

BOROUGH LAND USE (BUILDING)/USE & OCCUPANCY PERMIT PROCESS

The Building Permit process starts with a Land Use (Building)/use & Occupancy Permit Application, which needs to be filled out and returned. **As of May 2010, all Applications must be signed by the Property Owner.** Applications for this are available at Borough Hall, 100 S. Second Street, 2nd Floor or you can call (717) 251-2417. After the application is received and approved, you will receive a letter stating that you may continue with the Land Use (Building)/Use & Occupancy Permit Process. There is no cost for the Borough part of the process. The letter that you receive will state that you may then go to PA Municipal Code Alliance to apply for the PMCA Permitting indicated on the application. You will deal with PA Municipal Code Alliance from this point forward. They will do the inspections and bill you accordingly.

**BOROUGH OF CHAMBERSBURG
LAND USE PERMIT APPLICATION**

The undersigned hereby applies for a Land Use Permit to build, remodel, or demolish a structure, erect a sign or, change the use of a building or lot in the Borough of Chambersburg. A site plan drawing must be included to show all property lines with distances to the proposed work or use area along with the location of all existing buildings on the property. Electric and plumbing plans must be included for new commercial construction and change of use. Change of use must include a floor plan that shows door, window, and restroom locations. Sign construction must include a plan showing the dimensions, graphical content and site location. It will be the applicant's responsibility to contact Pennsylvania Municipal Code Alliance, the Borough's state-certified third party code enforcement agency, to obtain a Borough Plumbing Permit, UCC Permit, Certificate of Occupancy or Fire/Sprinkler/Alarm License. There is no fee for a Land Use Permit; however, fees associated with permits issued by Pennsylvania Municipal Code Alliance have been approved by Town Council as listed on the Master Fee Schedule that can be obtained at the Borough website.

Land Use Permit Application return to:
Borough of Chambersburg
100 S. Second St.
Chambersburg, PA 17201
Phone: 717-251-2417 Fax: 717-264-0224
Website: chambersburgpa.gov

Third Party Code Enforcement Services:
Pennsylvania Municipal Code Alliance
380 Wayne Avenue
Chambersburg, PA 17201
Phone: 717-496-4996 Fax: 717-446-0586
Website: pacodealliance.com

PART 1 – TO BE COMPLETED BY APPLICANT (PLEASE PRINT)

Address where work is being done _____

Contact Person's Name _____

Contact Person's Address _____

Contact Person's Phone Number _____ Cell Number _____

Contractor _____ PA HIC # _____ Phone Number _____

Type of Project: New _____ Addition _____ Demolition _____ Interior Commercial _____ Sign _____

Change of Use/Type _____ Business Name _____

Provide Brief Description of Project _____

Lot Size _____ square feet/acres Parking Spaces _____

Building Dimensions _____ Height _____ Estimated Cost _____

Property Owner's Name (Please Print) _____

Property Owner's Signature _____ Date _____

PART 2 – TO BE COMPLETED BY BOROUGH OF CHAMBERSBURG

Permit Granted Yes _____ No _____ Date _____

Reason for Denial _____

Customer Service _____ Comments _____

Electric _____ Comments _____

Engineering _____ Comments _____

Gas _____ Comments _____

Planning/Zoning _____ Comments _____

Stormwater _____ Comments _____

Water/Sewer _____ Comments _____

Borough Electric Permit Required	Yes _____	No _____
Net Metering Interconnection Application Required	Yes _____	No _____
Borough Drainage Plan Required	Yes _____	No _____
Borough Land Use Occupancy Permit Required	Yes _____	No _____
Borough Plumbing Permit Required	Yes _____	No _____
Borough Retail Food Facility License Required	Yes _____	No _____
DEP Approved Sewage Planning Module Required	Yes _____	No _____
Borough New Utility Service Account Required	Yes _____	No _____
PMCA Fire/Sprinkler/Alarm License Required	Yes _____	No _____
PMCA UCC Permit Required	Yes _____	No _____
PMCA Certificate of Occupancy Required	Yes _____	No _____



Borough of Chambersburg

*A full service municipality in Franklin County
celebrating over 65 years of consumer owned natural gas service
over 100 years of community electric and a
regional wastewater, water, and municipal solid waste utility*

NEW UTILITY SERVICE ACCOUNT PROCEDURES AND REQUIREMENTS

Please allow us to take the opportunity to explain to you what is required in order to establish utility service for newly-improved properties within the Borough of Chambersburg.

With new construction, there is often the need for what is considered a "temporary service account", which is typically placed in the contractor or developer's name for the purpose of providing service during the construction phase. Should such a "temporary service account" be necessary, no deposit is required. However, it is necessary for the Land Use Permit applicant to provide the appropriate information on the attached form, thereby indicating that such service is being requested, and to whom the service should be invoiced to, until a "permanent service account" is established in the name of the owner (and/or tenant, if applicable). At the time of submission, the applicant must also provide all necessary billing information for the "permanent service account", if it is known at the time of submission. Upon receipt of this information, with the submission of a Land Use Permit application, Utility Customer Service will establish a "temporary service account" account under the name and billing address provided. This account will remain inactive until such time as the Customer Service Center (717-263-4111) is contacted with a request to install the temporary service(s), at which time the service(s) will be installed/activated, and the temporary service account will commence billing minimum charges and/or usage.

When the approved Land Use Permit is returned to the applicant, utility billing information, including the new account number (if a temporary service), and the total required deposit amount necessary to establish a "permanent service account" in the name of the owner (and/or tenant, if applicable), will be provided. Should no temporary service be requested, the establishment of an account number will not occur until all deposits are posted, and as such, only the required deposit amounts will be provided at that time.

Prior to establishing permanent utility service in the name of an owner (and/or tenant), the owner must place a deposit with the Borough, and if applicable, the tenant must do the same, for each utility service being requested. For the initiation of a "permanent service account", whether initially, or as a conversion from a "temporary service account", the owner of the property must contact Utility Customer Service at Town Hall (717-264-5151), in order to post all necessary deposits, and to complete the necessary paperwork to set up the account. In the event that a tenant will be occupying the property, they too must place their deposit and complete the necessary paperwork with Utility Customer Service at Town Hall, prior to services being billed directly to them.

For residential development, the following schedule shall apply. Please note that the amounts provided are per unit amounts, e.g. if a four unit apartment building were being constructed, the deposit amounts would be required for each unit, prior to an account and service being established.

<u>CLASS OF SERVICE</u>	<u>AMOUNT</u>
<u>Electric (light and water heater only)</u>	<u>\$ 85.00</u>
<u>Electric heat (light, water heater and heat)</u>	<u>\$180.00</u>
<u>Gas (stove and water heater only)</u>	<u>\$ 35.00</u>
<u>Gas heat (Includes stove and water heater)</u>	<u>\$195.00</u>
<u>Water</u>	<u>\$20.00</u>
<u>Sewer</u>	<u>\$25.00</u>

For commercial/industrial development, the required deposit amount will be determined on a case-by-case basis, by analyzing comparable commercial/industrial accounts' consumption. These amounts will be provided to the applicant when the approved Land Use Permit is returned to them.

Utility Service Account Application (To be provided to applicant with a Land Use Permit application)

Circle those that apply: **Electric / Gas / Water/ Sewer** **Commercial / Residential**

Will the initial account be a temporary service account? **Yes** **No**

Property Address(es): _____

If temporary, billable party: **Name** _____
 Address _____

Phone # _____

Owner **Name** _____
Address _____

Phone # _____

Tenant (If applicable) **Name** _____
Address _____

Phone # _____

A utility deposit is required by the owner (and tenant, if the tenant will be billed directly) of the above referenced address(es) **PRIOR** to the placement of any PERMANENT utility service.

Please contact our Customer Service department, located at 100 S 2nd St, Chambersburg.
717-264-5151, ext 3246 or ext 3273, with any questions, or to initiate a permanent account.

New Account Information

(To be returned to applicant with an approved Land Use Permit)

Service Account Type: Temporary / Permanent

New account #: _____

Property Address: _____

Billable party: Name _____

Address _____

Phone # _____

Deposit required to establish a permanent service account:

\$ _____ (Per new unit)

Less \$ _____ (Invoiced by Water Dept.)

\$ _____ (Total)

INTERPRETATION OF CHANGE OF OCCUPANCY PROVISIONS

The International Building Code as well as the several International Codes incorporated therein by reference and the Pennsylvania Uniform Construction Code (PA U.C.C.) sets construction, occupancy and life safety standards in general by reference to "use and occupancy" classifications. (Reference Chapter 3 Section 302.1 of the International Building Code)

The PA U.C.C. defines the term "occupancy" as the "Approved use of a building or structure under the Uniform Construction Code". (Reference Section 401.1 of the PA U.C.C.)

Regulations Section 403 (a) of the Pennsylvania Department of Labor and Industry issued regulations under the PA U.C.C. relating to the requirements for obtaining a permit, provides as follows:

Section 403.42 Permit Requirements and exemptions.

- (a) An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or ~~change the~~ **occupancy of a commercial building**, structure and facility or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code shall first apply to the building code official and obtain the required permit under Section 403.42a relating to permit application). [Emphasis added]

Based on the foregoing, no permit shall be required solely upon change of a tenant (occupant) in a commercial building but if there is proposed any change of purpose or level of activity, a permit shall be required. Any question concerning whether a proposed change is, in fact, a change of purpose or level of activity should be referred to the "Building Code Official: PA MUNICIPAL CODE ALLIANCE, INC. at 380 Wayne Avenue, Chambersburg, PA 17201: telephone 717-496-4996, e-mail: pmca@pacodealliance.com. The attached form may be used to make inquiry. If mailed, a pre-addressed stamped envelope must be enclosed for a return mail response.

REQUEST FOR DETERMINATION

The premises described in Section A following was issued an occupancy permit as therein described. The departing occupant for whose activities the referenced Occupancy Permit was issued is described in Section B. The activities of the incoming occupant are as described in Section C.

SECTION A

1. Address of premises: _____
2. Number of rooms: _____
3. Approximate square footage: _____
4. Does the space or structure possess a current valid Certificate of Occupancy? Please attached a copy of the Current Certificate of Occupancy to this form.

SECTION B

1. Name of Outgoing Occupant: _____
2. Business Activity of Outgoing Occupant: _____
3. Average Number of Employees on average work day: _____
4. Average number of visits by public on average work day: _____

SECTION C

1. Name of Incoming Occupant: _____
2. Business Activity of Incoming Occupant: _____
3. Average Number of employees on average work day: _____
4. Average Number of public visitors on average work day: _____
5. Has there been any physical alteration to the premises for the incoming occupant: Yes _____ No _____

DETERMINATION

- New Occupancy permit required.
Please contact PA MUNICIPAL CODE ALLIANCE, INC.

Address: 380 Wayne Avenue, Chambersburg, PA 17201
Telephone: (717) 496-4996
e-mail: pmca@pacodealliance.com

- No New Occupancy Permit required.