NEWBERRY TOWNSHIP

Commercial Building Permit Application

Commercial | Industrial | Institutional

1915 Old Trail Road, Etters, PA 17319 | 717-938-6992 | www.newberrytwp.com

TOWNSHIP USE ONLY

Tax Map	Parcel	Zoning District	Fee Paid

PROPERTY INFORMATION

Site Address **Lot #**

Owner **Phone**

Owner Address

Contractor **Phone**

Contractor Address

PA Registration #

Call to pick up completed permit: Owner | Contractor

Attach exemption documentation if no registration number applies.

TYPE OF WORK OR IMPROVEMENT

New Building | Addition | Alteration | Repair | Demolition | E&S | Change of Use

Plumbing | Electrical | Mechanical | Zoning | Driveway | Energy | Other

Brief description of proposed work:

PROPOSED USE AND ESTIMATED CONSTRUCTION VALUE

☐ Commercial ☐ Industrial ☐ Institutional ☐ Other

Other Use **Estimated Construction Value: $**

BUILDING AND SITE CHARACTERISTICS

Mechanical - Heating / Ventilation / Air Conditioning Type

Water Service Public Private **Sewer Service** Public Private **Septic Permit #**

Fireplaces Number Fuel Type Vent Type **Sprinkler** Yes No

Additional Notes

BUILDING DIMENSIONS

Existing Area (sq. ft.)	Proposed Area (sq. ft.)	Total Area (sq. ft.)	Number of Stories

Building Width (ft.)	Building Length (ft.)	Height Above Grade (ft.)	Largest Floor Area (sq. ft.)

FLOODPLAIN INFORMATION

Is the site located within an identified flood hazard area? ☐ Yes ☐ No

Will any portion of the flood hazard area be developed? ☐ Yes ☐ No ☐ N/A

Lowest Floor Level _____ **Notes** _____

Owner or agent must verify compliance with the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), including applicable requirements and Section 60.3.

APPLICANT CERTIFICATION AND AUTHORIZATION

I certify that the information in this application is true and correct and that all work will comply with the approved construction documents, Pennsylvania Act 45 (Uniform Construction Code), and all building-code requirements adopted by Newberry Township.

The owner and applicant are responsible for locating property lines, setbacks, easements, rights-of-way, flood-hazard areas, utilities, and other site restrictions. A permit does not authorize violation of any code, ordinance, regulation, or requirement of Newberry Township or another governing authority.

The application may be submitted by the owner or lessee, an authorized agent, or the registered design professional employed for the proposed work. I authorize the code administrator or an authorized representative to enter the permit area at reasonable times for inspection and enforcement.

☐ I have read and agree to the certifications and authorization above.

APPLICANT AND SIGNATURE

Applicant is: Owner | Lessee | Authorized Agent | Design Professional

Printed Name _____ **Date** _____ **Phone** _____

Signature / Typed Name _____

REQUIRED SUBMITTALS

All applications must include:

☐ A complete description of the proposed work.

☐ For new buildings/additions: a scaled plot diagram.

☐ Three (3) scaled copies of plans and specifications.

Plot diagrams should show proposed work, existing structures, property-line distances, established street grades, driveway locations, and the exact construction location. Plans must be sealed by a registered design professional when required. Additional information may be requested by the plan reviewer.

PERMIT FEE SCHEDULE

Item	Fee	Time Due
Permit Application	$35.00	At time of application
Building Permit	$8.50 per $1,000 or $35 minimum	When permit is issued
Inspections	As established by third-party inspector	When permit is issued

ADDITIONAL PERMIT FEES (IF APPLICABLE) - DUE WHEN PERMIT IS ISSUED			
Zoning	$35.00	Mechanical	$35.00
Driveway	$35.00	Demolition	$35.00
Soil & Erosion	$35.00	State Permit Fee	$4.50
Electrical	$35.00	Stormwater Inspection	$50.00 / inspection
Plumbing	$35.00		