



Dallastown Borough

175 East Broad Street, Dallastown PA 17313

PHONE: 717-244-6626 • FAX: 717-244-1076 • www.dallastownboro.com

COMMERCIAL BUILDING PERMIT APPLICATION - 2024

DATE REC: _____
DATE ISSUED: _____
BLDG PERMIT #: BP24 - _____
APPL FEE: \$ _____
DTB FEE: \$ _____
CA FEE: \$ _____
TOTAL FEE: \$ _____

BOROUGH USE ONLY

Owner information

Name _____

Address _____

City, State, Zip _____

Phone: _____ Email: _____

Contractor information

Name _____ License _____

Address _____

City, State, Zip _____

Phone: _____ Email: _____

ADDRESS OF PROPERTY _____ ZONING DISTRICT _____

EXISTING USE _____ PROPOSED USE _____

LOT LENGTH _____ x LOT WIDTH _____ = LOT AREA (SF) _____

EXIST. COVER SF _____ + PROPOSED COVER SF _____ = TOTAL COVER SF _____

LOT COVER %: TOTAL COVER / LOT AREA (X 100) = _____ ALLOWABLE % _____

DESCRIPTION OF PROPOSED WORK (provide design drawings with professional certification)

ESTIMATED COST OF WORK (DTB PERMIT FEE = \$20 PLUS \$2 / \$1000): \$ _____

APPLICANT Name _____ Signature _____

Phone _____ Email _____

The above signed applicant hereby makes application for a building permit in accordance with PA UCC Section 403.62a and all applicable ordinances of Dallastown Borough and hereby certifies, under penalties of perjury, that all facts herein are true and correct. The permit will become invalid if authorized work does not commence within 180 days from the permit issuance date. **The applicant also understands and acknowledges that all plan review fees must be paid regardless of whether the applicant proceeds with the project.** Effective January 2, 2024 (R2024-03) –The Borough reserves the right to collect a fee up to \$500 as a deposit at the time of the application.



Code Administrators Inc

1862 Charter Lane Suite 101
Lancaster, PA 17601
T: 717-859-3350 F: 717-859-3363
www.CodeAdministrators.com

Application for Commercial Building Permit and Plans Examination

Please note that the following are required to be submitted with this application:

Two (2) Sets of Site Plans

Two (2) Complete Sets of Stamped & Signed Construction Drawings

Two (2) Sets of Specifications

When Possible an Additional Digital Submission of Construction Documents is Requested

Property Information

Project Address	City	Zip	
Owner's Name	Phone	Fax	Email
Owner's Address	City	State	Zip

Scope of Project

Description of Work: _____

Cost of Construction	Square Feet	Stories Above Grade	Stories Below Grade
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Check ALL That Apply:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Interior Alterations | <input type="checkbox"/> Exterior Alterations |
| <input type="checkbox"/> Change in Use | <input type="checkbox"/> Accessibility | <input type="checkbox"/> Change in Occupancy | <input type="checkbox"/> Fire Sprinkler System |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical | <input type="checkbox"/> Fire Alarm System |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Demolition | <input type="checkbox"/> Foundation Only | <input type="checkbox"/> Roof |

Construction Type:	IA <input type="checkbox"/>	IIA <input type="checkbox"/>	IIIA <input type="checkbox"/>	VA <input type="checkbox"/>	IV <input type="checkbox"/>	IB <input type="checkbox"/>	IIB <input type="checkbox"/>	IIIB <input type="checkbox"/>	VB <input type="checkbox"/>
Use Group:	A-1 <input type="checkbox"/>	A-2 <input type="checkbox"/>	A-3 <input type="checkbox"/>	A-4 <input type="checkbox"/>	A-5 <input type="checkbox"/>	B <input type="checkbox"/>	E <input type="checkbox"/>	F-1 <input type="checkbox"/>	F-2 <input type="checkbox"/>
	H-1 <input type="checkbox"/>	H-2 <input type="checkbox"/>	H-3 <input type="checkbox"/>	H-4 <input type="checkbox"/>	H-5 <input type="checkbox"/>	I-1 <input type="checkbox"/>	I-2 <input type="checkbox"/>	I-3 <input type="checkbox"/>	I-4 <input type="checkbox"/>
	M <input type="checkbox"/>	R-1 <input type="checkbox"/>	R-2 <input type="checkbox"/>	R-3 <input type="checkbox"/>	R-4 <input type="checkbox"/>	S-1 <input type="checkbox"/>	S-2 <input type="checkbox"/>	U <input type="checkbox"/>	

Phased Project / Deferred Submittals

(If not needed for project, write N/A)

Please note the following regarding Phased Projects and Deferred Submittals:

- Work can only be done on reviewed and approved construction documents.
- Construction documents for total building approval must be submitted and reviewed before any additional construction can occur.
- This limited approval does not guarantee that a permit will be issued for the entirety of the construction project.
- The Applicant assumes all risk.

☐ I am requesting a Phased Approval. (If checked, please indicate the total number of phases and brief description of the scope of work for each in the space provided below.)

☐ I am requesting a Deferred Approval. (Please check the disciplines you wish to defer and indicate their estimated submittal date in the space provided below.)

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Architectural | <input type="checkbox"/> Structural | <input type="checkbox"/> Accessibility | <input type="checkbox"/> Energy/Insulation |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Fire Sprinkler System |
| <input type="checkbox"/> Fire Alarm System | <input type="checkbox"/> Wood Roof Trusses (Stamped and Signed) | | |

Design Professional (This Section must be fully completed prior to permit processing.)

Name	Phone	Fax
Address	City	State Zip
Company	Phone	
Pennsylvania License Number	Email	

Contractor Information

(If not needed for project, write N/A)

General Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

Electrical Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

HVAC Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

Plumbing Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

Fire Alarm Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

Fire Sprinkler Contractor:

Company Name	Phone	Fax	
Address	City	State	Zip
Contact	Email	Cell	

Applicant Certification**This Section MUST be Fully Completed.**

As the owner, lessee, design professional employed in connection with the proposed work or agents thereof, I certify that:

- All information provided on and with this application is true and correct and that the work will be completed in accordance with the “approved” construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality;
- I understand that this permit is valid for one (1) year after its issuance by the Municipality;
- I understand that this permit shall become invalid unless the authorized construction work begins within 180 days of this permit’s issuance or if the authorized construction work is stopped for a period longer than 180 days;
- I understand that no work may be started, or continued, unless a permit is issued by, and the fees paid to, the Municipality;
- I understand that, once issued, a copy of this permit will remain on the work site until the completion of this project;
- I understand that a Building Permit Placard shall be placed on the property visible from the street;
- I am responsible for locating all property lines, setback lines, easements, rights-of-way, flood areas, etc.;
- I understand that the issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body;
- I understand all applicable codes, ordinances and regulations;
- Any changes to the approved documents will be submitted in writing and these changes will not occur until they have been reviewed and approved;
- I understand that Code Administrators, Inc., or their authorized representative, shall have the authority to enter areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit;
- I understand that I am required to apply for any required Zoning Permits;
- I understand that I am responsible for any plan review fees or any additional inspections fees, which may be required during construction, that were not identified during the initial permit approval; and,
- I understand that all fees must be paid in full before a Certificate of Use and Occupancy can be issued. Should I decide to cancel the project, I agree that I am responsible for any fees incurred in the reviewing process.

Applicant Printed Name

Phone

Email

Address

City

State

Zip

Applicant Signature

Date



Code Administrators Inc

2024 UCC FEE SCHEDULE COMMERCIAL CONSTRUCTION (Non-1&2 Family Dwellings)

Pennsylvania State Educations Fund

\$4.50 per permit

Notice of Violation, Court filings and appearance for a summary offense citation

\$150 per hour

Preliminary Meetings - \$75 per 1/2 hour increment

Projects with Cost of Construction below \$250,000

Plan Review

\$75 per 1/2 hour increment, billed at permit issuance or permit cancellation/abandonment

Commercial Inspections (Building, Mechanical, Plumbing, Electrical, Energy)

Cost of Construction	Minimum Cost	Allotment of Inspections
\$0 - \$19,999	\$150	2
\$20,000 - \$39,999	\$300	4
\$40,000 - \$59,999	\$450	6
\$60,000 - \$79,999	\$600	8
\$80,000 - \$99,999	\$750	10
\$100,000 - \$149,999	\$1050	14
\$150,000 - \$199,999	\$1750	23
\$200,000 - \$250,000	\$2250	30

Additional inspections above allotment, \$75 per inspection.

Projects with Cost of Construction Above \$250,000

Plan Review & Inspections

Up to \$1,000,000	.015 X cost of construction
Then from the next \$1,000,001, - \$2,000,000	.01 X cost of construction
Then from the next \$2,000,001 - \$Up	.005 X cost of construction

1862 Charter Lane, STE 101
Lancaster, Pennsylvania 17601
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717-859-3350

COMMERCIAL BUILDING PERMIT - ZONING GUIDELINES

The following activities are examples of activities that require a **zoning permit** and a **stormwater permit** if additional impervious ground cover is created.

- detached gazebos / sheds / garages (less than 240 SF with no electrical / plumbing)
- fences
- decks / patios that are less than 30" above grade.
- non-illuminated signage
- paved and / or stone driveways, parking spaces and sidewalks.
- swimming pools (permanent & temporary that can hold 18 to 23 inches of water with no electrical components)

Complete attached application and submit with a sketch of the project to the Dallastown Borough Office. The drawing must show lot lines, existing features and proposed project location on the property.

The following table summarizes zoning criteria in Dallastown Borough.

Zone	Front Setback	Side Setback	Rear Setback	Accessory structures ¹	Building Height	Lot Coverage	Fencing
R-O	25 ft	10 ft	30 ft	Rear setback: 10 ft Side setback: combined total of 8 ft or more, no less than 3 ft on one side	Principal structure: 2 ½ stories, but not over 30 ft. Accessory structure: 2 stories, but not over 25 ft	Up to 45% may be covered with impervious surfaces	Up to 6 ft. in height in rear and side yards; up to 3 ft in height in front yards. Properties with yards bounded by streets, lanes or avenues, the height of the fence is limited to 3 ft.
R-T	15 ft	SFD ² : 5 ft All other: 10 ft	20 ft	Rear setback: 10 ft Side setback: combined total of 8 ft or more, no less than 3 ft on one side	Principal structure: 2 ½ stories, but not over 30 ft. ³ Accessory structure: 2 stories, but not over 25 ft	Up to 60% ⁴ may be covered with impervious surfaces	
C-S	15 ft	10 ft	20 ft	Rear setback: 10 ft Side setback: combined total of 8 ft or more, no less than 3 ft on one side	Principal structure: 2 ½ stories, but not over 30 ft. Accessory structure: 2 stories, but not over 25 ft	Up to 90% may be covered with impervious surfaces	
C-H	25 ft	20 ft	10 ft	-----	Principal structure: 2 ½ stories, but not over 30 ft. ⁵ Accessory structure: 2 stories, but not over 25 ft	Up to 80% may be covered with impervious surfaces	Up to 8 ft in height in all yard areas.
I-G	30 ft	20 ft	30 ft	-----	Principal structure: 3 stories, but not over 35 ft. Accessory structure: 2 stories, but not over 25 ft	Up to 90% may be covered with impervious surfaces	

¹ Accessory structure are allowed between the rear wall of the principal structure (min of 10 ft away) and the rear setback line.

² SFD = single family detached dwelling

³ Height limit may be extended to 3½ stories but not over 40 ft. if each yard is increased one ft. width for each additional ft. of height over 30 ft.

⁴ 70% lot coverage is acceptable for properties where the lot width is less than 40 feet.

⁵ Height limit may be extended to 3½ stories but not over 40 ft. if each yard is increased one ft. width for each additional ft. of height over 30 ft.

*Swimming pools may require a building permit in addition to a zoning permit

*Additional Zoning criteria will be reviewed at the time your submitted plan is reviewed. Refer to www.dallastownboro.com for a complete text of the Zoning Ordinance.

Zoning Districts: R-O = Residential Outlying; R-T = Residential Town; C-S = Commercial Shopping; C-H = Commercial Heavy & Highway; I-G = Industrial General

STORMWATER MANAGEMENT GUIDELINES

Applications for adding additional impervious areas (impervious materials and surfaces include buildings, decks, patios, porches, garages, pools, sidewalks, stone and paved driveways, stone and paved parking areas, sheds, etc.) to your property will require stormwater runoff considerations. A stormwater permit is required.

The calculation of impervious square footage subject to the Small Project Site Activities fee in lieu program shall run with the land and shall be cumulative beginning January 1, 2013 (Ordinance 575-12). The initial and all future projects subject to payment, as set forth in the fee schedule below, shall be added to any future projects for the purpose of (a) calculating any fee; and (b) determining eligibility for the Small Project Site Activities fee in lieu provisions. Once the total of all projects exceed 500 sq feet (cumulative from 1/1/13) , the property is no longer eligible for a Small Project Site Activity payment in lieu of. The construction of a Stormwater Best Management Practices (BMP) under the Dallastown Borough Stormwater Management Ordinance is required. A Stormwater Permit is required regardless for all projects. Once the total accumulated impervious area exceeds 1000 square feet, a Stormwater Management Plan (SWM) prepared by an engineer is required. The Borough Engineer will review the SWM plan and inspect the construction of the stormwater BMP.

STORMWATER PERMIT FEE SCHEDULE TABLE

0 – 250 SF: \$1.50 / SF or pay no fee and install a small projects stormwater BMP
251– 500 SF: \$375 plus \$3.00 / SF or pay no fee but install a small projects stormwater BMP
501 – 1000 SF: \$50 plan review & inspection fee to install a stormwater BMP per the stormwater ordinance
> 1000 SF: \$200 application fee plus review and inspection fees for a professionally designed stormwater BMP

DEMOLITION GUIDELINES

§ 224-29 Demolition.

Demolition of any structure must be completed within 90 days of the issuance of a permit. Completion consists of tearing the structure down to grade, filling any resulting cavity to grade and removing all resulting debris from the lot. Wood, asphalt shingles and similar building materials shall not be buried or used as fill at the demolition site but must be disposed of at an approved solid waste disposal facility certified to dispose of such materials. A structure may be partly demolished only if a usable structure or building remains, and the demolition of the part is completed as required in the previous sentence. All evidence of the structure which was demolished must be removed from the exterior surfaces of the remaining structure or building. Proof of performance bond and liability insurance must be shown for work of \$1,000 or more.

§ 90-5 Fees

Demolitions. For a permit for the demolition of a building or structure, the fee shall be equal to 10% of the total cost of demolition.

[Amended 6-11-2018 by Ord. No. 591]

SWM Permit #: _____

**DALLASTOWN BOROUGH
STORMWATER MANAGEMENT PERMIT APPLICATION**

If you, as a property owner, are planning to construct any type of structure or improvement to your property (patio, driveway, etc.) that will impact the stormwater runoff leaving your property, then you must comply with Municipal Stormwater Management Ordinance No. 575-12. Completion of this form will allow the staff to guide you through the associated regulations.

Step 1: Complete the Project Information

Property Owner: _____

Property Address: _____

Daytime Phone Number: _____ ☐ (preferred)

Email Address: _____ ☐ (preferred)

Proposed Development (Please provide information regarding size, type, distance from property lines and existing site features, etc. Attach any manufacturer's sheets or other information related to the proposed development):

Have any other exterior improvements been completed on the property since January 1, 2013 (*Effective Date of SWM Ordinance*)? If so please list the projects and permit numbers _____.

Step 2: Provide Sketch Plan of Property

Plan shall include property lines, existing improvements and proposed improvements. Please indicate which direction the property slopes as well as provide detailed drainage information for proposed improvements (roof breaks, gutters, downspout locations, etc. (Sample included as Attachment A1 in Small Project's Guide).

☐ Sketch Plan Provided

Step 3: Summarize Proposed Impervious Area

- New Pavement (Parking area, driveway) _____ ft²
- New Building (Shed, Garage, Addition) _____ ft²
- Sidewalk or Patio (Concrete, Brick) _____ ft²
- Removal of existing impervious area _____ ft²
- Changing the ground surface/cover (Clearing a wooded lot, converting a meadow area to yard) _____ ft² (Municipal Engineer to be contacted by Borough)
- Farming Activities (not new buildings or impervious) – If in compliance with Chapter 102, exempted from formal submission.
- Timber Activities - If in compliance with Chapter 102, exempted from formal submission.
- Stormwater Improvement - Not associated with a new impervious area (Municipal Engineer to be contacted by Borough)

Applicant Name (Printed)

Signature

Date

SWM Permit #: _____

Small Projects Guide - Operation & Maintenance Plan

Construction:

1. Install erosion and sedimentation control facilities.
2. Stormwater Management Facility (ies) shall be installed before impervious areas are completed. If earthwork is involved during the construction of the impervious area, then extreme caution shall be taken so that sediment does not wash into the SWM Facility (ies).
3. Mark the locations of the SWM facility (ies).
4. Excavate the SWM Facility to the required depth. Contact municipality for inspection prior to filling. If standing water is encountered, a SWM Site Plan may need to be submitted; contact Municipal Engineer. All excavated materials shall be removed from the site or stabilized.

For Stone Infiltration Structures

5. Line excavation with Geotextile.
6. Backfill SWM Facility with required stone. If required: Install piping, cleanouts and associated facilities as detailed.
7. If required: Close geotextile material over stone bedding.
8. If required: Place topsoil over trench.
9. Stabilize and seed all disturbed areas.

For Rain Gardens

5. Place topsoil over excavated area.
6. Install plantings as shown on the plan.
7. Stabilize and seed all disturbed areas.

Maintenance:

1. The SWM Facility shall be checked regularly to ensure that no standing water exists in the facility 3 days after a rain event. If water is encountered, the facility may need to be modified. Notification of the municipality is required if facility is not functioning before any modifications are made.
2. Monitor the SWM facility to ensure that no sediment, grass clippings, leaves, and other similar accumulations occur on top of, and/or within, the SWM Facility.

I have read and agree to the above Operation and Maintenance Plan. I, as the property owner, am responsible for the proper construction, operation and maintenance for the SWM Facilities. If I fail to adhere to any of these tasks, the Borough may perform the services required and charge the appropriate fees. Nonpayment of the fees may result in a lien against my property.

Applicant Name (Printed)

Signature

Date

DALLASTOWN BOROUGH
York County, Pennsylvania

RESOLUTION 2013-1

BE IT RESOLVED by the Borough of Dallastown, York County, Pennsylvania, and it is hereby resolved by the authority of the same, that the fees to be collected for Stormwater Management Activities pursuant to Dallastown Borough Ordinance 575-12 are, pursuant to further authorization set forth in and ordinance for amending said rate, hereby amended to be and shall hereafter be as follows:

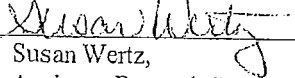
Square Footage of New Accumulated Impervious Area	Fee
One to two hundred and fifty (1 – 250) square feet	One dollar and fifty cents per square foot (\$1.50 per square foot)
Two hundred and fifty-one to five hundred (251 – 500) square feet	\$375 plus \$3.00 per sq. ft. over 251 sq. ft. up to 500 sq. ft.
Five hundred and one to one-thousand (501 – 1000) square feet	Fifty dollar plan review and inspection fee (\$50.00)

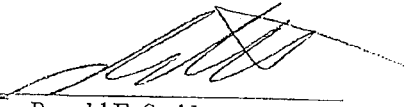
The fees for Stormwater Management Activities regulated under Ordinance 575-12 set by this Resolution shall be and become effective immediately upon adoption of the Resolution.

ORDAINED AND RESOLVED, this 11th day of February, 2013.

ATTEST:

COUNCIL OF THE BOROUGH OF
DALLASTOWN

By: 
Susan Wertz,
Assistant Borough Secretary

By: 
Ronald E. Smith,
President of Borough Council