

**RESIDENTIAL BUILDING PERMIT APPLICATION - \*\*PREAPPLICATION CHECKLIST\*\***

<b>PROJECT LOCATION/STREET ADDRESS:</b>	
<input type="checkbox"/>	<b>Complete project location/street address.</b> Search Lancaster County’s Property Tax Inquiry website at <a href="http://lancasterpa.devnetwedge.com/">http://lancasterpa.devnetwedge.com/</a> if unsure whether property is located within city limits.
<input type="checkbox"/>	<b>Complete applicant information and/or designate an authorized agent.</b> The applicant/authorized agent shall be main point of contact throughout permit application process as well as subsequent inspections.
<input type="checkbox"/>	<b>Complete lessee information, if applicable.</b> NOT APPLICABLE
<input type="checkbox"/>	<b>Complete property owner information.</b> Please complete all requested information OR check box if same as applicant above.
<input type="checkbox"/>	<b>Complete contractor information.</b> Home Improvement Contractor’s (HIC) Registration number may be found at following link: <a href="https://hicsearch.attorneygeneral.gov/">https://hicsearch.attorneygeneral.gov/</a>
<input type="checkbox"/>	<b>Check applicable boxes for type of work or improvement, check all that apply.</b>
<input type="checkbox"/>	<b>Complete scope of work.</b> Provide a more detailed narrative on page 2. Attach with this application a copy of the contractor’s estimate, proposal, or contract. <b>Indicate project cost, including fair market value of labor and materials.</b>
<input type="checkbox"/>	<b>Attach a copy of Zoning Hearing Board and/or Planning Commission decision letter indicating any applicable stipulations to this project/property.</b> <input type="checkbox"/> NOT APPLICABLE
<input type="checkbox"/>	<b>Property owner OR authorized agent sign application below the certification.</b> Also, complete date, print name and phone number.
<input type="checkbox"/>	<b>Attach TWO (2) copies of any sketches or plans with permit application, if available.</b> Please note, a Residential Building Code Official will contact you via e-mail to request additional information required for code compliance.
<input type="checkbox"/>	<b>Please allow up to 15 business days for residential building permit application review.</b>
<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 <b>all</b> 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. <b>IMPORTANT: No work or installation shall commence prior to the approval and issuance of a permit.</b>
<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. <b>**The permit will detail all required inspections that are specific to the project for which the permit has been issued.**</b>
<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:** \_\_\_\_\_



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@cityoflancasterpa.gov](mailto:PermitClerk@cityoflancasterpa.gov)  
 Webpage: [www.CityofLancasterPA.gov/Building-Permits/](http://www.CityofLancasterPA.gov/Building-Permits/)

## RESIDENTIAL BUILDING PERMIT APPLICATION

<b>PROJECT LOCATION/STREET ADDRESS:</b>	
<b>APPLICANT/AUTHORIZED AGENT:</b>	
Company Name:	
Address:	
City:	Zip:
Home/Office #: (      )	Cell #: (      )
E-mail Address:	
<b>LESSEE:</b> <span style="float: right;"><input type="checkbox"/> NOT APPLICABLE</span>	
Home/Office #: (      )      Cell #: (      )	
E-mail Address:	
<b>PROPERTY OWNER:</b> <span style="float: right;"><input type="checkbox"/> SAME AS ABOVE</span>	
Property Owner Address: <span style="float: right;"><input type="checkbox"/> SAME AS ABOVE</span>	
City:	Zip:
Home/Office #: (      )	Cell #: (      )
E-mail Address:	
<b>CONTRACTOR NAME:</b>	
Contractor Address:	
City:	Zip:
Home/Office #: (      )	Cell #: (      )
E-mail Address:	
Home Improvement Contractor's (HIC) Registration #, if applicable:	
Workers' Compensation Insurance: <input type="checkbox"/> YES / <input type="checkbox"/> NO	
<i>If YES - Contractor must provide a Certificate of Insurance listing the City of Lancaster as the certificate holder.</i>	
<i>If NO - Contractor must provide a notarized exemption form. (Available at the City of Lancaster).</i>	
<b>TYPE OF WORK OR IMPROVEMENT:</b> <i>(Check all that apply)</i>	
<input type="checkbox"/> New Building	<input type="checkbox"/> Addition
<input type="checkbox"/> Porch/Deck	<input type="checkbox"/> Alteration
<input type="checkbox"/> Other:	<input type="checkbox"/> Roofing
	<input type="checkbox"/> Building Demo
	<input type="checkbox"/> Windows/Doors
	<input type="checkbox"/> Interior Non-Structural Demo
Brief scope of work <i>(provide a more detailed narrative on page 2):</i>	
<b>*MUST PROVIDE COPY OF CONTRACT/PROPOSAL/ESTIMATE WITH APPLICATION*</b>	
<b>PROJECT COST:</b> <i>(Fair market labor &amp; material - all trades and project components must be included)</i>   \$	
Is this property located in a floodplain area? <input type="checkbox"/> YES / <input type="checkbox"/> NO <i>(A local Regulatory Floodplain Elevation Certificate is required for any project located within a floodplain area.)</i>	
Are Zoning Hearing Board and/or Planning Commission stipulations apply to this project/property? <input type="checkbox"/> YES / <input type="checkbox"/> NO	
Is Property Condemned? <input type="checkbox"/> YES / <input type="checkbox"/> NO	
<i>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.</i>	
<b>OWNER OR AUTHORIZED AGENT:</b> _____ <b>DATE:</b> _____	
<b>PRINT:</b> _____ <b>PHONE #:</b> _____	



**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@cityoflancasterpa.gov](mailto:PermitClerk@cityoflancasterpa.gov)

**Webpage:** [www.CityofLancasterPA.gov/Building-Permits/](http://www.CityofLancasterPA.gov/Building-Permits/)

**PROJECT LOCATION/STREET ADDRESS:**

**PROVIDE DETAILED NARRATIVE OF WORK BEING PERFORMED:**

[Multiple empty rows for narrative input]

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