



**Biglerville Borough Council**  
 33 Musselman Avenue  
 Biglerville, PA 17307  
 PH: 717-677-9488 / FAX: 717-677-4027  
 Email: office@biglerville.us / [www.biglerville.us](http://www.biglerville.us)

**BIGLERVILLE BOROUGH APPLICATION FOR BUILDING PERMIT & PLAN REVIEW**

**LOCATION OF BUILDING PROJECT**

PROPERTY ADDRESS: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_ LOT #: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

PROPERTY OWNER(S): \_\_\_\_\_

OWNER'S ADDRESS (IF DIFFERENT): \_\_\_\_\_

OWNER'S PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**CONTRACTOR'S INFORMATION**

GENERAL CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON IN CHARGE OF JOB: \_\_\_\_\_ PHONE: \_\_\_\_\_

PLUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ELECTRICIAN: \_\_\_\_\_ PHONE: \_\_\_\_\_

HVAC: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDITIONAL SPECIALTY: \_\_\_\_\_ PHONE: \_\_\_\_\_

TYPE OF WORK	PROPOSED USE	
<input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR/ REPLACEMENT <input type="checkbox"/> MOVING/ RELOCATION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> BLDG- UNDER 200 SF <input type="checkbox"/> SWIMMING POOL	<b>RESIDENTIAL</b> <input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> MULTI-FAMILY (# OF UNITS) <input type="checkbox"/> TRANSIENT HOTEL, MOTEL, DORMITORY (# OF UNITS) <input type="checkbox"/> GARAGE, CARPORT, SHEDS, PRE-BUILT STRUCTURE <input type="checkbox"/> OTHER (SPECIFY)	<b>NON-RESIDENTIAL</b> <input type="checkbox"/> INDUSTRIAL _____ <input type="checkbox"/> COMMERCIAL _____ <input type="checkbox"/> SERVICE STATION, REPAIR GARAGE <input type="checkbox"/> HOSPITAL, INSTITUTIONAL <input type="checkbox"/> OFFICE, PROFESSIONAL <input type="checkbox"/> OTHER (SPECIFY)

**TOTAL COST OF IMPROVEMENTS \$ \_\_\_\_\_ OWNERSHIP: PUBLIC PRIVATE \_\_\_\_\_**

**DESCRIBE IN DETAIL THE PROPOSED WORK AND/OR USE PROPOSED:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LIST ANY STRUCTURES ON THE PROPERTY, WHO ON PLOT PLAN.**

**MUST SHOW PROOF OF 811 CALL TO OFFICE.**



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<b>CHARACTERISTICS OF BUILDING</b>		
<b>PRINCIPLE TYPE OR FRAME</b> <input type="checkbox"/> WOOD FRAME <input type="checkbox"/> MASONRY (WALL BEARING) <input type="checkbox"/> STRUTURAL STEEL <input type="checkbox"/> REINFORCED CONCRETE <input type="checkbox"/> OTHER (SPECIFY)	<b>PRINCIPLE ROOF TYPE</b> <input type="checkbox"/> ASPHALT SHINGLE <input type="checkbox"/> METAL <input type="checkbox"/> WOOD <input type="checkbox"/> OTHER (SPECIFY)	<b>MECHANICAL</b> <input type="checkbox"/> CENTRAL AIR CONDITIONING <input type="checkbox"/> FIREPLACE OR STOVE <input type="checkbox"/> SOLAR EQUIPMENT <input type="checkbox"/> ELEVATORS <input type="checkbox"/> AUTOMATIC FIRE SYSTEM <input type="checkbox"/> OTHER (SPECIFY)
<b>PRINCIPLE TYPE OF FUEL</b> <input type="checkbox"/> GAS <input type="checkbox"/> LP PROPANE <input type="checkbox"/> ELECTRIC <input type="checkbox"/> COAL OR WOOD <input type="checkbox"/> OTHER (SPECIFY)	<b>SEWAGE DISPOSAL</b> <input type="checkbox"/> # OF PERMITS <input type="checkbox"/> SEWER FEES PAID \$ _____ AMOUNT PAID	<b># OF BEDROOMS</b> <input type="checkbox"/> BASEMENT <input type="checkbox"/> 1 <sup>ST</sup> FLOOR <input type="checkbox"/> 2 <sup>ND</sup> FLOOR <input type="checkbox"/> 3 <sup>RD</sup> FLOOR  <input type="checkbox"/> TOTAL
<b>PRINCIPLE SIDING TYPE</b> <input type="checkbox"/> VINYL <input type="checkbox"/> WOOD <input type="checkbox"/> METAL <input type="checkbox"/> MASONRY <input type="checkbox"/> OTHER (SPECIFY)	<b>WATER SUPPLY</b> <input type="checkbox"/> # OF PERMITS <input type="checkbox"/> WATER FEES PAID \$ _____ AMOUNT PAID	<b># OF BATHROOMS</b> <input type="checkbox"/> BASEMENT <input type="checkbox"/> 1 <sup>ST</sup> FLOOR <input type="checkbox"/> 2 <sup>ND</sup> FLOOR <input type="checkbox"/> 3 <sup>RD</sup> FLOOR  <input type="checkbox"/> TOTAL
<b>DIMENSIONS</b> <input type="checkbox"/> # OF STORIES <input type="checkbox"/> S.F. OF ALL FLOOR AREAS <input type="checkbox"/> S.F. OF TOTAL LAND AREA	<b>VEHICLE PARKING GARAGE</b> <input type="checkbox"/> ATTACHED # OF SPACES <input type="checkbox"/> DETACHED # OF SPACES  <input type="checkbox"/> TOTAL PARKING SPACES	<b>PARKING SPACES OFF STREET</b> <input type="checkbox"/> ENCLOSED <input type="checkbox"/> OUTDOORS <input type="checkbox"/> HANDICAPPED <input type="checkbox"/> VAN ACCESSIBLE  <input type="checkbox"/> TOTAL
<b>ELECTRICAL SERVICE</b> <input type="checkbox"/> AMP SERVICE <input type="checkbox"/> OTHER (SPECIFY)	<b>SPECIALTY ITEMS</b> <input type="checkbox"/> HOT TUB, SPA, SAUNA, ETC. <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> OTHER (SPECIFY)	<b>ADDITIONAL ITEMS</b> PLEASE LIST ANY NOT MENTIONED:



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**BIGLERVILLE BOROUGH APPLICATION FOR BUILDING PERMIT & PLAN REVIEW**

**FOR NEW HOMES OR BUILDINGS OVER 200 SF COMPLETE DESCRIPTION OF MATERIALS**

THE OWNER OF THIS PROPERTY AND THE UNDERSIGNED AGREE TO CONFORM TO ALL STATE, FEDERAL AND LOCAL LAWS, AND ORDINANCES OF BIGLERVILLE BOROUGH AND THAT BY SIGNING THIS APPLICATION FURTHER STATES THAT ANY MISREPRESENTATION OF THE FACTS SETS FORTH ON THIS APPLICATION WILL RESULT IN CRIMINAL AND CIVIL PENALTIES AS SET FORTH IN THE PA RIMES CODE, TITLE 18, SECTION 4903 AND 4904 DEALING WITH FALSE STATEMENTS.

I ALSO CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE PROPERTY OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS AUTHORIZED AGENT.

SIGNATURE OF APPLICANT \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

ADDRESS OF APPLICANT \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE- OFFICIAL USE ONLY**

**COMPLY WITH BOROUGH EASEMENTS:**     YES     NO

DATE RECEIVED \_\_\_\_\_ DATE SENT FOR PLAN REVIEW \_\_\_\_\_

RETURNED PLAN REVIEW \_\_\_\_\_

APPROVED BY \_\_\_\_\_

DATE PERMIT ISSUED \_\_\_\_\_ PERMIT # \_\_\_\_\_

BCO/INSPECTOR SIGNATURE \_\_\_\_\_

**THE VALIDITY OF THIS PERMIT:**

ACCORDING TO THE UNIFORM CONSTRUCTION CODE AND MIDDLE DEPARTMENT INSPECTION AGENCY (MDIA- OUR THIRD PARTY INSPECTION COMPANY) A PERMIT BECOMES INVALID UNLESS THE AUTHORIZED CONSTRUCTION WORK BEGINS WITHIN 180 DAYS AFTER THE PERMIT'S ISSUANCE OR IF THE AUTHORIZED CONSTRUCTION WORK PERMIT IS SUSPENDED OR ABANDONED FOR 180 DAYS AFTER THE WORK HAS COMMENCED. A PERMIT HOLDER MAY SUBMIT A WRITTEN REQUEST FOR AN EXTENSION OF TIME TO COMMENCE CONSTRUCTION FOR JUST CAUSE. THE BUILDING CODE OFFICIAL MAY GRANT EXTENSIONS OF TIME TO COMMENCE CONSTRUCTION IN WRITING. A PERMIT MAY BE VALID FOR NO MORE THAN 5 YEARS FROM ITS ISSUE DATE.



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## BIGLERVILLE BOROUGH BUILDING PERMIT PROCESS

**When is a building permit necessary?** A building permit is required for any construction activity which either changes the use of a property or changes the building structurally. A building permit from Adams County is required for any construction over whatever they say is the value. County permits are available from the assessor's office in the courthouse (717-337-9837). A building permit from the Biglerville Borough and Adams County is also required for any fence over six feet high.

**When must a building be inspected?** All structural changes are subject to the Pennsylvania Uniform Construction Code (UCC). Exceptions are made for residential accessory buildings less than 1,000 square feet and agricultural structures. There are also exceptions for vacation cabins and religious purposes. Please contact the code/ zoning officer to discuss specifics of your situation. To speak with the code/ zoning officer call 717-677-9488 and press option 8.

**How are the UCC inspections conducted?** Biglerville Borough has contracted with a third party inspector. When the building/zoning permits are issued, you will be given the inspector's phone number. It is the owner/contractor's responsibility to contact the inspector and arrange for the required inspections. You must give the inspector a minimum of 24 hours' notice. Inspections will be stamped on the building permit placard.

**When is it required to obtain a building permit?** Review the list of required items to determine if your application is subject to any of the special requirements listed here. Not all applications will require the same supporting items.

- 
- Completed applications signed by property owner or agent
  - UCC Construction Drawings
    - 2 copies of construction drawings for residential construction
    - 3 copies of construction drawings for commercial construction
  - Fee- make two (2) checks payable to BIGLERVILLE BOROUGH COUNCIL and MDIA
    - Fee schedule is the amount based on square feet
    - Additional inspections fees apply for building permits on UCC projects
  - Sketch of Site
    - Attach a sketch of the site showing the property lines, existing building dimensions and features and the proposed location of the improvement and dimensions. This information will be used for determining zoning requirements.
    - Statement of proposed use
    - Include a short description of the proposed use of the improvement. Any addition to living space MUST include the number of additional bedrooms.
    - Stake Out- as required by Code Enforcement or Engineers for Borough
    - Place stakes or other markers indicating the corners of the proposed improvement



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- Stormwater Requirements
  - Any improvements over 1,000 square feet must include a storm water plan that must be reviewed and approved by the borough engineer. There is a separate fee and deposit required for this portion of the requirements.
  - A stormwater plan is required if more than 1,000 square feet of soil is disturbed
  - Must see Code Enforcement Officer for individual plans and Engineer for Commercial plans or whatever is forwarded to them from Code Enforcement
- Proof of Worker's Compensation (W/C) Insurance
  - A certificate of W/C insurance MUST be provided to the borough office
  - If no W/C insurance- by state law, and exemption certificate can be notarized and provided to the borough for one year BUT MUST BE STARTED BEFORE 180 DAYS
- Driveways must meet stormwater and subdivision ordinance requirements
  - If the driveway is off the state road- must obtain a PENNDOT permit and provide a copy of the same to the borough office
- Sewer and Water Permits
  - Sewer and Water permits are available only when building permits are applied for and if the permits are available the connection fees are as follows:
    - Water Connection Fee - \$2,495 per EDU
    - Sewer Connection Fee - \$4,783 per EDU
    - Inspection Fees are \$25 to \$35 per inspection
- Land Development Plan is required for:
  - Two or more residential buildings on one lot
  - Any non-residential buildings
  - Not required for accessory building

**How long will the building permit process take?** The Code Enforcement Officer will complete his review within 7 days of receipt of all portions of the permit. Depending on the size of the project the UCC review may take 2 weeks.

**When must I apply for a building permit?** You must apply before you begin construction. You should apply thirty days before you expect to start your construction.

**What would happen if I started building before, I knew that I needed a building permit?** Immediately stop construction and apply for a permit. The Code Enforcement Officer will do a preliminary review and if it complies with ordinances, it will be granted a permit. If there are violations to our ordinances, it may be necessary to remove the improvement. The property owner is responsible for costs involved in corrections to the violation.



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**What happens after I apply for the permit?** Upon receipt of the completed applications and fees, the Code Enforcement officer will review the applications and verify the required items. An onsite inspection will be made to verify the information on the permit application. Additional onsite inspections may be necessary to ensure the improvement is properly located and continues to comply with ordinances. A final on site inspection will be made when the project is completed.

**What if I change my plans?** The improvement must be built as described in the building permit application. If you need to make minor changes to the plan submitted, you must contact the Code Enforcement officer. The proposed changes will be reviewed and, if appropriate, be noted on the application.

**How long will the permit be valid?** You have one year to complete the project BUT THE PROJECT MUST BE STARTED WITHIN 180 DAYS OF THE DATE OF THE PERMIT. See page 3 on the permit. You may request an extension.

**What do I do with the placard?** Place the placard where it can be easily seen from the highway. Failure to properly display the placard may result in unnecessary to validate the construction. For UCC projects, the permit must be accessible to the building inspector.

**What do I do when the improvement is completed?** The borough will issue an occupancy permit for new dwellings or certificate of compliance when the improvement is completed. Please notify the office upon completion of the improvement. For UC projects you must return the placard with inspection stamps to obtain an occupancy certificate. It is a violation of the ordinance to occupy an improvement prior to receipt of an occupancy certificate which is granted by our Code Enforcement Officer.