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 _____
Front Yard Setback _____
Side Yard Setback _____
Rear Yard Setback _____
Height of Structure _____
Finished Floor Elevation _____
Number of Stories _____

Corner Lot (Y/N) _____
No. of Off Street Parking Spaces _____
Sq. Ft of Structure (Footprint) _____
Sq. Ft of Lot _____
Proposed Impervious Area** _____
Total Impervious Area on Lot _____
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.

Note: If any Best Management Practices (BMPs) are proposed to provide stormwater volume/rate controls, the applicant shall execute an Operation & Maintenance (O&M) Agreement, submit record drawings, as-built plans, and completion certificate for all stormwater facilities in accordance with §236-29 & 33 to ensure proper installation and long-term maintenance.

V. IDENTIFICATION - To be comp eted by all app ants

	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. **Permit invalid unless work begins within 180 days after issuance per Chapter 403.**
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)

Name (typed or printed)

Signature Date

Owner

Name (typed or printed)

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		
☐ Conforming ☐ 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

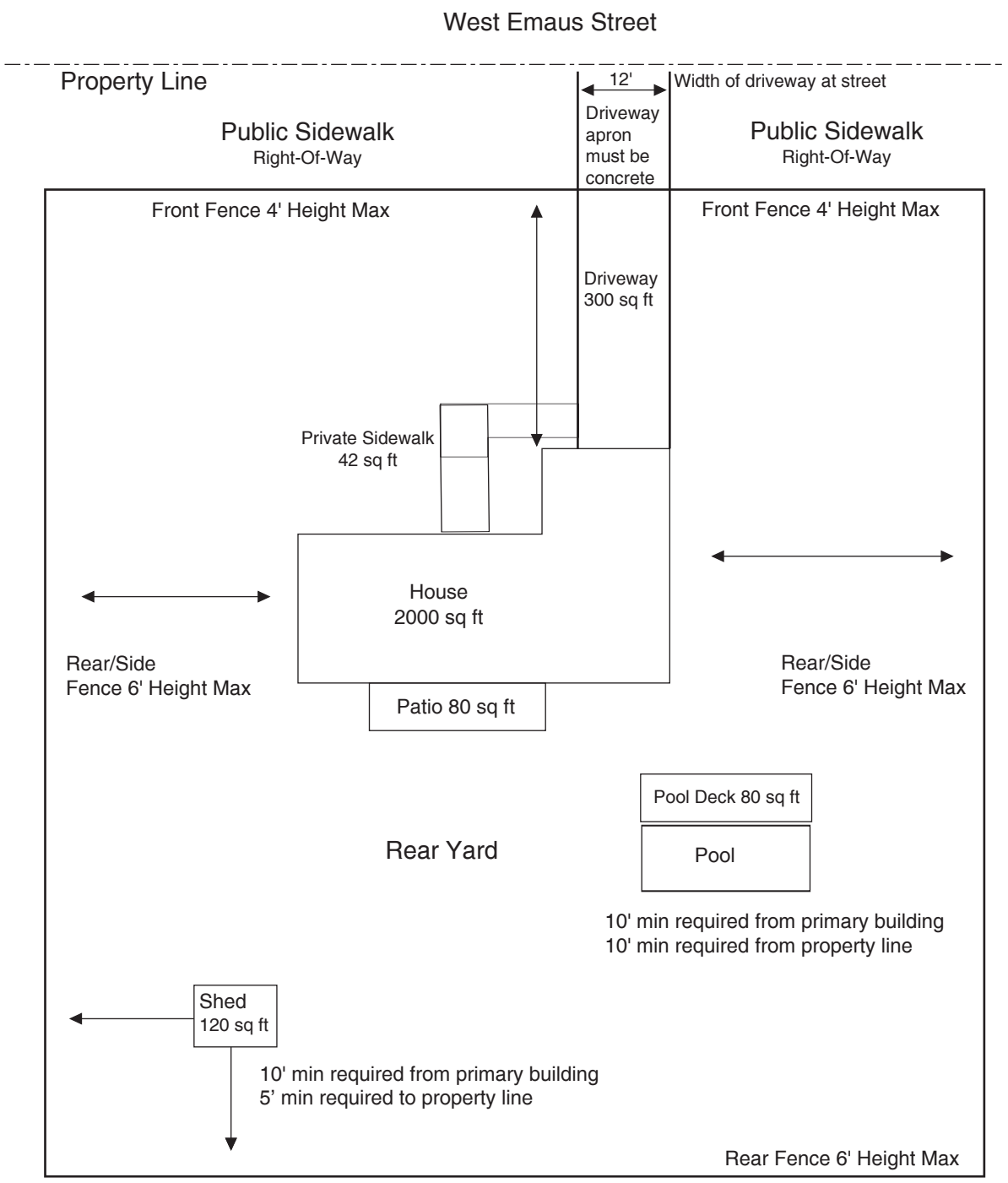
Application Fee	SWM Site Plan
O & M Agreement Recording Fee	Volume Controls
Total Fees	Rate Controls

☐ Approved ☐ Denied

Stormwater Official Date

Revised 10-22-2026

SAMPLE PLOT PLAN



Proposed Construction _____ sq ft

Existing Structures _____ sq ft

Driveway _____ sq ft

Sidewalks/Patio _____ sq ft

Total Coverage _____ sq ft

Lot Size _____ sq ft

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

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

Plot Plan includes the following: accurate property lines, lot size dimensions, location of any easements/right of ways, labeling and noting square footage of all impervious area (i.e. driveways, private sidewalks, patios/decks, structure(s)-home/sheds/pool, etc.). A survey of your property is recommended and may be necessary for compliance.