



Swatara Township

DAUPHIN COUNTY, PENNSYLVANIA

BUILDING PERMIT APPLICATION

Swatara Township

599 Eisenhower Boulevard
Harrisburg, PA 17111-2397
www.swataratwp.com

Building & Codes Department

Office Hours: Monday – Friday 8:00 AM – 4:30 PM
Phone: 717-564-2551 Fax: 717-564-5895
Email: directorofpz@swataratwp.com

Application is hereby made for a Building Permit in accordance with the requirements of the Uniform Construction Code.

PROPERTY ADDRESS: _____

Tax Parcel ID: 63-_____-_____. Note you can find your property's ID # here: [Dauphin County, PA Parcel Viewer](#)

A. OWNER INFORMATION

Name: _____ Phone: _____

Address: _____

E-Mail: _____

B. CONTRACTOR/APPLICANT INFORMATION Same as owner

Name: _____ Phone: _____

Address: _____

Contact Person: _____ Phone: _____

E-Mail: _____ PA Contractor Registration #: _____

Township Business Privilege License # _____ Not Applicable

C. DESIGNER INFORMATION Same as owner Same as contractor/applicant

Name: _____ Phone: _____

Address: _____

Contact Person: _____ Phone: _____

E-Mail: _____

D. TYPE OF USE/OCCUPANCY Commercial Residential

New Dwelling Addition Swimming Pool Accessory Use Electrical, Mechanical, or Plumbing

Rooftop Solar Sign Demolition Deck Interior Fit Out Other: _____

E. PROJECT INFORMATION

Length: _____ Width: _____ Height: _____ Square Footage: _____

Scope of Work: _____

F. CONSTRUCTION COST Estimated Cost of Construction: \$ _____

Signature of Property Owner: _____ **Date:** _____

Signature of Applicant: _____ **Date:** _____

Contractor Owner Design Professional Other: _____

Building Permit #: _____	Zoning Permit #: _____	<input type="checkbox"/> Zoning Permit Exempt
Issued By: _____		Date: _____
Irvin Spoonhour, BCO, UCC#540		



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All of the following must be submitted at the same time in order for an application to be complete and for the Township to begin the review process:

1. **APPLICATION** completed in full with the applicant and owner signatures.
2. **BUILDING PLAN** – **two copies** of plan drawings and specifications are required. Commercial projects require the drawings and specifications to be signed and sealed by a certified designer, engineer, or architect that meet the specifications of the PA Uniform Construction Code (UCC).
3. **SITE PLAN** – drawing or satellite image of entire property clearly indicating the proposed work location with setback distances to the lot lines, existing structures, known easements, streets and alleys, and property lines.
4. **FEE** – Permit fees must be submitted at time of application. Payment may be made by check, cash, or credit card. If paying by check, please make the check payable to “Swatara Township.” There is a 2.2% service fee for credit and debit card transactions. Fees are subject to change at any time by Resolution from the Board of Commissioners.

a. **Residential projects:**

- Cost of construction (including labor and materials) in thousands of dollars times \$8.00 per thousand **OR** a minimum fee of \$300.00, **whichever is greater.**
\$_____ (cost of construction) x 0.008 = \$_____ (application fee).

b. **Commercial projects:**

- Cost of construction (including labor and materials) in thousands of dollars times \$12.00 per thousand **OR** a minimum fee of \$400.00, **whichever is greater.**
\$_____ (cost of construction) x 0.012 = \$_____ (application fee).

c. **Certificate of Occupancy:** When not issued to original permit applicant: \$150.00

d. **Permit time extension:** \$75.00

e. **Permit modification or renewal:** \$150.00

f. **Demolition permit:** \$150.00

g. **In-home day care permit:** \$150.00

h. **Special events:** \$150.00

i. **All projects:** \$4.50 PA UCC fee

\$_____ (application fee) + \$4.50 (PA UCC fee) = \$_____ (total building permit fee)

5. Supplemental information to be included with the application (**if applicable**):

- a. If the applicant is a contractor, or if a property owner is hiring a contractor, then the Township requires a **CERTIFICATE OF INSURANCE** showing proof of the current worker’s compensation insurance coverage, naming Swatara Township as the Certificate Holder, **OR** if the applicant is the property owner or is hiring a self-employed contractor with no employees, then a notarized **WORKER’S COMPENSATION AFFIDAVIT OF EXEMPTION** form is required. Notary service is available at the Township for a \$5.00 cash fee.
- b. All contractors working in the Township must obtain a **BUSINESS PRIVILEGE LICENSE**. Please contact the Business Privilege Tax Officer, Jennifer Reichwein, at jreichwein@swataratwp.com or 717-564-2551, for more information on use of forms and filing procedures.

Residential building permit applications will be reviewed within fifteen (15) business days. Commercial building permit applications will be reviewed within thirty (30) business days. The applicant will be contacted when the permit is ready for pick-up.