

## **Denver Borough Construction Code Permit Process**

### **Residential and Non-Residential (New and Alterations) Construction Effective November 1, 2019**

#### **Instructions:**

1. The Applicant shall submit to the Denver Borough Municipal Building a signed Zoning Permit Application with all the required attachments (if applicable) and fees.
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 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/Building Code Officials; and a copy of the Construction Code Permit Application Form.
3. The Applicant shall select one (1) of the four (4) registered Construction Code/Building Code Officials and submit to that agency two (2) copies of the completed Construction Code Permit Application and two (2) copies of all required plans and attachments.
4. The Applicant shall contract with an approved Construction Code/Building Code Official (i.e. registered Plan Review and Inspection Agency) to complete any required plan reviews and inspections before the permit can be issued.
5. The Applicant is required to select only one (1) Construction Code/Building Code Official for each project. The Applicant shall contract with the Construction Code/Building Code Official and make payments for plan reviews and inspections directly to that agency.
6. Following the review, the Construction Code/Building Code Official shall keep one (1) copy of the Permit and Plans and shall submit to the Zoning Officer one (1) copy of the completed "Plan Review/Inspection Agency Notification" form and the approved Construction Code Permit.
7. The Zoning Officer will distribute the approved Construction Code Permit to the applicant at the Denver Borough Municipal Building following the payment of all Borough permit fees.
8. The Applicant then shall have the work performed and the required inspections completed.
9. Once the project is complete, the Construction Code/Building Code Official shall forward to the Zoning Officer 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.
10. The Construction Code/Building Code Official shall issue a Certificate of Use and Occupancy. A copy of the final Certificate of Occupancy shall be submitted to the Zoning Officer for the file.
11. The Zoning Officer will conduct a final site visit and then will close the file.

**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:

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Describe the proposed work:

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**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 reexecuted 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 \$ 4.50	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.*

**PERMITS AND APPROVALS WHICH MAY BE  
REQUIRED PRIOR TO ISSUANCE OF A  
UNIFORM CONSTRUCTION CODE PERMIT**

Zoning permit under Zoning Ordinance.

Proof of recording of a subdivision and/or land development plan for all non-residential construction and for construction of any dwelling not on a separate lot of record.

Highway occupancy permit if property fronts on a highway under the jurisdiction of the Pennsylvania Department of Transportation and a new access or changed access is required.

Street opening permit if property fronts on a Borough street and any street openings are required for installation of underground utilities.

Permit to connect to and/or expand the use of the public water system if public water supply will be used or proposed construction will result in an expansion of such use.

Permit to connect to and/or expand the use of the public sewer system if public water supply will be used or proposed construction will result in an expansion of such use.

On-lot sewage disposal system permit (where public sewer service is not available) if sewage disposal is required or proposed construction will result in expansion of number of bedrooms (if a dwelling).

Erosion and sedimentation control plan from the Lancaster County Conservation District.

### What is Storm Water?

Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what we call storm sewers. These are the drains you see at street corners or at low points on the sides of streets. Collectively, the draining water is called storm water runoff.

### Why is Storm Water "Good Rain Gone Wrong"?

Storm water becomes a problem when it picks up debris, chemicals, dirt, and other pollutants as it flows or when it causes flooding and erosion of stream banks. Storm water travels through a system of pipes and roadside ditches that make up storm sewer systems. It eventually flows directly to a lake, river, stream, wetland, or coastal water. All of the pollutants storm water carries along the way empty into our waters, too, because storm water does not get treated!



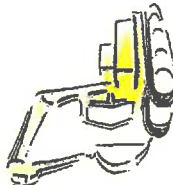
Pit wastes left on the ground get carried away by storm water carrying harmful bacteria, parasites and viruses to our water.



Vehicles dole dirt, grease, oil, antifreeze, brake fluid, and other pollutants into storm water runoff.



Chemicals used to grow and maintain lawns and gardens, if not properly disposed, can find their way into storm water runoff.



Car wash runoff is a major source of pollutants in storm water runoff. It contains soap, oil, and other chemicals that are harmful to our water.

### Where To Go To Confine The Information Flow

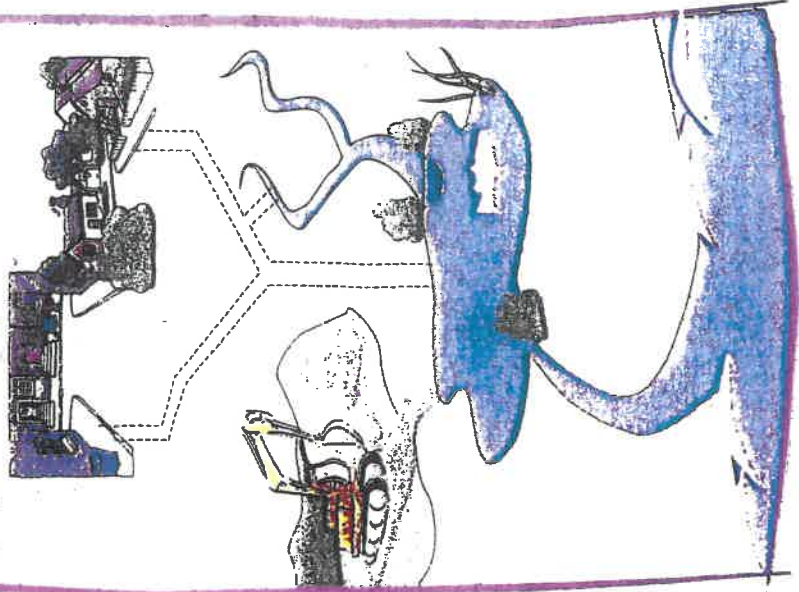
Your community is preventing storm water pollution through a storm water management program. This program addresses storm water pollution from construction, new development, illegal dumping to the storm sewer system, and pollution prevention and good housekeeping practices in municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our water is ... water! Contact your community's storm water management program coordinator or the Pennsylvania Department of Environmental Protection for more information about storm water management.



Pennsylvania Department of Environmental Protection  
www.dep.state.pa.us

# When It Rains, It Drains

Understanding Storm Water and How It Can Affect Your Money, Safety, Health, and the Environment



### Answers to Test Your Storm Sewer System Savvy

1. Ditch - Part of the storm sewer system. Most people think that the system is just a series of underground pipes. It can also include ditches used to convey storm water from the land to a receiving lake, river, or stream.

2. Pipe Hydrant - Not part of the storm sewer system. Water sprayed from fire hydrants is not storm water, but is allowed by law to enter the storm sewer system.

3. Catch with Storm Drain Inlet - Part of the storm sewer system. Many people do not realize that this is an opening leading to the storm sewer system. Anything going into this inlet (e.g., trash, leaves, improperly disposed of hazardous material) travel directly to a receiving lake, river, or stream without being treated first. Many communities mount storm drains with "Do Not Dump" messages to let people know.

4. Storm Sewer Outfall - Part of the storm sewer system. An outfall is where storm water drains from the storm sewer system into a receiving lake, stream, or river. If there is a flow from an outfall when it isn't raining, there could be a problem with the system or someone has used a storm drain for illegally disposing of materials.

5. Toilet - Not part of the storm sewer system. Wastewater from sinks and toilets in houses and businesses travel through a sewer system constructed to carry sanitary wastes. In some instances, older communities may have a combined sewer system designed to carry both storm water and sanitary waste.

6. Septic System - Not part of the storm sewer system. Homeowners use septic tanks to manage sanitary wastes. In properly maintained septic systems can leak and contribute pollutants to the storm sewer system, as well as directly to lakes, rivers, and streams.

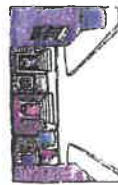
7. Roads and Other Paved Areas - Not part of the storm sewer system. Roads and other hardened surfaces act as parking lots and sidewalks can accumulate pollutants (e.g., oil, grease, dirt, leaves, trash, pet waste) that storm water eventually washes into the storm sewer system.

8. Storm Drain Inlet - Part of the storm sewer system. This is another example of what a storm drain may look like. Like the storm drain that shows in picture 3, anything that enters the drain will go directly to streams, rivers, and lakes without being treated first. It is important to recognize this as a storm drain to prevent it from being used as a trash can.

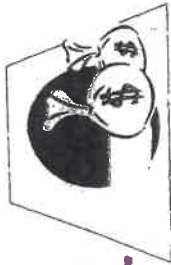


## What Happens When It Rains?

Rain is an important part of nature's water cycle, but there are times it can do more damage than good. Problems related to storm water runoff can include:



*Flooding caused by too much storm water flowing over hardened surfaces such as roads and parking lots, instead of soaking into the ground.*



*Increases in spending on maintaining storm drains and the storm sewer system that become clogged with excessive amounts of dirt and debris.*



*Decreases in sportfish populations because storm water carries sediment and pollutants that degrade important fish habitat.*



*More expensive treatment technologies to remove harmful pollutants carried by storm water into our drinking water supplies.*



*Closed beaches due to high levels of bacteria carried by storm water that make swimming unsafe.*

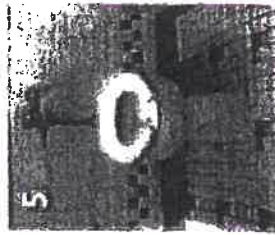
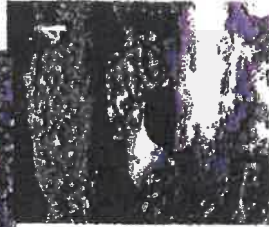


We can help rain restore its good reputation while protecting our health and environment while saving money for ourselves and our community. Keep reading to find out how...

## Test Your Storm Sewer System Savvy!



What does the storm sewer system look like in your community? See if you can identify which pictures are part of the storm sewer system. (Answers are on the back.)



## Restoring Rain's Reputation: What Everyone Can Do To Help

Rain by nature is important for replenishing drinking water supplies, recreation, and healthy wildlife habitats. It only becomes a problem when pollutants from our activities like car maintenance, lawn care, and dog walking are left on the ground for rain to wash away. Here are some of the most important ways to prevent storm water pollution:

Properly dispose of hazardous substances such as used oil, cleaning supplies and paint—never pour them down any part of the storm sewer system and report anyone who does.

Use pesticides, fertilizers, and herbicides properly and efficiently to prevent excess runoff.

Look for signs of soil and other pollutants, such as debris and chemicals, leaving construction sites in storm water runoff or tracked into roads by construction vehicles.

Report poorly managed construction sites that could impact storm water runoff to your community. (See the back of this brochure for contact information.)

Install innovative storm water practices on residential property, such as rain barrels or rain gardens, that capture storm water and keep it on site instead of letting it drain away into the storm sewer system.

Report any discharges from storm water outfalls during times of dry weather—a sign that there could be a problem with the storm sewer system.

Pick up after pets and dispose of their waste properly. No matter where pets make a mess—in a backyard or at the park—storm water runoff can carry pet waste from the land to the storm sewer system to a stream.

Store materials that could pollute storm water indoors and use containers for outdoor storage that do not rust or leak to eliminate exposure of materials to storm water.

## SPECIAL NOTE!!!

A representative from the Lancaster County Property Assessment Office will be following-up with a visit to this property. This visit will be separate from any inspections performed by the municipality and will be performed by a Property Assessment Office representative. This inspection will occur months to a year after the permit is issued.

Questions regarding this inspection should be directed to the Lancaster County Assessment Office at 717-299-8381.

**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**

1248 West Main Street, Suite 23  
Ephrata, PA 17522  
Phone: 717-733-1654  
Fax: 717-604-0071  
Contact: Matt White 717-841-4824  
[Matt.w@weknowcodes.com](mailto:Matt.w@weknowcodes.com)  
Ed Poorman 717-341-4931  
[Ed.p@weknowcodes.com](mailto:Ed.p@weknowcodes.com)

**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: 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.