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## Permit Process

(Commercial applications)

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/commercial 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 building, detached garages – zoning permit (Over 1,000 sq.ft a building permit is also required. All commercial buildings, regardless of size requires a building permit)
- Sheds – zoning permit (Over 1,000 sq. ft. also require a building permit)
- Decks – zoning permit (Building permit is required if the deck is 30” or more above grade)
- Patios – zoning permit (No building permit is required if the patio is on grade)
- Patio roofs – zoning and building permits



- Fences
- Swimming pools – zoning and building permits
- Signs

Residential/commercial 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 – Solanco Engineering Associates LLC) at 717-786-0355.
- General maintenance work – Contact the BCO (Building Code Official) at 717-786-0355.
- Painting
- Interior renovations including electrical and plumbing – Contact the building inspector at 717-786-0355.
- 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 717-786-0355.

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

To acquire a zoning and/or building permit:

1. Fill out the permit application. They can be found on the Borough website -[www.wrightsvilleborough.com](http://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 driveways and sidewalks).
2. Payment for zoning permits are payable to Wrightsville Borough and is due when you pick up your permit. Forms of payment accepted – check or money order.
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 permit is ready to be picked up.



4. If a building permit (UCC) is also required for your project, you will need to complete a building permit. If you have any specific questions pertaining to your building permit or UCC regulations, you can contact Dependable Construction Code Services at 717-759-5906 or email- [info@dccsinspectors.com](mailto:info@dccsinspectors.com).
5. The permit process can take up to 15 business 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 at 717-786-0355 upon completion of the work. Your Use and Occupancy (U&O) permit will then be prepared for you.
7. All permits will be picked up at the Borough office.
  - a. PLEASE NOTE: You will need to pay with two (2) separate checks or money orders when both a zoning and building permit are issued.
    - i. Zoning permit check will be payable to Wrightsville Borough
    - ii. Building permit check will be payable to Dependable Construction Code Services (DCCS)
8. If you have any other questions, please contact the Zoning Officer at 717-786-0355.

# Wrightsville Borough

601 Water Street, Wrightsville Borough, PA 17368

## Commercial Application for a Building/Zoning Permit

<b>Third Party Plan Review and Code Inspection Agency</b> <i>(Choose for Building Permit Only)</i>	<b>BOROUGH USE ONLY</b>
<b><u>Dependable Construction Code Services</u></b> Attn: Kevin Hertzog 102 Mill Street Fawn Grove, PA 17321 Phone: 717-759-5906 E-mail: Kevin@dccsinspectors.com	Base Fee: \$ _____ UCC Administrative Fee: \$ _____ UCC Training Fee: \$ _____ Certificate of Occupancy: \$ _____ Borough Stormwater Fee: \$ _____ Other ( _____ ): \$ _____ <b>Total</b> \$ _____ Received Date: _____ Complete Date: _____ Issue Date: _____

PERMIT NUMBER: \_\_\_\_\_ (To Be Completed by Zoning Officer)

TAX PARCEL ACCOUNT NUMBER: 091 - \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

### SITE INFORMATION

Project Name _____
Street Address _____
City _____ Zip Code _____

### APPLICANT

Name of Applicant _____
Address of Applicant _____
Phone # _____ Email _____

### OWNER OF RECORD

Name of Owner _____
Address of Owner _____
Phone # _____ Email _____

### APPLICATION TYPE AND USE

<input type="checkbox"/> Accessibility Only Review	Use/Occupancy Classification _____
<input type="checkbox"/> Alteration or Renovation	_____
<input type="checkbox"/> New Structure or Facility	_____
<input type="checkbox"/> Plan Revision	Type of Construction _____
<input type="checkbox"/> Unapproved Existing Building	_____
<input type="checkbox"/> New Building	_____

**PROJECT  
INFO**

Brief Description of Project _____ _____
Cost of Construction _____
Height _____ Length _____ Width _____ Total Square Feet (L x W) _____
Proposed Impervious _____ square feet
Proposed Earth Disturbance _____ square feet

**DESIGN  
PROFESSIONAL**

Name _____	Seal (required)
Address _____ _____	
PA License # _____	
Email _____	
Phone _____	

**ALL APPLICATIONS MUST BE SUBMITTED WITH:**

- 3 sets of stamped construction drawings  
*\*Failure to submit 3 sets of construction and/or site plan drawings, may result in additional copy fees.*
- A site plan that includes distances to all property lines
- Accessibility information (parking, accessible route)
- Signature of property owner

**ANY APPLICATION WITH MISSING INFORMATION OR REQUIRED DOCUMENTS  
WILL BE RETURNED AS INCOMPLETE.**

**The holder of a building/zoning permit is responsible to ensure compliance with all applicable Borough Ordinances during and at completion of the work authorized by the permit. The holder of the building/zoning permit acknowledges that the Borough requires a final inspection be performed by the Building Inspector/Zoning Officer and that the Building Code Official/Zoning Officer issue a certificate of use and occupancy before the structure which is authorized by this permit may be occupied. Occupancy of a structure prior to the issuance of a certificate of use and occupancy constitutes a violation.**

The applicant certifies that all information on this application is correct and 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. The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. 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. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

***I hereby authorize the designated Borough officials to enter on the property and to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the Construction Code and/or Zoning Ordinance and to determine the accuracy of the statements contained herein.***

I am aware that I cannot commence excavation or construction until the Borough has issued a Building or Zoning Permit. By signing this Application, I certify that all facts in the Applicant and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of the Borough, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

I expressly acknowledge that the issuance of a Building or Zoning Permit is based upon the facts stated and representations made in this Application. I expressly acknowledge that the Borough may revoke a Building or Zoning Permit if the use and/or structure for which it has been issued violate any applicable Borough, County, State or Federal law or regulation. I also expressly acknowledge that the Borough may revoke a Building or Zoning Permit if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the Applicant.

I acknowledge that the holder of a Building or Zoning Permit is responsible to ensure compliance with all applicable Borough Ordinances during and at completion of the work authorized by the Permit. I acknowledge that the Borough requires a final inspection be performed by the construction code official and that the Borough issue a certificate of occupancy before the structure which is authorized by this permit may be occupied.

***It is my responsibility to ensure that this inspection is scheduled and the certificate of occupancy obtained before the structure may be occupied. I acknowledge that if I occupy or permit the occupancy of this structure prior to the issuance of a certificate of occupancy under the Construction Code and/or Zoning Ordinance, I will have committed a violation of the Construction Code and will be subject to the penalties and remedies in the Construction Code Ordinance. I also acknowledge that, if the structure is occupied prior to the final inspection, work may have to be removed and re-executed in order that it may be adequately inspected. If the Borough is required to perform an inspection after the structure is occupied, intending to be legally bound hereby, I agree to pay the fee established by the Borough for delinquent inspections.***

Nothing contained in this Application shall be construed to relieve or limit the obligations of the Applicant to comply with all provisions of the Zoning Ordinance or to waive violations of the Zoning Ordinance or any other Borough ordinances or to stop the Borough from enforcing Borough ordinances, including but not limited to the Zoning Ordinance. I expressly acknowledge that permits and certificates of use and occupancy may be required under the Zoning Ordinance and it is my obligation to obtain all permits and approvals the Zoning Ordinance requires before the structure, which is authorized by the Building Permit, may be occupied.

**SIGNATURE  
REQUIRED**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(if different from Applicant)

**The signatory hereby agrees that all permit fees (building and zoning) shall be due the municipality upon submission of the application regardless of permit issuance status. Furthermore, all permit fees are due within 15 days of applicant notification by the municipality.**

**If the applicant is a contractor:**

1. A contractor within the meaning of Act 44 of the Pennsylvania Workers' Compensation Law  
 Yes       No

If the answer is Yes, complete Sections A OR B below, as appropriate

**A. Insurance Information:**

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

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

Applicant is a qualified self-insurer for Workers' Compensation

- Certificate attached

Name of Workers' Compensation Insurer \_\_\_\_\_

Workers' Compensation Insurance Policy Number \_\_\_\_\_

Workers' Compensation Insurance Policy Expiration Date \_\_\_\_\_

--OR--

**B. Exemption:**

Contractor is not required to provide Workers' Compensation Insurance under the provisions of Pennsylvania Workers' Compensation Law for one of the following reasons, as indicated:

- Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Borough.  
 Religious exemption under the Workers' Compensation Law.

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*\*Failure to submit 3 sets of construction and/or site plan drawings, may result in additional copy fees.*

**All permit applications shall be returned to:**

**Solanco Engineering Associates, LLC**

103 Fite Way, Suite C

Quarryville, PA 17566

**Phone: (717) 786-0355**

**Fax: (717) 806-5748**

**Email: [permits@solancoengineering.com](mailto:permits@solancoengineering.com)**