



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

Biglerville Borough Permit Process

1. **Permits** - Contact Borough office to see what permits are needed for your project. Permits can be obtained on our website or at the Borough office.
 - a. Phone: 717-677-9488
 - b. Email: office@biglerville.us OR assistant@biglerville.us
 - c. In Person: 33 Musselman Avenue Biglerville PA 17307
2. **Borough Review** - Once completed permit(s) are submitted to the Borough office the Code Enforcement Officer will review the permit(s). Make sure permits have a drawing attached (if applicable) to show where the work is being completed and what is being done including possible measurements. If the office is closed, permits can be dropped off by using the letter drop in the front door on the porch.
3. **MDIA Review** – Depending on the permit(s), it could be submitted to the Building Code Officer for review & inspection process (if applicable for project). Fees are associated to MDIA review & inspections.
 - a. Inspection Agency: MDIA
 - b. BCO: James Zerfing
4. **Payment** - Once all permits are reviewed and approved, payments will be collected at the Borough office for the Borough's application fees & MDIA review and inspection fees. Payments must be made via checks or money orders. MDIA fees must be paid separate from Borough fees. Applicant will receive a copy of the permit(s) & placard(s) at time of payment.
5. **Placard** - After ALL fees are paid the project may begin. The placard(s) **MUST** be placed in the window of the property visible from the road until project is completed.
6. **Timeframe** - Project **MUST** begin within 6 months of approval & **MUST** be completed within 1 year of approval. If project does not start within 6 months or project takes longer than 1 year, another permit(s) **MUST** be obtained to continue the project.
7. **County Permit** - Adams County Permit **MUST** be obtained for any project over \$4,500; this can be obtained from the County office & has a \$5 application fee.

Additional Information:

Any project requiring sewer and/or water connection, please contact the Borough office for pricing and requirements.

If a project requires the Borough's Engineer/Solicitor to be involved, the applicant is responsible for all Engineer/Solicitor costs incurred.

If a project consists of adding multiple apartments, an occupancy permit & inspection per each unit **MUST** be completed before the unit(s) can be occupied.