Warwick Township
Lancaster 1716 County

Office of Code Compliance

Residential Building Permit Application

Plan Submittal Guide
“Our Goal is a Safe Environment”

REVISED 5/15/2018
This pamphlet was prepared to help you plan your building project. By properly submitting the necessary information, the Building Department Staff will be able to swiftly process your building permit application. Your project will be evaluated to confirm compliance with the Zoning Ordinances as adopted by Warwick Township. The Code facts presented in this pamphlet are not all inclusive, but are intended to highlight questions and areas that are frequently asked.

Upon issuance of the Building Permit, the permit placard should be posted and visible from the public right-of-way. The inspection schedule should be on-site for verification and signature at time of inspections.

Along with the application, a plot plan and any supplemental information must be submitted before the plan will be reviewed.

In accordance with PA DEP regulations, the Township adopted an updated Stormwater Management Ordinance on April 16, 2014. Under the ordinance, any existing lot of record in the Township, which has undergone no impervious area additions since June 21, 2006, will be eligible for a stormwater management exemption up to a cumulative 1,000 square feet. Cumulative impervious areas between 1,001 and 2,500 square feet are eligible to use the "Small Projects Design Assistance Guidance" permit application to ensure appropriate stormwater management. Stormwater Management might include on-site facilities that must be designed, stamped and sealed by a design professional, and submitted along with this application for the Township’s Engineer to review. A storm water agreement will need to completed and an escrow account setup prior to the issuance of a building permit. If you are not sure if a system is required please contact the Zoning Office.

The permit applicant, and ultimately the owner, is responsible for making arrangements for inspections. Construction must not proceed until each phase has received approval. Please refer to the property address and building permit number when scheduling an inspection.

Please remember that structures should not be used until a Final Inspection has been completed.

If you have any questions concerning your project, please call the building department office.

Thank you,
Code & Building Department
Warwick Township
(717) 626-8900
ALL EXTERIOR PROJECTS REQUIRE THE COMPLETION OF THE WARWICK TOWNSHIP EXEMPTION & SMALL PROJECTS APPLICATION WHETHER A PERMIT IS REQUIRED OR NOT.

1) Please fill out the Exception & Small Projects application and plot plan and return to the Township along with this application.
2) If a small project submission is required, additional information and fees would be required (a small project application is available online or at the Township office).

NEW RESIDENTIAL DWELLING CONSTRUCTION SUBMITTAL CHECKLIST

Three Sets each of the following:

a. Site Plans
b. Construction documents & specifications, to include floor plans, cross-section plans
c. Manufactured Wood Beam Engineering and/or specifications
d. P.E. Wet Stamped & Signed Pre-engineered Wood Truss Drawings
Application for Residential Building Permit and Plans Examination

Please select a firm for plan review:

☐ Associated Building Inspections, Inc.
☐ Building Inspection Underwriters
☐ Code Administrators, Inc.
☐ Commonwealth Code Inspection Svc., Inc.

WARWICK TOWNSHIP
315 Clay Road, P.O. Box 308
Lititz, PA 17543-0308
Ph: (717)626-8900
Fax: (717)626-8901
www.warwicktowndship.org

PERMIT NUMBER: __________________ Account #: __________________

LOCATION OF PROJECT

Address ________________________________________________________________
Intended Use ____________________________________________________________

OWNER OF RECORD

Name of Owner __________________________________________________________
Address of Owner ____________________________________ City_________________
Phone Number of Owner __________________________________________________

PROJECT INFO

<table>
<thead>
<tr>
<th>New Building</th>
<th>Addition</th>
<th>Alteration</th>
<th>Repair</th>
<th>Demolition</th>
<th>Relocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Only</td>
<td>Change of Use</td>
<td>Plumbing</td>
<td>Mechanical</td>
<td>Electrical</td>
<td></td>
</tr>
</tbody>
</table>

Brief Description of Project ______________________________________________________
______________________________________________________________________________

Cost of Construction ___________________________  Sq. Footage ____________________
Structure Width__________ Depth__________ Height__________

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the “approved” construction documents and PA Act 45 (Uniform Construction Code), any additional approved building code requirements adopted by the Municipality and the approved Subdivision/Land Development Plan. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Applicant for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

The issuance of this permit is based upon the facts stated and representations made in this application. A permit may be revoked if the use and or structure for which it has been issued violates any applicable Township, State or Federal law or regulation. This permit may also be revoked if it has been issued in error or if issuance was based upon any misrepresentations or errors in the application or otherwise made by the applicant.

I certify that the code administrator or the code administrator’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

SIGNATURE REQUIRED

Applicant Printed Name ______________________________________________________
Applicant Address __________________________________________________________
Applicant Signature ________________________________________________________ Date _____________
Telephone # ________________________________________________________________
Email _________________________________________________________________________
## Contractor Information

<table>
<thead>
<tr>
<th>Position</th>
<th>Contractor Name</th>
<th>Contract #</th>
<th>Scope of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Contractor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td></td>
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<td>Phone</td>
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<td>Email</td>
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<tr>
<td>Framing Contractor</td>
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<tr>
<td>Electrical Contractor</td>
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<tr>
<td>Plumbing Contractor</td>
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<tr>
<td>Heating Contractor</td>
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<tr>
<td>Foundation Contractor</td>
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</tbody>
</table>

Affiliations:

- General Contractor
- Framing Contractor
- Electrical Contractor
- Plumbing Contractor
- Heating Contractor
- Foundation Contractor
PLOT PLAN

A plot plan showing the lot size, existing and planned structures, existing and planned driveways and parking areas, interior and exterior storage areas, and all significant features such as flood plains, wetlands, easements, and drainage ways shall be submitted with this application. Until a plan is submitted, this application shall not be considered complete and shall not be processed.

Please show the following on the Plot Plan:

1. Size of the Lot
2. Location of existing & proposed structures (include setback measurements)
3. Street & driveway location
Warwick Township Stormwater Management Exemption & Small Project Application

Property Address ____________________________________________________________

Parcel ID # ________________________________________________________________

Property Owner’s Name ________________________________________________________

Property Owner’s Address (if different from Property Address) ________________________________________________

Property Owner’s Phone # _____________________________________________________

Applicant’s Name (if different from Property Owner) ________________________________________________

Applicant’s Address ___________________________________________________________

Applicant’s Phone # ___________________________________________________________

Applicant’s Email _____________________________________________________________

Stormwater Management Submission Type:  
☐ Exempt  
☐ Small Project / Minor Stormwater Management Plan

<table>
<thead>
<tr>
<th><strong>For an Exempt Project submission:</strong></th>
<th><strong>For a Small Project submission:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Impervious Area __________ sq. ft.</td>
<td>Proposed Impervious Area __________ sq. ft.</td>
</tr>
<tr>
<td>Prior Impervious Area Installed Since June 21, 2006* __________ sq. ft.</td>
<td>Prior Impervious Area installed through other Small Projects* __________ sq. ft.</td>
</tr>
<tr>
<td>Total (must not exceed 1,000 sq. ft.) __________ sq. ft.</td>
<td>Total (must not exceed 2,500 sq. ft.) __________ sq. ft.</td>
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* Information may be obtained from the Warwick Township Administration office.

Acknowledgement - I declare that I am the property owner, or representative of the owner, or authorized representative of the owner, and that the information provided is true and accurate to the best of my knowledge. I understand that stormwater may not adversely affect adjacent properties or be directed onto another property without written permission. I also understand that false information may result in a stop work order or revocation of permits. Municipal representatives are also granted reasonable access to the property for review and/or inspection of this project if necessary.

Applicant’s Signature ________________________________ Date ________________

Warwick Township Receipt

Date Received ______________________ By: ________________________________

Comments: ___________________________________________________________________

______________________________________________________________________________