

**WEST COCALICO TOWNSHIP**  
**P.O. Box 244**  
**Reinholds, PA 17569**  
**(717) 336-8720**

**ZONING/BUILDING PERMIT APPLICATIONS**  
**INFORMATION & PROCEDURES**

1. The applicant must complete the **Zoning/Building Permit Application** for all proposals.
2. If the proposal involves commercial, industrial, multi-family residential or other uses which require approval in accordance with the Uniform Construction Code (UCC), the applicant must also complete (1) the **Application for Building Permit**, (2) the **UCC Plan Review Checklist**, (3) the **Energy Code Prescriptive Compliance Report**, and (4) the **Special Inspections and Observations Statement**, as may be applicable.
3. If the proposal involves approval under the UCC, the applicant shall
  - A. Include two (2) copies of all plans and supportive documentation as may be required by the UCC for residential uses and uses accessory to residential uses (Refer to the attached **Residential Permit Application Procedure Checklist** for further information).
  - B. Include three (3) copies of all plans and supportive documentation as may be required by the UCC for all other uses (i.e. commercial, industrial, multi-family residential).
4. The permit application packet shall be submitted to the West Cocalico Township office.
5. The Zoning Officer shall review the application information for compliance with the requirements of the West Cocalico Township Zoning Ordinance. If the application conforms to the Zoning Ordinance, she will forward the application to selected Building Code Officer (BCO), for review pursuant to the UCC.
6. BCO will contact the applicant and/or the contractor if the permit application is incomplete or needs additional information as may be required by the UCC.
7. Upon completion and approval of the plan review pursuant to the UCC, BCO will return the information to West Cocalico Township, whereupon the Zoning Officer will finalize all paperwork, determine all permit fees, and complete the **Zoning/Building Permit Application**.
8. The Zoning Officer will notify the property owner or the contractor when the permit is approved.
9. All zoning approval fees and inspection fees related to the UCC plan review and required inspections must be paid prior to the Township releasing the approved permit.
10. Questions regarding general procedures and those involving specific zoning-related issues should be directed to **West Cocalico Township Zoning Officer: Yvonne Sallade**, Commonwealth Code Inspection Service, (717) 663-8013 or email: [zoning@commonwealthcode.com](mailto:zoning@commonwealthcode.com). Permits can be emailed to the township office at: [joielynwct@gmail.com](mailto:joielynwct@gmail.com). **Please Note:** A 0.25 charge per page will be charged if the permit is emailed.

PERMIT # \_\_\_\_\_

DATE REC'D: \_\_\_\_\_

## WEST COCALICO TOWNSHIP

### APPLICATION FOR ZONING/BUILDING PERMIT

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

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

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

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

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

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

Description of New Structure or Modification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Construction Will Be: ☐ Stone ☐ Brick ☐ Frame ☐ Block  
☐ Stucco ☐ Aluminum ☐ Other

Structure/Modification will contain \_\_\_\_\_ square feet and height of \_\_\_\_\_ from grade to the highest point. Dimension: \_\_\_\_\_.

Date of Completion: \_\_\_\_\_

Value of the Completed Structure or Modification: \_\_\_\_\_  
(excluding land)

Proposed Use: \_\_\_\_\_

**Choose (1) of 3 Building Code Inspectors:**

- ☐ Associated Building Inspections, Inc.  
☐ Commonwealth Code Inspection Service, Inc.  
☐ Technicon Enterprises, Inc., II

*A representative from Lancaster County Assessment Office **MAY** visit your property within months to a year after the permit is issued by our office. This is a separate follow-up inspection.*

**NOTE: ONCE YOU HAVE CHOSEN YOUR BUILDING CODE INSPECTOR, YOU MAY NOT SWITCH TO A DIFFERENT COMPANY!**

Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**PROVIDE TWO (2) SETS OF PLANS WHICH CLEARLY SHOW...**

1. Construction plans of sufficient detail to demonstrate compliance with the Township's building code (if applicable). Two (2) sets are required when the use is residential. Three (3) sets are required for commercial, industrial, and multi-family residential uses.
2. The dimensions and shape of the lot to be built upon.
3. The location and dimensions (length & width) of all existing buildings on the lot.
4. The location and dimensions (length, width and height) of all proposed buildings or additions to buildings and off-street parking and/or loading facilities.
5. The setback dimensions for all proposed buildings or additions to buildings, measured from the side and rear property lines and the abutting street centerline.
6. The location of sanitary sewer and water supply facilities.
7. A statement indicating the existing/proposed uses.

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**FOR ZONING OFFICER'S USE ONLY**

**WEST COCALICO TOWNSHIP FEES** - (Make Check Payable to "West Cocalico Township")

Zoning Permit Fee: \_\_\_\_\_

DCED Training Fee: \_\_\_\_\_

UCC Admin Fee: \_\_\_\_\_

Total Fee: \_\_\_\_\_

Fee Paid On: \_\_\_\_\_ Check No: \_\_\_\_\_

**INSPECTION FEES** – Make Check Payable to Building Code Inspector chosen on Page 1.

Total Plan Review/Inspection Fee: \_\_\_\_\_

Fee Paid On: \_\_\_\_\_ Check No: \_\_\_\_\_

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Zoning District: \_\_\_\_\_

Assessment Info: \_\_\_\_\_

This application is:      Approved ( )    Denied ( )

Date: \_\_\_\_\_ Zoning Officer's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_



## CONTRACTOR INFORMATION:

### GENERAL CONTRACTOR:

Business Name		
Address		
Phone	Fax	Cell

### FRAMING CONTRACTOR:

Business Name		
Address		
Phone	Fax	Cell

### ELECTRICAL CONTRACTOR:

Business Name		
Address		
Phone	Fax	Cell

### PLUMBING CONTRACTOR:

Business Name		
Address		
Phone	Fax	Cell

### HEATING CONTRACTOR:

Business Name		
Address		
Phone	Fax	Cell

### FOUNDATION CONTRACTOR:

Business Name		
Address		
Phone	Fax	Cell

## **REQUIREMENTS FOR OBTAINING A BUILDING PERMIT**

Listed below are the items that are required to be submitted to Technicon Enterprises, Inc., II in order for you to obtain a building permit. Please note that not providing all of the required items may result in the delay of the issuance of the permit. The required application is attached.

1. The Building Permit Application must be made either by the Owner(s) or Lessee of the building or structure, or an agent of either, or by the Registered Design Professional employed in connection with the proposed work.
2. All applications must be accompanied by two sets of site/plot plans.
3. All Applications shall be accompanied by three (3) sets of construction documents. It is recommended but not required (unless commercial application) that a Registered Design Professional prepare the construction documents. The documentation shall include the name and address of the Registered Design Professional and shall be signed, dated and sealed.
4. If the application is for a new home requiring an on-lot septic system, a copy of the septic system permit must be submitted.
5. If an addition including bedrooms is to be constructed, the Sewage Enforcement Officer (SEO) must check the plans to verify that an adequate septic system is available. Verification must accompany the application.
6. If this application is for a new home and municipal water and/or sewer connection will be made, a copy of the issued permit or receipt is required prior to a building permit being issued.
7. If this application is for a new home a driveway permit is required.
8. A Soil Erosion & Sedimentation Control Plan must be submitted to and approved by the Lancaster County Conservation District for disturbances exceeding 5,000 square feet. A copy of the approval letter or the letter of adequacy must be submitted with the building permit application.
9. **NO WORK SHALL BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED.**

If you have any questions, please call (610) 286-1622 or email us at [receptionist@technicon2.com](mailto:receptionist@technicon2.com).

# *ASSOCIATED BUILDING INSPECTIONS, INC.*

P.O. Box 423 Ephrata, PA 17522-0423

Phone/Fax 717-721-4224

E-Mail: [randy.m@weknowcodes.com](mailto:randy.m@weknowcodes.com)

## **Residential Permit Application Procedure Checklist**

The website for ABI is [www.weknowcodes.com](http://www.weknowcodes.com)

There is a wealth of information on this site about permit applications. If you don't see it there please call, fax, or e-mail your questions to us.

- Do your plans show the design construction code.
- Have you provided information on plumbing, electrical, energy (insulation), and mechanical work to be done?
- Have you provided three complete sets of documentation?
- Your plans should be detailed enough that lumber types, sizes, spacing, are indicated.
- Your plans should provide documentation on any pre-engineered building members such as roof trusses, floor joist systems, or wall systems.
- Have you completed all zoning, land development, storm water management, highway occupancy, as well as water and sewer requirements?
- It is very important that you provide complete contact information for all persons who wish to receive copies of the plan reviews. Provide names, addresses, phone numbers, fax numbers and if possible e-mail addresses of all parties.

You can not provide too much detail but you can provide too little in order to do a thorough plan review. This checklist provides the minimum information required for permit submittal.

Do not submit the permit until you have provided all the required minimum submittal information. If you are unsure of your submittal please call or visit our website.



## Workers' Compensation Insurance Coverage Information

A. The applicant is:

A contractor within the meaning of the Pennsylvania Workers Compensation Law;

☐ Yes

☐ No

If the answer is "yes", complete Sections B and C below as appropriate.

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B. 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 No. \_\_\_\_\_

☐ Certificate attached

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

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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 provision of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

☐ Contractor with no employees. Contractor prohibited by law from employing an individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.

☐ Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this

\_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

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

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

Address \_\_\_\_\_

My commission expires: \_\_\_\_\_

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

Municipality of \_\_\_\_\_

**PERMIT FEE SCHEDULE  
EFFECTIVE MAY 21, 2019**

**ZONING PERMIT FEES:**

New construction and additions of four hundred (400) square feet or greater of living space:

Twenty-five cents (\$0.25) per square foot. This schedule applies to all porches, patios, and decks, but does not apply to unfinished basements or attics. Exterior dimensions shall be utilized in determining square footage.

New Ag buildings are calculated at Fifteen cents (0.15) per square foot. No permit fee for agricultural construction shall exceed \$3,000.00.

*NOTE:* The Zoning Officer will determine the proper fees based upon the above criteria and the plans provided with the permit application.

Demolitions, renovations and structures less than four hundred (400) square feet shall be calculated upon the cost of the improvements using the scale below:

<u>Cost of Improvement</u>	<u>Fee</u>
\$ 1 - \$ 999	\$ 50.00
\$1,000 - \$1,999	\$ 55.00
\$2,000 - \$2,999	\$ 60.00
\$3,000 - \$3,999	\$ 65.00
\$4,000 - \$4,999	\$ 70.00
\$5,000 - \$5,999	\$ 75.00
\$6,000 - \$6,999	\$ 80.00
\$7,000 - \$7,999	\$ 85.00
\$8,000 - \$8,999	\$ 90.00
\$9,000 - \$9,999	\$ 95.00
\$10,000 and over....	\$100.00 – plus \$5.00 for each \$1,000.00 or part thereof of construction cost.

**BUILDING CODE APPEALS:** \$650.00

**\*BUILDING PERMIT FEES:** To be determined by the Building Code Official following the plan review and the determination of required inspections.

**DRIVEWAY PERMITS:** \$65.00 – a driveway permit is required for any proposed driveway intersecting an existing or proposed Township road.

**HIGHWAY OCCUPANCY PERMITS:** \$125.00

**HOME OCCUPATION PERMITS:** \$50.00

**NO IMPACT HOME BASED BUSINESS PERMIT:** \$50.00

**RURAL OCCUPATION PERMIT:** \$50.00

**ZONING HEARING BOARD APPLICATION/UCC APPEAL FEE:** \$650.00 per application

**OLDS PROGRAM ADMINISTRATIVE FEE:** \$25.00

**\*EXPEDITED FEES ARE DOUBLE THE COST** - For those who start construction before the permit is paid for and picked up.

**SHORT TERM RENTAL FEES:** \$600 start-up fee (initial), \$300 annually thereafter, \$1,000 if start-up is done without permit and approvals.