

# Zoning & Construction Permit Application

Mount Joy Borough  
21 East Main Street  
717- 653-2300  
Fax: 717-653-6680



## Identification (Type or Print Clearly)

Account No. _____	Zone _____	Permit No. _____
(for office use only)		

Property Address \_\_\_\_\_ Mount Joy, PA 17552

Applicant \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Street Address \_\_\_\_\_

Owner \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Contractor \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Design Professional \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Person In Charge of Project \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

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

New Construction (Sq. Ft.) \_\_\_\_\_

Present IBC Use & Occupancy Classes

Alteration (Sq. Ft.) \_\_\_\_\_

\_\_\_\_\_

Demolition (Sq. Ft.) \_\_\_\_\_

Proposed IBC Use & Occupancy Classes

Other (Sq. Ft.) \_\_\_\_\_

\_\_\_\_\_

Accessory Structure (Sq. Ft.) \_\_\_\_\_

Construction Type: \_\_\_\_\_

Cost of Construction \$ \_\_\_\_\_

### Construction & Use Changes Description

\_\_\_\_\_

\_\_\_\_\_

For Subsurface Work, PA One-Call Obtained? (800-242-1776) \_\_\_\_\_

**I attest that, to the best of my knowledge, the information contained in this submittal is true and accurate.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_ Date \_\_\_\_\_ Codes Compliance Officer

Fee \$ \_\_\_\_\_

Permit Complete Date \_\_\_\_\_

Inspections Required \_\_\_\_\_

Authority Water & Sewer Permits: \_\_\_\_\_

# Zoning/Construction Permit Checklist

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## Information to be submitted with the Permit Application

- A text description** of the nature and extent of the proposed work in sufficient detail to determine conformity with Borough Ordinances.
- One copy of any previous Accessibility Advisory Board or Zoning Hearing Board **Special Exception, Variance**, or other decision or Borough Council **Conditional Use, Subdivision, Land Development** or other decisions relative to the property. (if applicable)
- One copy of the approved water and sewer connection** permits from the Mount Joy Borough Authority. (if applicable)
- Three copies of the plot plan of the property**, drawn to scale identifying all existing and proposed structures, structure additions, uses, driveways, parking areas, sidewalks, easements, drainage facilities, & property lines on the lot.
- Three copies of construction plans** prepare by a licensed professional giving sufficient detail to indicate that the project will conform to the provisions of the Pennsylvania Uniform Construction Code, Borough regulations, and all relative requirements.
- The Contractor's **Certificate** of Liability & Worker's Compensation **Insurance**

# Official 3<sup>rd</sup> Party Agency

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Borough of Mount Joy  
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Official 3<sup>rd</sup> Party Construction Code Plan Reviewer & Inspector

Commonwealth Code Inspection Service, Inc.

(717) 664-2347

Tim Grazan (717) 278-0968

Fax (717) 664-4953

176 Doe Run Road

Manheim, PA 17545-9322