

**WEST EARL TOWNSHIP**

157 W. Metzler Rd  
P.O. Box 787  
Brownstown, PA 17508  
www.westearltwp.org  
Phone: (717) 859-3201  
Fax: (717) 859-3499

**Office Use Only**

Date of Receipt: \_\_\_\_\_  
Permit Number: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
County Parcel ID Number: 210- \_\_\_\_\_

**APPLICATION FOR BUILDING/ZONING PERMIT**

Applicant's Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Describe the proposed work to be completed: \_\_\_\_\_

Describe the use of the proposed work/building/structure: \_\_\_\_\_

Is the proposed work in or adjacent to an identified floodplain area? \_\_\_\_\_

**SPECIFICATIONS**

Length of Structure: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Type of Construction: \_\_\_\_\_

The Structure will contain \_\_\_\_\_ sq. ft. of usable floor space. Date of completion: \_\_\_\_\_

The complete cost of the structure for which this permit has been applied for is: \$ \_\_\_\_\_ (required)

<b>West Earl Township Fees</b>	<b>Choose Inspection Agency – Select One Below:</b>
Permit Fee:	<input type="checkbox"/> Associated Building Inspections Inc. 717-733-1654
DCED Training Fee:	<input type="checkbox"/> Code Administrators, Inc. 717-859-3350
Municipal Fee:	<input type="checkbox"/> Commonwealth Code Inspection Service, Inc. 717-664-2347
<b>Total Fee:</b>	

**PROVIDE TWO (2) SETS\* OF SCALED BUILDING AND SITE PLANS WHICH CLEARLY SHOW THE FOLLOWING:**

***\*For commercial projects please provide three (3) sets of plans***

- The dimensions and shape of the lot to be built upon with the location and dimensions (length & width) of all existing buildings on the lot.
- The location and dimensions (length, width & height) of all proposed buildings or additions to buildings, off-street parking and/or loading facilities, driveways, sidewalks, concrete/stone slabs, and any other proposed impervious areas.
- The setback dimensions for all proposed buildings or additions to buildings, measured from the side and rear property lines and the abutting street centerline.
- The location of sanitary sewer and water supply facilities.
- Construction documents including floor plans & cross section plans.
- For simple, residential site plans, page 4 of this packet may be used for drawing.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Signature**

**For Zoning Officer's Use Only**

The application is: Approved ( ) Denied ( )

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zoning Officer's Signature

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157 West Metzler Road, P.O. Box 787 Brownstown, PA 17508

Phone: 717-859-3201 Fax: 717-859-3499

datadept@westearltpw.org

Contractor Listing

**PERMIT #** \_\_\_\_\_**General Contractor**

Business Name:		
Contact:	Telephone:	
Address:		
City:	State:	Zip:
Fax:	Cell:	Office/Other:

**Electrical Contractor**

Business Name:		
Contact:	Telephone:	
Address:		
City:	State:	Zip:
Fax:	Cell:	Office/Other:

**Plumbing Contractor**

Business Name:		
Contact:	Telephone:	
Address:		
City:	State:	Zip:
Fax:	Cell:	Office/Other:

**HVAC Contractor**

Business Name:		
Contact:	Telephone:	
Address:		
City:	State:	Zip:
Fax:	Cell:	Office/Other:

**Contractor**

Business Name:		
Contact:	Telephone:	
Address:		
City:	State:	Zip:
Fax:	Cell:	Office/Other:

## West Earl Township Stormwater Management Exemption & Small Project Application

Applicant's Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_

Address of Property: \_\_\_\_\_

**Stormwater Management Submission Type:** ( ) Exempt ( ) Small Project/Minor Stormwater Management Plan

<u>Exempt submission:</u>	<u>Small project submission:</u>
<b>Proposed impervious area</b> _____ sq. ft. (stormwater worksheet*)	<b>Proposed impervious area</b> _____ sq. ft. (stormwater worksheet*)
<b>Prior impervious area installed since Jan 1, 2005*</b> _____ sq. ft.	<b>Prior impervious area installed through other small projects*</b> _____ sq. ft.
<b>Total</b> _____ sq. ft. (Must not exceed 1,000 sq. ft.)	<b>Total</b> _____ sq. ft. (Must not exceed 5,000 sq. ft. **)
* Information and/or document may be obtained from the West Earl Township office	
**If project exceeds 5,000 square feet of impervious area a stormwater management plan with approvals will be required	

**Property Owner Acknowledgement** - I declare that I am the property owner, or authorized representative of the owner, and that the information provided is true and accurate to the best of my knowledge. I understand that stormwater may not adversely affect adjacent properties or be directed onto another property without written permission. I also understand that false information may result in a stop work order or revocation of permits. Municipal representatives are also granted reasonable access to the property for review and/ or inspection of this project if necessary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### West Earl Township Receipt

Date Received \_\_\_\_\_ Fee Submitted \_\_\_\_\_

### West Earl Township Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please note that if you are installing between 1,001 and 5,000 square feet of new impervious area then submission of a small project stormwater plan will be required before a building permit will be issued. Please visit the Township's website at [www.westearltwp.org](http://www.westearltwp.org) to download the small projects stormwater worksheets or contact the office at 717-859-3201 or email [datadept@westearltwp.org](mailto:datadept@westearltwp.org).**

### **SITE PLAN**

The site plan should show the lot size, existing and planned structures, existing and planned driveways and parking areas, interior and exterior storage areas, and all significant features such as flood plains, wetlands, easements, and drainage ways shall be submitted with this application.

**INSURANCE INFORMATION IS REQUIRED**  
**APPLICANT MUST SELECT ONE (1) of the FOUR (4) BELOW**

- 1. INDEPENDENT CONTRACTOR:** No employees – submit the notarized Worker's Compensation Insurance Exemption Form (on page 5 of this packet).  
*Check here if applicable:*    ☐
  
- 2. PRIMARY CONTRACTOR:** Provide Certificate of Liability Insurance listing West Earl Township as the Certificate Holder.  
*Check here if applicable:*    ☐
  
- 3. PROPERTY OWNER** assumes all insurance / liability responsibilities for this permit.  
*Check here if applicable:*    ☐
  
- 4. RELIGIOUS EXEMPTION** under the Workers' Compensation Law.  
*Check here if applicable:*    ☐

**ALL APPLICANTS MUST COMPLETE THE  
FOLLOWING PAGE**

## Workers' Compensation Insurance Coverage Information

### A. THE APPLICANT IS

A contractor within the meaning of the Pennsylvania Worker's Compensation Law

☐ Yes ☐ No

### B. INSURANCE INFORMATION

Name of Applicant: \_\_\_\_\_

Federal or State Employer Identification Number: \_\_\_\_\_

Applicant is a qualified self-insurer for worker's compensation

☐ Certificate attached

Name of Worker's Compensation Insurer: \_\_\_\_\_

Worker's Compensation Insurance Policy Number: \_\_\_\_\_

☐ Certificate attached

Policy Expiration Date: \_\_\_\_\_

### C. EXEMPTION

(Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.)

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons as indicated:

☐ Contractor with no employees. Contractor is prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township. **If you are a contractor with no employees this form must be notarized.**

☐ Religious exemption under the Workers' Compensation Law.

***The notarized section below is for Independent Contractors with no employees.  
Primary contractors, property owners performing their own work and those claiming religious exemption  
are not required to provide a notarized statement.***

Subscribed and sworn before me this \_\_\_\_\_

Day of \_\_\_\_\_, 20 \_\_\_\_\_ (seal)

\_\_\_\_\_  
(Signature of Notary Public)

My Commission Expires: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

County of: \_\_\_\_\_

**PERMITS AND APPROVALS WHICH MAY BE REQUIRED**  
**PRIOR TO ISSUANCE OF A BUILDING PERMIT UNDER THE**  
**PA UNIFORM CONSTRUCTION CODE**

- Zoning approval under Zoning Ordinance.
- Stormwater Management Plan.
- Proof of recording of a subdivision and/or land development plan for all nonresidential construction and for construction of any dwelling not on a separate lot of record.
- Highway occupancy permit if property fronts on a highway under the jurisdiction of the Pennsylvania Department of Transportation and a new access or changed access is required.
- Driveway permit if a new access driveway or changed access to an existing driveway is proposed.
- Sidewalk permit if any new sidewalks or repairs to existing sidewalks are proposed.
- Street opening permit if property fronts on a Township street and any street openings are required for installation of underground utilities.
- Permit to connect to and/or expand the use of the public water system if public water supply will be used or proposed construction will result in an expansion of such use.
- Permit to connect to and/or expand the use of the public sewer system if public sewer system will be used or proposed construction will result in an expansion of such use.
- On-lot sewage disposal system permit (where public sewer service is not available) if sewage disposal is required or proposed construction will result in expansion of number of bedrooms (if a dwelling).
- Erosion and sedimentation control plan or Conservation Plan from the Lancaster County Conservation District.

**OTHER REQUIREMENTS**

- Your project will be evaluated to confirm compliance with the Zoning Ordinance as adopted by West Earl Township.
- Upon issuance of the Permit, the permit placard should be posted and visible from the public right-of-way. The inspection schedule should be on site for verification and signature at time of inspections.
- The permit applicant, and ultimately the owner, is responsible for making arrangements for inspections. Construction must not proceed until each phase has received approval. Please refer to the property address and building permit number when scheduling an inspection.
- Along with the application, a plot plan and any supplemental information must be submitted before the plan will be reviewed.
- Please remember that structures should not be used until a final inspection has been completed. If you have any questions concerning your project, please call the West Earl Township office.