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RESIDENTIAL BUILDING PERMIT APPLICATION

PRE-APPLICATION CHECKLIST

Project Location/Street Address: _____

REQUIRED FOR ALL APPLICATIONS	
<input type="checkbox"/>	Complete project location/street address. Search Lancaster County's Property Tax Inquiry website at lanasterpa.devnetwedge.com if unsure whether property is located within City of Lancaster boundary.
<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 Property Owner information. Complete all information OR check box if same as Applicant.
<input type="checkbox"/>	Complete Contractor information. Home Improvement Contractor (HIC) Registration numbers may be found at hicsearch.attorneygeneral.gov .
<input type="checkbox"/>	Application signed by Property Owner OR Authorized Agent, including date, printed name and phone number.
<input type="checkbox"/>	Scope of work attached. Provide a detailed narrative on page 3. Attach with this application a signed copy of the contractor's estimate, proposal, or contract. Indicate project cost, including fair market value of labor and materials.
CHECK ALL THAT APPLY	
<input type="checkbox"/>	If applicable, attach a copy of Zoning Hearing Board and/or Subdivision/Land Development decision letter indicating any stipulations to this project/property.
<input type="checkbox"/>	If applicable, site plan attached. Site plan requirements can be found at cityoflanasterpa.gov/site-plan . Please note, a Residential Building Code Official may contact you via email to request additional required information.
INITIAL EACH TO ACKNOWLEDGE	
<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.
<input type="checkbox"/>	It may take up to 15 business days for a residential building permit application to be reviewed.
<input type="checkbox"/>	Projects may be subject to additional reviews, such as Engineering, Stormwater, Historic and/or Zoning, as determined. Additional permit applications may be required as part of the review process.
<input type="checkbox"/>	Once all applicable reviews are complete, a notice of approval will be sent to the property owner OR authorized agent via email 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.

Notice to taxpayer: Pursuant to Ordinance No. 20-2019, you may be entitled to an exemption from tax on your contemplated improvements by reassessment through the Local Economic Revitalization Tax Assistant (LERTA) Program. See the link below for enrollment application and eligibility details: cityoflanasterpa.gov/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: _____

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Project Location/Street Address: _____

APPLICANT/AUTHORIZED AGENT

Company Name: _____

Address: _____

City, State, Zip: _____

Home/Office Phone: _____ Cell Phone: _____

Email Address: _____

PROPERTY OWNER: _____ ☐ SAME AS ABOVE

Property Owner Address: _____ ☐ SAME AS ABOVE

City, State, Zip: _____

Home/Office Phone: _____ Cell Phone: _____

Email Address: _____

CONTRACTOR NAME: _____

Contractor Address: _____

City, State, Zip: _____

Home/Office Phone: _____ Cell Phone: _____

Email Address: _____

Home Improvement Contractor (HIC) Registration Number (if applicable) _____

Workers' Compensation Insurance: ☐ Yes ☐ No

If YES - Contractor must provide a Certificate of Insurance listing the City of Lancaster as the certificate holder.

If NO - Contractor must provide a notarized exemption form. (Available at the City of Lancaster).

TYPE OF WORK OR IMPROVEMENT (Check all that Apply)

- | | | | |
|---------------------------------------|-------------------------------------|--|---|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Roofing | <input type="checkbox"/> Windows/Doors |
| <input type="checkbox"/> Porch/Deck | <input type="checkbox"/> Alteration | <input type="checkbox"/> Building Demolition | <input type="checkbox"/> Interior Non-Structural Demolition |
| <input type="checkbox"/> Other: _____ | | | |

BRIEF SCOPE OF WORK (provide a more detailed narrative on page 3): _____

MUST PROVIDE SIGNED COPY OF CONTRACT/PROPOSAL/ESTIMATE WITH APPLICATION

PROJECT COST (Fair market labor & material - all trades and project components must be included): _____

Is this property located in a floodplain area? ☐ Yes ☐ No

A local Regulatory Floodplain Elevation Certificate is required for any project located within a floodplain area.

Do Zoning Hearing Board stipulations apply to this project/property? ☐ Yes ☐ No

Do Subdivision/Land Development stipulations apply to this project/property? ☐ Yes ☐ No

Is the property condemned? ☐ Yes ☐ No

Is a Stormwater Permit required for this project? ☐ Yes ☐ No

Has a Stormwater Permit Application been submitted? ☐ N/A ☐ Yes ☐ No

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 NUMBER: _____

