

**DENVER BOROUGH**  
Lancaster County, Pennsylvania

**CONSTRUCTION CODE PERMIT APPLICATION**

**LOCATION OF PROPOSED WORK OR IMPROVEMENT:**

Site Address: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

Lot # \_\_\_\_\_ Subdivision/Land Development: \_\_\_\_\_ Phase: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address \_\_\_\_\_ E-Mail: \_\_\_\_\_

Principal Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address \_\_\_\_\_ E-Mail: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax # \_\_\_\_\_

Mailing Address \_\_\_\_\_ E-Mail: \_\_\_\_\_

**TYPE OF WORK OR IMPROVEMENT** (*Check One*)

- New Building    Addition    Alteration    Repair    Demolition    Relocation  
 Foundation Only    Change of Use    Plumbing    Mechanical    Electrical

Describe the current condition of the property:

---

---

---

Describe the proposed work:

---

---

---

**ESTIMATED COST OF CONSTRUCTION** (reasonable fair market value) \$ \_\_\_\_\_

**DESCRIPTION OF BUILDING USE** (*Check One*)

RESIDENTIAL

- One-Family Dwelling (R-3)  
 Two-Family Dwelling (R-3)

NON-RESIDENTIAL

Specific Use: \_\_\_\_\_

Use Group: \_\_\_\_\_

Change In Use    YES    NO

If YES, indicate former: \_\_\_\_\_

Maximum Occupancy Load: \_\_\_\_\_

Maximum Live Load: \_\_\_\_\_

**ATTACH A COPY OF THE ZONING PERMIT ISSUED BY THE ZONING OFFICER AUTHORIZING THE ABOVE-DESCRIBED USE. THIS APPLICATION IS NOT COMPLETE WITHOUT A COPY OF THE ZONING PERMIT. IF THE ABOVE-DESCRIBED USE OR THE CONSTRUCTION WAS THE SUBJECT OF ANY HEARINGS BEFORE THE ZONING HEARING BOARD, THIS APPLICATION IS NOT COMPLETE WITHOUT A COPY OF THE DECISION OF THE ZONING HEARING BOARD.**

Recording reference of subdivision or land development plan: \_\_\_\_\_

Does the work require an erosion and sedimentation control plan?  YES  NO  
If yes, provide proof that the Lancaster County Conservation District has approved the erosion and sedimentation control plan.

Does the work require installation of a new driveway to access a public street?  YES  NO

**BUILDING/SITE CHARACTERISTICS**

**Number of Residential Dwelling Units:** \_\_\_\_\_ Existing, \_\_\_\_\_ Proposed  
**Mechanical:** Indicate Type of Heating/Ventilating/Air Conditioning (i.e. electric, gas oil, etc.) \_\_\_\_\_  
**Water Service:** (Check)  Private  
 Public (If new construction, attach a copy of the connection permit issued by the public water service provider)  
**Sewer Service:** (Check)  Private (Septic Permit # \_\_\_\_\_)  
 Public (If new construction, attach a copy of the connection permit issued by the public sewer service provider)

**Does or will your building contain any of the following:**

**Fireplace(s):** Number \_\_\_\_\_ Type of Fuel \_\_\_\_\_ Type Vent \_\_\_\_\_  
**Elevator/Escalator/Lifts/Moving Walks** (Check)  YES  NO  
**Sprinkler System:**  YES  NO  
**Pressure Vessels:**  YES  NO  
**Refrigeration Systems:**  YES  NO

**BUILDING DIMENSIONS**

Existing Building Area \_\_\_\_\_ sq. ft. Number of Stories \_\_\_\_\_  
Proposed Building Area \_\_\_\_\_ sq. ft. Height of Structure Above Grade: \_\_\_\_\_ ft.  
Total Building Area \_\_\_\_\_ sq. ft. Area of the Largest Floor: \_\_\_\_\_ sq. ft.

**FLOODPLAIN**

Is the site located within an identified flood hazard area? (Check One)  YES  NO  
Will any portion of the flood hazard area be developed? (Check One)  YES  NO  N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978) specifically *Section 60.3*

Lowest Floor Level: \_\_\_\_\_

**HISTORIC DISTRICT**

Is the site located within a Historic District established pursuant to Act 167?       YES  NO

*If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.*

***I hereby authorize the designated Borough officials to enter on the property and to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the Construction Code and to determine the accuracy of the statements contained herein.***

I am aware that I cannot commence excavation or construction until the Borough has issued a Construction Code Permit. By signing this Application, I certify that all facts in the Applicant and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of the Borough, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

I expressly acknowledge that the issuance of a Construction Code Permit is based upon the facts stated and representations made in this Application. I expressly acknowledge that the Borough may revoke a Construction Code Permit if the use and/or structure for which it has been issued violates any applicable Borough, County, State or Federal law or regulation. I also expressly acknowledge that the Borough may revoke a Construction Code Permit if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the Applicant.

I acknowledge that the holder of a Construction Code Permit is responsible to insure compliance with all applicable Borough Ordinances during and at completion of the work authorized by the Construction Code Permit. I acknowledge that the Borough requires a final inspection be performed by the construction code official and that the Borough issue a certificate of occupancy before the structure which is authorized by this Construction Code Permit may be occupied. It is my responsibility to insure that this inspection is scheduled and the certificate of occupancy obtained before the structure may be occupied. I acknowledge that if I occupy or permit the occupancy of this structure prior to the issuance of a certificate of occupancy under the Construction Code, I will have committed a violation of the Construction Code and will be subject to the penalties and remedies in the Construction Code Ordinance. I also acknowledge that, if the structure is occupied prior to the final inspection, work may have to be removed and re-executed in order that it may be adequately inspected. If the Borough is required to perform an inspection after the structure is occupied, intending to be legally bound hereby, I agree to pay the fee established by the Borough for delinquent inspections.

Nothing contained in this Application shall be construed to relieve or limit the obligations of the Applicant to comply with all provisions of the Zoning Ordinance or to waive violations of the Zoning Ordinance or any other Borough ordinances or to estop the Borough from enforcing Borough ordinances, including but not limited to the Zoning Ordinance. I expressly acknowledge that permits and certificates of use and occupancy may be required under the Zoning Ordinance and it is my obligation to obtain all permits and approvals the Zoning Ordinance requires before the structure which is authorized by the Construction Code Permit may be authorized.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

(FOR CODE ADMINISTRATOR USE ONLY)

**ADDITIONAL PERMITS/APPROVALS REQUIRED**

<input type="checkbox"/> SUBDIVISION OR LAND DEVELOPMENT PLAN	APPROVED _____
<input type="checkbox"/> STORM WATER MANAGEMENT PERMIT	APPROVED _____
<input type="checkbox"/> EROSION AND SEDIMENTATION CONTROL	APPROVED _____
<input type="checkbox"/> DRIVEWAY	APPROVED _____
<input type="checkbox"/> PENNDOT HIGHWAY OCCUPANCY	APPROVED _____
<input type="checkbox"/> DEP FLOODWAY OR FLOODPLAIN	APPROVED _____
<input type="checkbox"/> PUBLIC SEWER CONNECTION	APPROVED _____
<input type="checkbox"/> ON-LOT SEPTIC	APPROVED _____
<input type="checkbox"/> PUBLIC WATER CONNECTION	APPROVED _____
<input type="checkbox"/> ZONING	APPROVED _____
<input type="checkbox"/> HARB	APPROVED _____
<input type="checkbox"/> OTHER	APPROVED _____

**APPROVALS**

CONSTRUCTION CODE PERMIT DENIED: Date: _____	Date Returned _____
CONSTRUCTION CODE PERMIT APPROVED: Date: _____	
CODE ADMINISTRATOR _____	
Date Issued: _____	Date Expires _____ PERMIT # _____
CONSTRUCTION CODE PERMIT FEE \$ _____	RECEIPT # _____
L&I SURCHARGE FEE <b>\$ 4.00</b>	RECEIPT # _____
PLUMBING PERMIT (if appl.) _____	RECEIPT # _____
MECHANICAL PERMIT (if appl.) _____	RECEIPT # _____
ELECTRICAL PERMIT (if appl.) _____	RECEIPT # _____

**PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)**

Type of document:	Submitted:	Signed & Sealed	Date:	Revision Date:
Foundation Plans	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Construction Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Electrical Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Mechanical Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Plumbing Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Flood Hazard Area Data	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Workers Comp. Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No		_____	_____

DATE STAMP:

**INSPECTION CHECKLIST**  
(FOR CODE ADMINISTRATOR USE ONLY)

Address: \_\_\_\_\_ Permit # \_\_\_\_\_

<u>Required</u>	<u>Type</u>	<u>Date</u>	<u>Inspector</u>	<u>Comments</u>
	Foundation #1	_____	_____	_____
	Foundation #2	_____	_____	_____
	Foundation #3	_____	_____	_____
	Masonry #1	_____	_____	_____
	Masonry #2	_____	_____	_____
	Masonry #3	_____	_____	_____
	Plumbing #	_____	_____	_____
	Plumbing #	_____	_____	_____
	Plumbing #	_____	_____	_____
	Mechanical #1	_____	_____	_____
	Mechanical #2	_____	_____	_____
	Mechanical #3	_____	_____	_____
	Electrical #1	_____	_____	_____
	Electrical #2	_____	_____	_____
	Electrical #3	_____	_____	_____
	Electrical #4	_____	_____	_____
	Framing #1	_____	_____	_____
	Framing #2	_____	_____	_____
	Framing #3	_____	_____	_____
	Wallboard #1	_____	_____	_____
	Wallboard #2	_____	_____	_____
	Wallboard #3	_____	_____	_____
	Final #1	_____	_____	_____
	Final #2	_____	_____	_____
	Final #3	_____	_____	_____
	Temporary C/O	_____	_____	_____
	Date Expires	_____	_____	_____
	Certificate of occupancy	_____	_____	_____

Construction Code Official: \_\_\_\_\_  
(Agency Name)

Construction Code Official: \_\_\_\_\_  
(Signature)

*When complete, please send copy of report to the Borough of Denver for processing.*

## Denver Borough Construction Code Permit Process

### Residential and Non-Residential (New and Alterations) Construction

#### Instructions:

1. The Applicant shall submit to the Denver Borough Zoning Officer a Zoning Permit Application with all required attachments. (if applicable)
2. The Zoning Officer has 15 business days to review and take action on the Zoning Permit. Once the Zoning Permit is approved, the Zoning Officer shall collect the Zoning Permit Application fee and provide the applicant with a copy of the Zoning Permit; a copy of the Construction Code Permit Process; a copy of the list of approved Construction Code Officials; and a copy of the Construction Code Permit Application Form.
3. The Applicant shall submit to the Denver Borough Building Code Official a copy of the completed Construction Code Permit Application along with all required plans and attachments.
4. The Applicant shall contract with an approved Construction Code Official (i.e. registered Plan Review and Inspection Agency) to complete any required plan reviews and inspections before the permit can be issued. The Applicant shall submit two (2) copies of the plans to the Construction Code Official for review and comment.
5. The Applicant is required to select only one (1) Construction Code Official for each project. The Applicant shall contract with the Construction Code Official and make all payments for plan reviews and inspections directly to that agency.
6. Following the review, the Construction Code Official shall fax to the Building Code Official the completed "Plan Review/Inspection Agency Notification" form indicating that the Construction Code Official has reviewed the plans and that the proposed construction meets the building code before the permit can be released.
7. The Construction Code Official will keep one (1) copy of the plans and return the second copy to the Building Code Official.
8. The Building Code Official shall issue a Construction Code Permit to the applicant. The required fees for the Construction Code Permit are collected by the Building Code Official at the time that the Construction Code Permit is issued.
9. The Applicant then shall have the work performed and the required inspections completed.
10. Once the project is complete, the Construction Code Official shall forward to the Building Code Official a completed and executed copy of the "Construction Code Permit Application Inspection Checklist" along with a complete set of construction plans for the Borough's files.
11. The Building Code Official will follow the receipt of the completed Building Inspection Record/Certificate with an inspection and issuance of a Certificate of Use and Occupancy.

#### Definitions:

**Building Code Official** – A Borough official certified by L&I under Section 103 of the Pennsylvania Construction Code Act responsible to the building code enforcement activities, supervise building inspectors or plan examiners, issue construction code permits, occupancy permits, notice of violations and orders to vacate, and initiate prosecutions.

**Construction Code Official** – A third party agency registered with the Borough and certified by L&I under Section 103 of the Pennsylvania Construction Code Act to perform plan reviews of construction documents, inspect construction or administer and enforce codes and regulations in that category under the Pennsylvania Construction Code Act or related statutes.

**Denver Borough Approved Construction Code Officials  
For Plan Reviews and Inspections**

The following agencies have been approved by the Borough of Denver as construction plan review and inspection agencies for the Borough's Uniform Construction Code. **Fees charged by these agencies are billed directly to the applicant.**

- Instructions:
1. Choose only one (1) Agency for each permit project.
  2. You must contact the inspector to review your project with the inspector before the permit can be issued.
  3. Please see attached instructions.

**Associated Building Inspections LLC**  
P.O. Box 423  
Ephrata, PA 17522  
Phone: 717-733-1654  
Fax: 717-733-1654  
Contact: Randy Maurer

**Commonwealth Code Inspection Service, Inc.**  
176 Doe Run Road  
Manheim, PA 17545-9322  
Phone: 717- 664-2347 or 1-800-732-0043  
Fax: 717-664-4953  
Contact: Peter Schilling or Andrew Nelson

**Building Inspection Underwriters of PA, Inc.**  
PO Box 89  
New Bloomfield, PA 17068  
Phone: 1-800-364-7921 or 717-582-4483  
610-316-5964 or 717-336-7936  
Fax: 215-364-7921  
Email: [mgensemer@biuinc.com](mailto:mgensemer@biuinc.com)  
Contact: Michael Gensemer

**Contractors Inspection Services, LTD**  
5029 Apple Lane  
Mohnton, PA 19540  
Phone: 610-775-2269  
Fax: 610-775-9726  
Email: [cis4u@ptd.net](mailto:cis4u@ptd.net)  
Contact: Jim Franey

It is the joint responsibility of the applicant (contractor) and the property owner to hire a registered code inspector to perform the required inspections for any construction permit held in Denver Borough. Failure to schedule the required inspections or failure to submit the inspector's final report to the Borough when the work is completed will delay an occupancy permit. The applicant or property owner must request an occupancy inspection from Denver Borough immediately after completion of any construction requiring inspections under the Uniform Construction Code. Use is prohibited until the occupancy certificate has been issued.