



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 MAY require a permit:

- Completely detached accessory building less than 200 sq. ft. in gross floor area. However, setbacks must be adhered to according to the Zoning Ordinance.
- Alterations when there is no increase in ground floor exterior dimension and no change in use, including new facing, replacement siding, chimneys, etc. Contact the BCO (Building Code Official) at 717-846-2004
- General maintenance work - Contact the Building Code Official at 717-846-2004.
- Painting
- Interior renovations including electrical and plumbing - Contact the building inspector at 717-846-2004.
- 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. Contact the Building Code Official at 717-846-2004.

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. Payment for zoning permits 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 Commonwealth Code Inspection Service, 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 Commonwealth Code Inspection Service, Inc., 40 West 11th Avenue, York, PA 17404-----717-846-2004-----www.codeservices.net.
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. All 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 Commonwealth Code Inspection Service, Inc.
8. If you have any other questions, please contact the Zoning Officer at (717) 846-2004.



WRIGHTSVILLE BOROUGH ZONING PERMIT APPLICATION

601 WATER STREET
P.O. BOX 187
WRIGHTSVILLE, PA 17368
PHONE: (717) 252-2768 Ext. 12 or 13 FAX: (717) 252-0725

Permit #:	_____
Date:	_____
Fee Paid: \$	_____

PERMIT # _____

Name of Property Owner: _____

Street Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

New Building Addition Alteration Repair Demolition Change of Use

Site Address: _____

Brief Description of Project: _____

Cost of Project: \$ _____ Sq. Footage: _____

General Contractor: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Proof of Insurance (Certificate of Liability)

I hereby make application for a zoning permit under all applicable Ordinances of Wrightsville Borough and hereby certify under penalty or perjury, the facts set forth herein and in the plans submitted herewith are true and correct. I hereby indemnify and hold harmless Wrightsville Borough for any liability arising from the approval of this application and the issuance of any permit. Zoning and building applications may take up to 10 working days for approval.

No construction may begin until the appropriate permits are acquired.

OWNERS SIGNATURE REQUIRED Applicant Printed Name: _____

Applicant Signature: _____ Date: _____

FOR OFFICIAL USE BELOW THIS LINE

Permit Granted: _____ Permit Denied: _____ Date Issued: _____

Borough Official: _____

Requires Building Code Official Contact

**WRIGHTSVILLE 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. 2012-02. 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 April 2, 2012? 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. Also include any infiltration structures and any impervious surface to be removed. Please indicate which direction the property slopes as well as provide detailed drainage information for proposed improvements (roof breaks, gutters, downspout locations, etc. (Examples included as Attachments A1 and A2 in Small Projects 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

SAMPLE OF ACCEPTABLE PERMIT APPLICATION DRAWING

