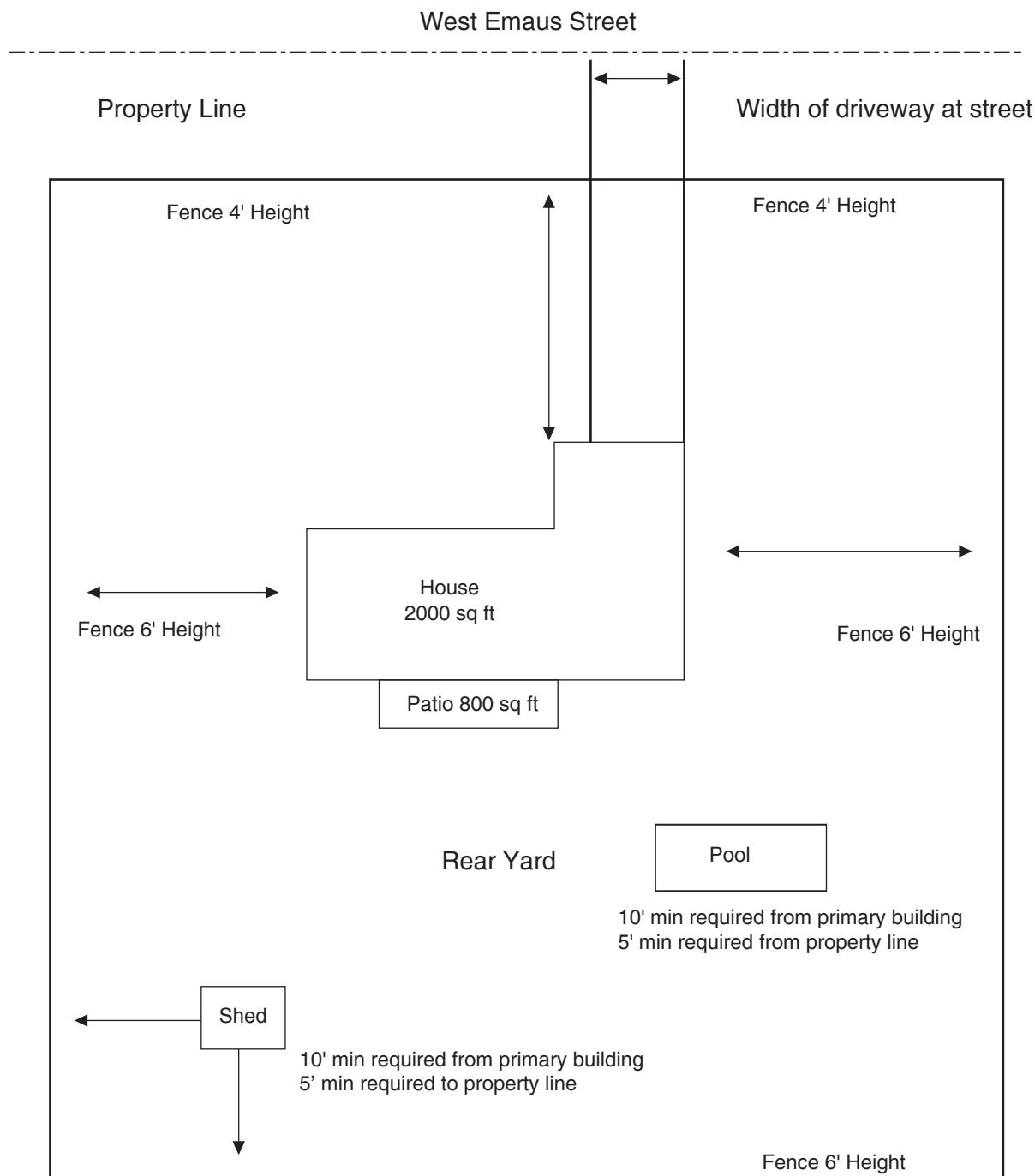
Application Fee	SWM Site Plan
O & M Agreement Recording Fee	Volume Controls
Total Fees	Rate Controls

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.