

No. \_\_\_\_\_

**BUILDING PERMIT / BUILDING AUTHORIZATION FORM**  
**BOARD OF SUPERVISORS**  
**HALIFAX TOWNSHIP**  
**102 FISHER STREET**  
**HALIFAX, DAUPHIN COUNTY, PENNSYLVANIA 17032**

Check One: RESIDENTIAL: \_\_\_\_\_ COMMERCIAL: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Name of Contractor: \_\_\_\_\_

Address of Owner: \_\_\_\_\_ Phone Number for Owner: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_ Email Address of Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_ Phone Number for Contractor: \_\_\_\_\_

Job Site Location: \_\_\_\_\_

Street Address: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Section: \_\_\_\_\_ **Tax Parcel #:** \_\_\_\_\_

Proposed Construction:  House  Garage  Barn  Accessory Structure  Other: \_\_\_\_\_

Type of Building Construction:  New Building  Alteration  Repair  Driveway  Other: \_\_\_\_\_

Construction of driveways or walkways encroaching on Township Roads must have approval and a permit issued by Halifax Township Board of Supervisors. Please provide a copy of the permit with the Building Permit Application. If you need a Driveway Permit, one may be obtained at [www.halifaxtownship.net](http://www.halifaxtownship.net) website, Halifax Township Office Building, or emailed.)

Construction of driveways or walkways encroaching on PennDOT Roads must have approval and permit issued by PennDOT. Please provide PennDOT Driveway Permit No.: \_\_\_\_\_  
(If you need a HOPS permit issued by PennDOT, you will need to contact (717) 705-0925.)

Proposed Size of Construction of Building (Square Footage): \_\_\_\_\_ Date of Scheduled Construction: \_\_\_/\_\_\_/\_\_\_

Was a Subdivision/Land Development Plan Approved, if over 6,000 Square Feet?  Yes  No

Have all fees associated with the Subdivision/Land Development Plan been paid in full?  Yes  No  
(If not, a Building Permit will not be issued till fees are paid in full.)

If yes, please provide the Date/Instrument # of Subdivision/Land Development Plan: \_\_\_\_\_

***\*IN TOTAL, ALL BUILDING/STRUCTURES ON PROPERTY EXCEEDING 1000 S.F. REQUIRES THE COMPLETION OF A STORMWATER MANAGEMENT PLAN. \****

If there is no Subdivision/Land Development Plan required, is there an approved Storm Water Management Plan or Approved Waiver?  Yes  No

If, yes, please attach your Stormwater Management Plan Submission/Action-Approval by the Board of Supervisors to this Building Permit Application and include When/Where? \_\_\_\_\_

Type of Building or Structure to be Constructed:  Frame  Stone  Brick  Block  Other: \_\_\_\_\_

Total Cost of the Proposed Construction Operation of Labor and Materials: \_\_\_\_\_

Use of Building:  Residence  Apartment  Business  Agricultural  Other \_\_\_\_\_

Number of Building Structures: \_\_\_\_\_ Number of Stories: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Is Plumbing Involved:  Yes  No Is Sewer/Septic System Involved:  Yes  No Is Electrical Involved:  Yes  No

Is Gas Involved:  Yes  No Is the Property in a Flood Zone:  Yes  No

Are there any other Structures on this Lot:  Yes  No, How Many: \_\_\_\_\_ Square Footage of Impervious Area: \_\_\_\_\_

Size of Lot: \_\_\_\_\_ (Feet) in Width \_\_\_\_\_ (Feet) in Depth

Front Set Back (Feet) \_\_\_\_\_ Side Set Back (Feet) \_\_\_\_\_ Rear Set Back (Feet): \_\_\_\_\_

*Attach three sets of plans of lot, front set back, side, and rear yard, show property lines & proposed building site.*

**(HALIFAX TOWNSHIP SETBACK REQUIREMENTS: 40' FRONT/ 20' SIDE/ 25' REAR)**

**\*Except a small accessory building up to 300 sq ft which allows 5 ft setback\***

By signing the Building Permit Application, I agree to comply with the following:

Building Permits are only valid for 365 days and then must be renewed if the project is not complete. This building permit becomes null and void if work or construction does not commence within 180 days, or if work or construction is suspended or abandoned for a period of 180 days at any time after the work has commenced.

All building work should not commence until pedestrian protection is in place. Refer to the current IBC code for specific protection requirements.

All provisions should be put in place to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property. Refer to the current IBC code.

On-lot septic systems should already have permits issued. If you have any questions about your permit or need a permit issued, please contact Brian McFeaters, SEO for Halifax Township at (717) 813-6492.

If you are connecting to public sewer, please contact Halifax Area Water and Sewer Authority (HAWASA), if you haven't already done so. Please call (717) 896-3886 for more information.

Acknowledge the septic tank/sewer system service has been issued a permit by the serving utility. Initial: \_\_\_\_\_

Identify on the site plan if there are any existing underground or aboveground storage tanks. (Combustible and flammable liquids) that are present on the property. A separate permit is required and should be obtained from the Pennsylvania Department of Labor and Industry prior to the removal of any storage tanks.

Buildings constructed prior to 1990 may contain asbestos. Asbestos shall be removed in accordance with Pennsylvania Department of Environmental Protection Air Quality's regulations. View the PA DEP's website at <http://depweb.state.pa.us/dep/site/default.asp>. Asbestos removal is regulated by the Department of Labor and Industry, please call (717) 772-3396 for more information.

Permitted work shall be required to remain accessible and exposed until inspected and accepted by the UCC Building Inspector. Permit holders shall be required to notify the UCC Building Inspector when construction work is ready for inspection.

All work shall be performed in accordance with the construction documents submitted and accepted as part of the application. The UCC Building Inspector shall be notified immediately in the event of the changes occurring during the construction.

It is illegal to use/occupy any project without first receiving a Certificate of Occupancy (C.O.) or Certificate of Compliance (C.C.) from the UCC Building Inspector after passing all the required inspections and complying with the UCC Building Codes.

**The Applicant is hereby made to obtain a permit to do the construction work indicated. I hereby certify that no work has commenced prior to the issuance of a building permit and all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a building permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Owner's Affidavit: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulated within the UCC Code for Building in Halifax Township. "I hereby certify that I have read and examined all information contained in this building permit application is true and correct!"**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Township Authorizing Signature: \_\_\_\_\_ Fee (\$45.00) Received: \_\_\_\_\_