

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 be 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

Warwick Township
315 Clay Road, P.O. Box 308
Lititz, PA 17543-0308
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
- e. Energy Conservation Form OR Chapter 11 of the 2003 IRC/2003 International Energy Conservation Code Documentation

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.warwicktownship.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**

New Building Foundation Only Addition Change of Use Alteration Plumbing Repair Mechanical Demolition Electrical Relocation Electrical

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 _____

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Permit # _____

Contractor Information

General
Contractor

General Contractor _____
Address _____
Phone _____ Fax _____ Mobile _____
Email _____

Framing
Contractor

Framing Contractor _____ Contract # _____
Scope of Work _____

Electrical
Contractor

Electrical Contractor _____ Contract # _____
Scope of Work _____

Plumbing
Contractor

Plumbing Contractor _____ Contract # _____
Scope of Work _____

Heating
Contractor

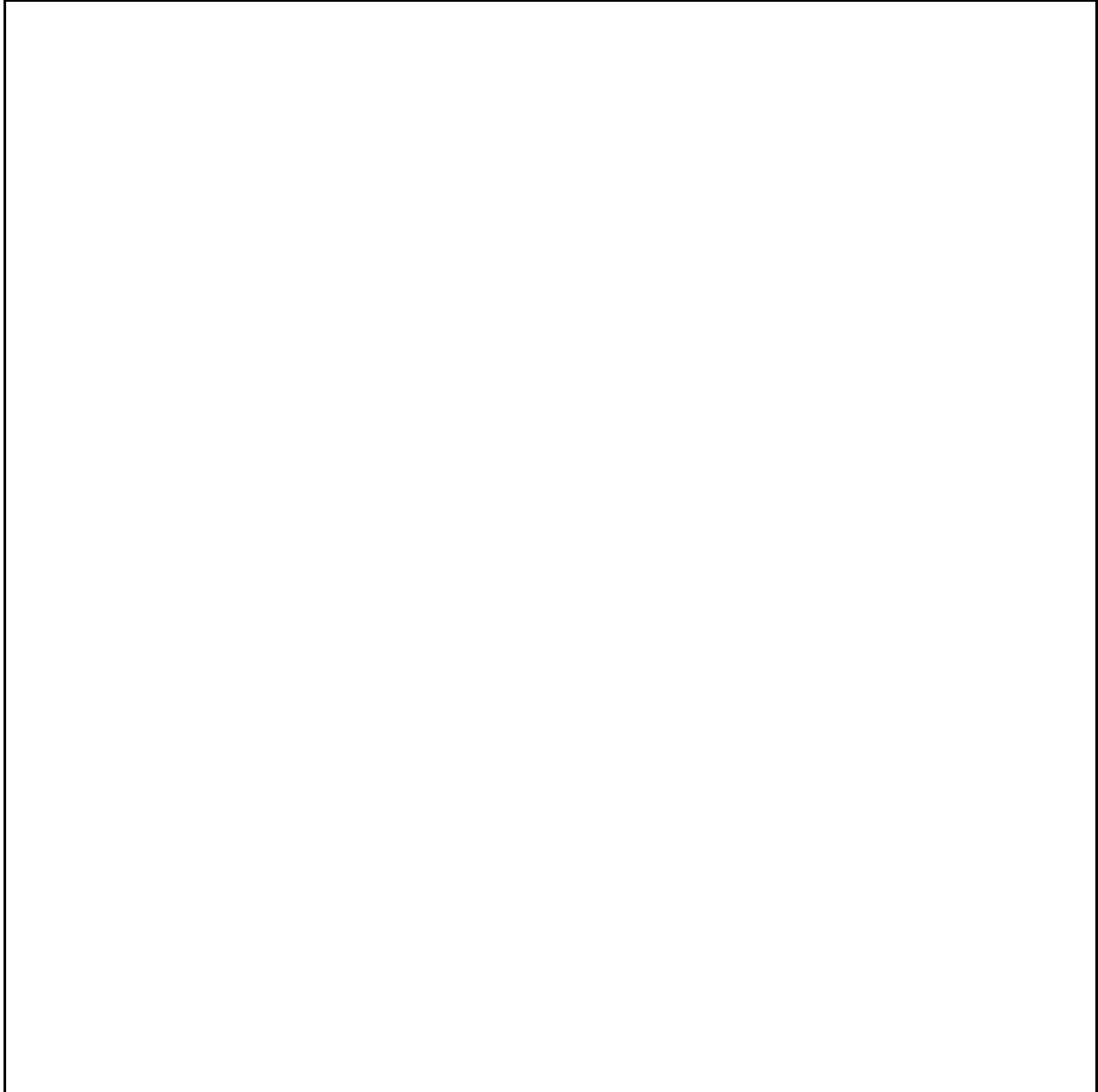
Heating Contractor _____ Contract # _____
Scope of Work _____

Foundation
Contractor

Foundation Contractor _____ Contract # _____
Scope of Work/Type of Work _____

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.

A large, empty rectangular box with a thin black border, intended for the submission of a plot plan. It occupies the central portion of the page below the introductory text and above the list of requirements.

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

For an Exempt Project submission:	For a Small Project submission:
Proposed Impervious Area _____ sq. ft.	Proposed Impervious Area _____ sq. ft. (include Stormwater Management Worksheets)
Prior Impervious Area Installed Since June 21, 2006* _____ sq. ft.	Prior Impervious Area installed through other Small Projects* _____ sq. ft.
Total (must not exceed 1,000 sq. ft.) _____ sq. ft.	Total (must not exceed 2,500 sq. ft.) _____ sq. ft.
* 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: _____
