



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

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

1. **APPLICATION** – **one copy** of the application completed in full with the applicant and/or owner signatures.
2. **BUILDING PLAN** (building permit only) – **two copies** of plan drawings and specifications are required. Non-residential 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** – **two copies** of the 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 2.95% service fee for credit and debit card transactions. Fees are subject to change at any time by Resolution from the Board of Commissioners. Please note that permit fees double if work commences before a permit is obtained and fees paid.

BUILDING PERMIT FEES:		
Residential building permit: Includes new construction, alterations, additions, plumbing, mechanical, electrical, energy, etc.	Cost of construction (including labor and materials) in thousands of dollars times \$9.00 per thousand OR a minimum fee of \$360.00, whichever is greater. \$ _____ (cost of construction) x 0.009 = \$ _____ (fee)	\$ _____
Non-residential building permit: Includes new construction, alterations, additions, plumbing, mechanical, electrical, energy, etc.	Cost of construction (including labor and materials) in thousands of dollars times \$13.00 per thousand OR a minimum fee of \$550.00, whichever is greater. \$ _____ (cost of construction) x 0.013 = \$ _____ (fee)	\$ _____
Certificate of Occupancy (residential):	Only add when not issued to original permit application. \$180.00.	\$
Certificate of Occupancy (non-residential):	Only add when not issued to original permit application. \$230.00.	\$
Demolition permit (residential):	\$180.00.	\$
Demolition permit (non-residential):	\$230.00 minimum or \$13.00 per thousand construction cost (labor & materials), whichever is greater. \$ _____ (cost of construction) x 0.013 = \$ _____ (fee)	\$
Building permit time extension (residential):	\$85.00.	\$
Building permit time extension (non-residential):	\$110.00.	\$
Building permit modification:	Per permit. As billed by 3 rd party agency.	----
Building permit administrative fee:	Add to all applications.	\$35.00
PA Uniform Construction Code fee:	Add to all applications.	\$4.50
ZONING PERMIT FEES:		
New construction and additions:	Cost of construction (including labor and materials) in thousands of dollars times \$5.00 per thousand OR a minimum fee of \$85.00, whichever is greater. \$ _____ (cost of construction) x 0.005 = \$ _____ (fee)	\$ _____
Accessory structures (sheds, fences, decks, pools, etc.):	Per permit. \$85.00.	\$ _____
Signs:	Per sign. \$85.00	\$
Zoning permit time extension:	50% of the original permit fee.	\$
TOTAL FEE		\$

5. Supplemental information to be included with the application (**if applicable**):
 - a. **BUILDING PERMITS ONLY** - 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 for more information on use of forms and filing procedures.



Property Address: _____

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

Application Type: Building Zoning Combined Building & Zoning

Type of Occupancy: Non-Residential Residential

New Dwelling Addition Swimming Pool Occupancy Electrical, Mechanical, or Plumbing

Rooftop Solar Sign Demolition Deck Interior Fit Out Permit Modification Time Extension

Other: _____

Scope of Work: _____

<p align="center">SIZE OF PROPOSED STRUCTURE</p> <p>Length: _____</p> <p>Width: _____</p> <p>Height: _____</p> <p>Sq. Footage: _____</p>	<p align="center">FLOODPLAIN</p> <p>Is the site located within an identified flood prone area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will any portion of the flood prone area be developed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p>	<p align="center">ESTIMATED VALUE</p> <p align="center">\$ _____</p> <p>Estimated value of work must include labor AND materials.</p>
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OWNER		

Owner's Name (print)		

Address		
_____	_____	_____
City	State	Zip Code
_____	_____	_____
Email	Phone	

APPLICANT <input type="checkbox"/> Same as owner		

Applicant's Name (print)		

Address		
_____	_____	_____
City	State	Zip Code
_____	_____	_____
Email	Phone	

CONTRACTOR <input type="checkbox"/> Same as owner <input type="checkbox"/> Same as applicant		

Contractor's Name (print)		

Address		
_____	_____	_____
City	State	Zip Code
_____	_____	_____
Email	Phone	

BUSINESS PRIVILEGE LICENSE <input type="checkbox"/> Not applicable	
License Number: _____	

The undersigned applicant hereby applies for a Building Permit in accordance with the requirements of the Uniform Construction Code and/or a Zoning Permit as required by Chapter 295 of the Swatara Township Code of Ordinances. The permit will be issued by the Township Building Code Official and/or Zoning Officer based on the information contained in this application and supporting documents. The applicant hereby certifies that the information provided is true and correct. Any oversight or omission during the review process is not a waiver of the requirements of the Ordinances and does not relieve the applicant from compliance therewith. It is the responsibility of the property owner to establish property lines prior to construction.

Signature of Authorized Representative of the Property Owner or Property Owner

Date