



Residential Permit Process

A zoning permit is required when:

- You are erecting, constructing, reconstructing, enlarging, altering, moving, changing the use of, or demolishing any building or structure, which activities involve adding or removing structural square footage on the property.
- You are improving the land by changing its use or establishing a new use.

Residential projects that require a permit, but are not limited to:

- Dwellings - zoning and building permits
- Dwelling additions - zoning and building permits
- Attached garages - zoning and building permits
- Accessory buildings, detached garages - zoning permit (Over 1,000 sq. ft. a building permit is also required. All commercial buildings, regardless of size, require a building permit.)
- Sheds - zoning permit (Over 1,000 sq. ft. a building permit is also required.)
- Decks - zoning permit (Building permit required if the deck is 30" or more above grade.)
- Patios - zoning permit (No building permit required if the patio is on grade.)
- Patio roofs - zoning and building permits
- Fences
- Swimming pools - zoning and building permits
- Signs

Residential projects that do NOT require a permit:

- Alterations when there is no increase in ground floor exterior dimension and no change in use, including new facing, replacement siding, chimneys, etc.
- General maintenance work - Contact the building inspector.
- Painting
- Interior renovations including electrical and plumbing - Contact the building inspector.
- Clearing woodlands.
- Constructing ponds less than one (1) acre. (However, the appropriate permits must be obtained from The Department of Environmental Protection and the York County Conservation District.)
- Crops, gardening.
- Non-commercial keeping of livestock.
- Landscaping and ornamental ponds (including incidental structures such as flagpoles, birdhouses, ornamental windmills, etc.)
- Constructing terraces, steps, non-commercial TV towers or other similar features
- Surfacing or resurfacing existing driveways, parking areas, etc.

ANY new impervious area REQUIRES Stormwater Control or a Stormwater Management Plan.

To acquire a zoning and/or building permit:

1. Fill out a zoning permit application. They can be found on this website, www.wrightsvilleborough.com and are also available at the Borough office. The application must be signed by the property owner. Please include a drawing of your proposed improvement showing setbacks, building dimensions and lot coverage (including driveway and sidewalks).
2. The zoning permit application fee is \$10. The fee for the zoning permit is \$5 per \$1,000 spent on the construction costs. Payment for these fees are payable to Wrightsville Borough and are due when you pick up your permit.
3. Your zoning application will be reviewed for setbacks, lot coverage and known easements. If we have any questions regarding your application, we will contact the person listed on your application. Please be sure all contact information is correct. You will be notified when your zoning permit is ready to be picked up.
4. If a building permit (UCC) is also required, you will need to fill out a Code Administrators, Inc. building permit application, available on the Borough website and at the Borough office. If you have specific questions pertaining to your building permit or UCC regulations, you can contact CAI at 116 Hellam ST., Suite 1, Wrightsville, PA 17368, (717) 755-9120.
5. The permit process can take up to 10 days to complete. Please allow for this time in scheduling your construction. No construction may begin until the appropriate permits are acquired.
6. If a building permit was not required for your project, please notify the Zoning Officer upon completion of the work. Your Use and Occupancy permit will then be prepared for you.
7. **Both approved permits will be picked up and paid for at the Borough office in the form of check or money order.**
 - a. **PLEASE NOTE: You will need to pay with two separate checks or money orders.**
 - i. Zoning permit check will be made out to Wrightsville Borough.
 - ii. Building permit check will be made out to Code Administrators.
8. If you have any other questions, please contact the Zoning Officer at (717) 755-9120.