



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 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 owner’s signature.
2. **SITE PLAN** drawing or satellite image of entire property clearly indicating existing structures, driveways, streets and alleys, parking spaces (9’x18’ minimum per space), and property lines.
3. **FLOOR PLAN** with dimensions showing all rooms and floors.
4. **FEE** – The \$85.00 permit fee 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.

Site Address: _____

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

Proposed Use (describe business as specifically as possible): _____

OWNER		

Owner’s Name (print)		

Address		
_____	_____	_____
City	State	Zip Code

Email	Phone	

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

Business Name (print)		

Address		
_____	_____	_____
City	State	Zip Code

Email	Phone	

How many employees are there for the business? _____

What is the total floor area of the building/unit/suite? _____ sq. ft. Total floor area being occupied? _____ sq. ft.

Is the location served by: Public Water? Yes No Public Sewer? Yes No

What hours/days of the week will the business operate? _____

What date do you propose to open for business? _____

Do you anticipate any renovations? Please describe: _____

In-Home Daycares: # of children being cared for who are not related to caregiver 1-3 4-6 7+ Not Applicable

Signature of Owner

Date