

MECHANICAL/ELECTRICAL/PLUMBING PERMIT APPLICATION - *PREAPPLICATION CHECKLIST*

PROJECT LOCATION/STREET ADDRESS:	
<input type="checkbox"/>	Complete project location/street address. Search Lancaster County's Property Tax Inquiry website at http://lancasterpa.devnetwedge.com/ if unsure whether property is located within city limits.
<input type="checkbox"/>	Complete applicant information and/or designate an authorized agent. The applicant/authorized agent shall be main point of contact throughout permit application process as well as subsequent inspections.
<input type="checkbox"/>	Complete lessee information, if applicable. NOT APPLICABLE
<input type="checkbox"/>	Complete property owner information. Please complete all requested information.
<input type="checkbox"/>	Complete applicable type of work and contractor information. Home Improvement Contractor's (HIC) Registration number may be found at following link: https://hicsearch.attorneygeneral.gov/
<input type="checkbox"/>	Complete scope of work.
<input type="checkbox"/>	Attach with this application a copy of the contractor's estimate, proposal, or contract. All that apply.
<input type="checkbox"/>	Indicate project cost, including fair market value of labor and materials for each applicable discipline.
<input type="checkbox"/>	Property owner OR authorized agent sign application below the certification. Also, complete date, print name and phone number.
<input type="checkbox"/>	Attach TWO (2) copies for residential projects or THREE (3) SIGNED & SEALED copies for commercial projects of any sketches or plans with permit application, if available. Please note, a Residential Building Code Official will contact you via e-mail to request additional information required for code compliance.
<input type="checkbox"/>	Please allow up to 15 business days for Residential Building Permit Applications review and up to 30 business days for Commercial Building Permit Applications review.
<input type="checkbox"/>	Projects may be subject to additional reviews, such as Engineering, Stormwater, Historic and/or Zoning, as determined. <i>Additional permit applications may be required by the Bureaus listed above as part of the review process.</i>
<input type="checkbox"/>	Once all applicable reviews are complete, a notice of approval will be sent to the property owner OR authorized agent via e-mail with a balance due and payment instructions. IMPORTANT: No work or installation shall commence prior to the approval and issuance of a permit.
<input type="checkbox"/>	Upon issuance of the building permit, a permit placard along with supporting documentation will be returned to the permit applicant upon payment of permit fees. **The permit will detail all required inspections that are specific to the project for which the permit has been issued.**
<input type="checkbox"/>	By submission of this application, Applicant/authorized agent hereby certifies and agrees that applicant assumes the responsibility of locating all property lines, setback lines, easements rights-of-way, flood areas, etc. and that the issuance of a permit upon approval of submitted construction documents shall not be construed as authority to violate, cancel, or set aside any provisions of applicable federal, state, or local law.
<input type="checkbox"/>	By submission of this application, Applicant/authorized agent hereby certifies and agrees to allow City Code Officials to enter the location subject to the permit at any reasonable hour necessary to enforce the provision of applicable codes and to make inspections as required.
<input type="checkbox"/>	By submission of this application, Applicant/authorized agent hereby certifies and agrees that the property/building/tenant space shall NOT be used at the completion of the project until all special stipulations have been complied.

Notice to taxpayer: Pursuant to Ordinance No. 20-2019, you may be entitled to an exemption for from tax on your contemplated improvements by reassessment through the Local Economic Revitalization Tax Assistant (LERTA) Program. See following link to webpage for enrollment application and eligibility details: <https://cityoflancasterpa.com/local-economic-revitalization-tax-assistance-lerta/>

BY MY SIGNATURE, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE INFORMATION ABOVE.

OWNER OR AUTHORIZED AGENT: _____ DATE: _____



MECHANICAL/ELECTRICAL/PLUMBING PERMIT APPLICATION

PROJECT LOCATION/STREET ADDRESS:	
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
APPLICANT/AUTHORIZED AGENT:	
Address:	
Home/Office #: ()	Cell #: ()
E-mail Address:	
LESSEE: <input type="checkbox"/> NOT APPLICABLE	
Home/Office #: ()	Cell #: ()
E-mail Address:	
PROPERTY OWNER:	
Address:	
Home/Office #: ()	Cell #: ()
E-mail Address:	
Contractors must provide a Certificate of Insurance listing the City of Lancaster as the certificate holder.	

COPY OF CONTRACT/PROPOSAL OR NARRATIVE WITH APPLICATION IS REQUIRED

MECHANICAL WORK <i>(Provide a detailed description/scope of work):</i>	
Company/Contractor Name:	
Address:	
City:	Zip:
Home/Office #: ()	Cell #: ()
E-mail Address:	
Home Improvement Contractor's (HIC) Registration #, if applicable:	
PROJECT COST: <i>(Fair market labor & material - all trades and project components must be included)</i> \$	

ELECTRICAL WORK <i>(Provide a detailed description/scope of work):</i>	
Company/Contractor Name:	
Address:	



CITY OF LANCASTER

DEPARTMENT OF COMMUNITY PLANNING & ECONOMIC DEVELOPMENT
BUREAU OF BUILDING CODE ADMINISTRATION
Address: 120 North Duke St. / P.O. Box 1599, Lancaster, PA 17608
Phone: (717) 291-4724 / E-mail: PermitClerk@cityoflanasterpa.gov
Webpage: www.CityofLancasterPA.gov/Building-Permits/

City: Zip:
Home/Office #: () Cell #: ()
E-mail Address:
Home Improvement Contractor's (HIC) Registration #, if applicable:
PPL WORK ORDER #:
PROJECT COST: (Fair market labor & material - all trades and project components must be included) \$

PLUMBING WORK (Provide a detailed description/scope of work):
Company/Contractor Name:
Address:
City: Zip:
Home/Office #: () Cell #: ()
E-mail Address:
Home Improvement Contractor's (HIC) Registration #, if applicable:
LANCASTER CITY LICENSED PLUMBERS NAME:
LICENSE #:
PROJECT COST: (Fair market labor & material - all trades and project components must be included) \$
By signing below, Applicant or authorized agent hereby certifies and affirms they are the property owner (Owner) or Owner's authorized agent or designee, the information on this application is true and correct, and the permitted work will be completed in accordance with the construction documents submitted in conjunction with this application and applicable law, including but not limited to, the Uniform Construction Code, state law and ordinances of the City of Lancaster.
OWNER OR AUTHORIZED AGENT: DATE:
PRINT: PHONE #:

OFFICE USE ONLY
Application #:
Permit #:
Code Compliance Office Review/Approval:
Date:
Permit Fee: \$ + State Fee: \$ 4.50 = Total Fee: \$