

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.

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)

Water and Sewer Connections & Demolition of Existing Structures

Specification Adopted April 29, 2019

Specification Updated February 21, 2020

This policy, herein promulgated by the Borough of Chambersburg Water & Sewer Departments, is addendum to the rules associated with the Borough of Chambersburg Demolition Permit Process.

1. In all cases, the goal of these specifications is for a located and proper disconnection of water and sewer services from existing buildings in advance of demolition. Failure to follow these procedures may result in the Water & Sewer Departments locating, stabilizing, and properly disconnecting previously poorly identified or disconnected lines at the property owner's financial expense. In all cases, the Borough of Chambersburg ultimately has the final say on all water and sewer connections, their location, manner, and condition.
2. When a demolition permit is issued for any structure where existing water or sewer service currently exists, the service must be properly disconnected as a part of the demolition process. This specification details options for proper disconnection.
3. A sanitary sewer line shall be disconnected during demolition:
 - a. At the discretion of the current property owner, and with the permission of the Borough of Chambersburg, and under the supervision of the Borough of Chambersburg, a contractor, under the direction of the property owner, certified to work on Borough sanitary sewer systems may **remove the entire point of connection between the service lateral from the site of the existing structure at the Borough's sanitary sewer main**, whether this connection is at the Borough's pipe or designated manhole. Further, this disconnection shall be complete and all areas restored sufficiently. This can include abandonment of the lateral in place; OR
 - b. At the discretion of the current property owner, and with the permission of the Borough of Chambersburg, and under the supervision of the Borough of Chambersburg, a contractor, under the direction of the property owner, certified to work on Borough sanitary sewer systems may **disconnect the existing service lateral to a pre-designated point of demarcation where a cleanout or curb stop will be inserted to allow a future project to reconnect to the service lateral at that location**. In some cases, where the balance of the service lateral is in poor condition, the Borough may require the contractor to install a new service lateral from its termination at the Borough's sewer main or designated manhole returning to the agreed upon cleanout or curb stop location. In this scenario, the contractor must complete the stub of the lateral at the agreed upon location in order to obtain successful completion of the demolition project.
 - c. These are the only two options during demolition.
4. A water line shall be disconnected during demolition:
 - a. At the discretion of the current property owner, and with the permission of the Borough of Chambersburg, and under the supervision of the Borough of Chambersburg, a contractor, under the direction of the property owner, certified to work on the Borough water system may **remove the entire point of connection between the existing water line from the site of the existing structure at the Borough's water main**, whether this connection is at the Borough's pipe or shared water line. Further, this disconnection shall be complete and all areas restored sufficiently. This can include abandonment of the service line in place; OR

Water and Sewer Connections & Demolition of Existing Structures Continued

- b. At the discretion of the current property owner, and with the permission of the Borough of Chambersburg, and under the supervision of the Borough of Chambersburg, a contractor, under the direction of the property owner, certified to work on the Borough water system may **disconnect the existing water line to a pre-designated point of demarcation where a meter pit and meter will be inserted to allow a future project to reconnect to the water service at that location.** In some cases, where the balance of the water line is in poor condition, the Borough may require the contractor to install a new water line from its termination at the Borough's water main or shared water line returning to the agreed upon meter pit and meter location. In this scenario, the contractor must complete the installation of the meter pit and water meter at the agreed upon location in order to obtain successful completion of the demolition project.
 - c. These are the only two options during demolition.
5. With respect to water and sewer capacity credit, any water line or sewer line completely removed shall, unless replaced in an agreed upon alternate location on the property within one calendar year lose all previous capacity credit for that water or sanitary sewer capacity.
6. With respect to water and sewer charges, any water line or sewer line left with an existing connection to an agreed upon point of demarcation (i.e. a cleanout, curb stop, or water meter) shall continue to be maintained as an active utility account, with all rules and conditions required, and charges assessed against said utility account for any consumption; and no less than the monthly service charge or ready-to-serve fee applicable.
7. In those cases where the Chambersburg Water & Sewer Departments believe the disconnection to be complex or dangerous to the integrity of the Borough's water and sanitary sewer system, the Borough reserves the right to request public works security to cover the cost of locating, stabilizing, and properly disconnecting previously poorly identified or disconnected lines or in order to repair damage that may be caused to Borough pipes and valves by the private contractor.
8. In addition to demolition, the above policy also applies to vacant properties with unused water and sewer service lines or properties with planned or completed construction where existing water and sewer service lines will remain unused.

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.