

## BOROUGH LAND USE (BUILDING)/USE & OCCUPANCY PERMIT PROCESS

The Building Permit process starts with a Land Use (Building)/use & Occupancy Permit Application, which needs to be filled out and returned. **As of May 2010, all Applications must be signed by the Property Owner.** Applications for this are available at Borough Hall, 100 S. Second Street, 2<sup>nd</sup> Floor or you can call (717) 261-3221. After the application is received and approved, you will receive a letter stating that you may continue with the Land Use (Building)/Use & Occupancy Permit Process. There is no cost for the Borough part of the process. The letter that you receive will state that you may then go to PA Municipal Code Alliance to apply for the PMCA Permitting indicated on the application. You will deal with PA Municipal Code Alliance from this point forward. They will do the inspections and bill you accordingly.

**Please be advised that effective April 2010 contractors working on houses built before 1978 must be certified according to the Environmental Protection Agency (EPA) Renovation, Repair and Painting Program.** Certification is required for contractors performing renovation, repair and painting projects that disturb lead-based paint in houses built before 1978. A copy of the EPA Lead-Based Paint Renovation, Repair and Painting Program handbook can be obtained at Borough Hall.

**BOROUGH OF CHAMBERSBURG  
LAND USE PERMIT APPLICATION**

The undersigned hereby applies for a Land Use Permit to build, remodel, or demolish a structure, erect a sign or, change the use of a building or lot in the Borough of Chambersburg. A site plan drawing must be included to show all property lines with distances to the proposed work or use area along with the location of all existing buildings on the property. Electric and plumbing plans must be included for new commercial construction and change of use. Change of use must include a floor plan that shows door, window, and restroom locations. Sign construction must include a plan showing the dimensions, graphical content and site location. It will be the applicant's responsibility to contact Pennsylvania Municipal Code Alliance, the Borough's state-certified third party code enforcement agency, to obtain a Borough Plumbing Permit, UCC Permit, Certificate of Occupancy, Fire/Sprinkler/Alarm License or Retail Food Facility License to serve food to the public. There is no fee for a Land Use Permit; however, fees associated with permits issued by Pennsylvania Municipal Code Alliance have been approved by Town Council as listed on the Master Fee Schedule that can be obtained at the Borough website.

Land Use Permit Application return to:  
Borough of Chambersburg  
100 S. Second St.  
Chambersburg, PA 17201  
Phone: 717-261-3232 Fax: 717-264-0224  
Website: chambersburgpa.gov

Third Party Code Enforcement Services:  
Pennsylvania Municipal Code Alliance  
380 Wayne Avenue  
Chambersburg, PA 17201  
Phone: 717-496-4996 Fax: 717-446-0586  
Website: pacodealliance.com

**PART 1 – TO BE COMPLETED BY APPLICANT (PLEASE PRINT)**

Address where work is being done \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Contact Person's Address \_\_\_\_\_

Contact Person's Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Contractor \_\_\_\_\_ PA HIC # \_\_\_\_\_ Phone Number \_\_\_\_\_

Type of Project: New \_\_\_\_\_ Addition \_\_\_\_\_ Demolition \_\_\_\_\_ Interior Commercial \_\_\_\_\_ Sign \_\_\_\_\_

Change of Use/Type \_\_\_\_\_ Business Name \_\_\_\_\_

Provide Brief Description of Project \_\_\_\_\_

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Lot Size \_\_\_\_\_ square feet/acres      Parking Spaces \_\_\_\_\_

Building Dimensions \_\_\_\_\_ Height \_\_\_\_\_ Estimated Cost \_\_\_\_\_

Property Owner's Name (Please Print) \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART 2 – TO BE COMPLETED BY BOROUGH OF CHAMBERSBURG**

Permit Granted Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Reason for Denial \_\_\_\_\_

Customer Service \_\_\_\_\_ Comments \_\_\_\_\_

Electric \_\_\_\_\_ Comments \_\_\_\_\_

Engineering \_\_\_\_\_ Comments \_\_\_\_\_

Gas \_\_\_\_\_ Comments \_\_\_\_\_

Planning/Zoning \_\_\_\_\_ Comments \_\_\_\_\_

Stormwater \_\_\_\_\_ Comments \_\_\_\_\_

Water/Sewer \_\_\_\_\_ Comments \_\_\_\_\_

Borough Electric Permit Required	Yes _____	No _____
Net Metering Interconnection Application Required	Yes _____	No _____
Borough Drainage Plan Required	Yes _____	No _____
Borough Land Use Occupancy Permit Required	Yes _____	No _____
Borough Plumbing Permit Required	Yes _____	No _____
DEP Approved Sewage Planning Module Required	Yes _____	No _____
Borough New Utility Service Account Required	Yes _____	No _____
PMCA Fire/Sprinkler/Alarm License Required	Yes _____	No _____
PMCA UCC Permit Required	Yes _____	No _____
PMCA Certificate of Occupancy Required	Yes _____	No _____
PMCA Retail Food Facility License Required	Yes _____	No _____



# *Borough of Chambersburg*

*A full service municipality in Franklin County  
celebrating over 65 years of consumer owned natural gas service  
over 100 years of community electric and a  
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## **NEW UTILITY SERVICE ACCOUNT PROCEDURES AND REQUIREMENTS**

Please allow us to take the opportunity to explain to you what is required in order to establish utility service for newly-improved properties within the Borough of Chambersburg.

With new construction, there is often the need for what is considered a “temporary service account”, which is typically placed in the contractor or developer’s name for the purpose of providing service during the construction phase. Should such a “temporary service account” be necessary, no deposit is required. However, it is necessary for the Land Use Permit applicant to provide the appropriate information on the attached form, thereby indicating that such service is being requested, and to whom the service should be invoiced to, until a “permanent service account” is established in the name of the owner (and/or tenant, if applicable). At the time of submission, the applicant must also provide all necessary billing information for the “permanent service account”, if it is known at the time of submission. Upon receipt of this information, with the submission of a Land Use Permit application, Utility Customer Service will establish a “temporary service account” account under the name and billing address provided. This account will remain inactive until such time as the Customer Service Center (717-263-4111) is contacted with a request to install the temporary service(s), at which time the service(s) will be installed/activated, and the temporary service account will commence billing minimum charges and/or usage.

When the approved Land Use Permit is returned to the applicant, utility billing information, including the new account number (if a temporary service), and the total required deposit amount necessary to establish a “permanent service account” in the name of the owner (and/or tenant, if applicable), will be provided. Should no temporary service be requested, the establishment of an account number will not occur until all deposits are posted, and as such, only the required deposit amounts will be provided at that time.

Prior to establishing permanent utility service in the name of an owner (and/or tenant), the owner must place a deposit with the Borough, and if applicable, the tenant must do the same, for each utility service being requested. For the initiation of a “permanent service account”, whether initially, or as a conversion from a “temporary service account”, the owner of the property must contact Utility Customer Service at Town Hall (717-264-5151), in order to post all necessary deposits, and to complete the necessary paperwork to set up the account. In the event that a tenant will be occupying the property, they too must place their deposit and complete the necessary paperwork with Utility Customer Service at Town Hall, prior to services being billed directly to them.

For **residential** development, the following schedule shall apply. **Please note that the amounts provided are per unit amounts**, e.g. if a four unit apartment building were being constructed, the deposit amounts would be required for each unit, prior to an account and service being established.

<u>CLASS OF SERVICE</u>	<u>AMOUNT</u>
<u>Electric (light and water heater only)</u>	<u>\$ 85.00</u>
<u>Electric heat (light, water heater and heat)</u>	<u>\$180.00</u>
<u>Gas (stove and water heater only)</u>	<u>\$ 35.00</u>
<u>Gas heat (includes stove and water heater)</u>	<u>\$195.00</u>
<u>Water</u>	<u>\$20.00</u>
<u>Sewer</u>	<u>\$25.00</u>

For **commercial/industrial** development, the required deposit amount will be determined on a case-by-case basis, by analyzing comparable commercial/industrial accounts' consumption. These amounts will be provided to the applicant when the approved Land Use Permit is returned to them.



**New Account Information**

*(To be returned to applicant with an approved Land Use Permit)*

Service Account Type: Temporary / Permanent

New account #: \_\_\_\_\_

Property Address: \_\_\_\_\_  
\_\_\_\_\_

Billable party: Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Deposit required to establish a permanent service account:

\$ \_\_\_\_\_ (Per new unit)

\$ \_\_\_\_\_ (Total)

## INTERPRETATION OF CHANGE OF OCCUPANCY PROVISIONS

The International Building Code as well as the several International Codes incorporated therein by reference and the Pennsylvania Uniform Construction Code (PA U.C.C.) sets construction, occupancy and life safety standards in general by reference to "use and occupancy" classifications. (Reference Chapter 3 Section 302.1 of the International Building Code)

The PA U.C.C. defines the term "occupancy" as the "Approved use of a building or structure under the Uniform Construction Code". (Reference Section 401.1 of the PA U.C.C.)

Regulations Section 403 (a) of the Pennsylvania Department of Labor and Industry issued regulations under the PA U.C.C. relating to the requirements for obtaining a permit, provides as follows:

Section 403.42 Permit Requirements and exemptions.

- (a) An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or **change the occupancy of a commercial building**, structure and facility or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code shall first apply to the building code official and obtain the required permit under Section 403.42a relating to permit application). [Emphasis added]

Based on the foregoing, no permit shall be required solely upon change of a tenant (occupant) in a commercial building but if there is proposed any change of purpose or level of activity, a permit shall be required. Any question concerning whether a proposed change is, in fact, a change of purpose or level of activity should be referred to the "Building Code Official: PA MUNICIPAL CODE ALLIANCE, INC. at 405 Wayne Avenue, Chambersburg, PA 17201; telephone 717-496-4996, e-mail: pmca@pacodealliance.com. The attached form may be used to make inquiry. If mailed, a pre-addressed stamped envelope must be enclosed for a return mail response.

REQUEST FOR DETERMINATION

The premises described in Section A following was issued an occupancy permit as therein described. The departing occupant for whose activities the referenced Occupancy Permit was issued is described in Section B. The activities of the incoming occupant are as described in Section C.

SECTION A

1. Address of premises: \_\_\_\_\_
2. Number of rooms: \_\_\_\_\_
3. Approximate square footage: \_\_\_\_\_
4. Does the space or structure possess a current valid Certificate of Occupancy? Please attached a copy of the Current Certificate of Occupancy to this form.

SECTION B

1. Name of Outgoing Occupant: \_\_\_\_\_
2. Business Activity of Outgoing Occupant: \_\_\_\_\_
3. Average Number of Employees on average work day: \_\_\_\_\_
4. Average number of visits by public on average work day: \_\_\_\_\_

SECTION C

1. Name of Incoming Occupant: \_\_\_\_\_
2. Business Activity of Incoming Occupant: \_\_\_\_\_
3. Average Number of employees on average work day: \_\_\_\_\_
4. Average Number of public visitors on average work day: \_\_\_\_\_
5. Has there been any physical alteration to the premises for the incoming occupant: Yes \_\_\_\_\_ No \_\_\_\_\_

DETERMINATION

- New Occupancy permit required.  
Please contact PA MUNICIPAL CODE ALLIANCE, INC.

Address: 405 Wayne Avenue, Chambersburg, PA 17201  
Telephone: (717) 496-4996  
e-mail: [pmca@pacodealliance.com](mailto:pmca@pacodealliance.com)

- No New Occupancy Permit required.






# ***Borough of Chambersburg***

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over 100 years of community electric and a  
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**TO:** Demolition Permit Applicants

**FROM:** Phil Wolgemuth, Assistant to the Borough Manager 

**DATE:** September 1, 2015

**SUBJECT:** Demolition Permit Process

The process outlined below must be followed to secure a Land Use Permit and Uniform Construction Code Permit to demolish a building in the Borough of Chambersburg.

1. File at Borough Hall a Land Use Permit Application and Land Use Permit Application Approval Timeframe Release form signed by the property owner. See attached.
2. One copy of the Land Use Permit Application will be circulated at Borough Hall for Electric, Engineering, Gas, Planning/Zoning, Stormwater, Water and Sewer Department authorization.
3. One copy of the Land Use Permit Application will be provided to the Utilities Service Center for Electric, Gas, Water and Sewer Department utility disconnection authorization. Once respective utilities are disconnected, an authorized Electric, Gas, Water and Sewer Department representative will initial the application. An application initialed by all of the Electric, Gas, Water and Sewer Department representatives will be returned to Borough Hall.
4. It is the property owner's responsibility to secure the necessary Borough permits from the Utilities Service Center before disconnecting utility laterals or lines. Please note, utility services will be terminated as soon as the Utilities Service Center receives a Land Use Permit Application.
5. It is the property owner's responsibility to secure the necessary Borough or State permits for street excavation and closure associated with utility disconnections. The property owner, or their contractor, shall furnish, erect, and maintain all necessary barricades and signage in compliance with PennDOT Publication 203.
6. One copy of both approved Land Use Permit Application documents will be provided to the property owner and to Pennsylvania Municipal Code Alliance.
7. The property owner will be instructed to file an application with Pennsylvania Municipal Code Alliance for a Uniform Construction Code Permit to demolish a building.

Pennsylvania Municipal Code Alliance  
405 Wayne Avenue  
Chambersburg, PA 17201  
Phone: 717-496-4996  
Fax: 717-446-0586  
Website: [pacodealliance.com](http://pacodealliance.com)



# **Borough of Chambersburg**

*Celebrating 50 years of consumer owned gas service  
and over 100 years of consumer owned electric service*

## **Land Use Permit Application Approval Timeframe Release**

I agree to waive the timeframe for Land Use Permit issuance according to the Borough Code, Chapter 300, Zoning, Article XVII, Administration and Enforcement, Section 300-98, Permits, C. Issuance of Permits (2):

*Permits issued by the Zoning Officer shall be issued or refused in writing by the Zoning Officer within 15 business days after completed application is filed, except where a land use occupancy permit is withheld until after completion of work, and then within seven days after request as aforesaid stating that work has been completed.*

Land Use Permit Application Number: \_\_\_\_\_

Date Land Use Permit Application Filed: \_\_\_\_\_

Address where work is being done: \_\_\_\_\_

Property Owner's Name Printed: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**RE: Training for the Lead Renovation, Repair, & Paint Law**

There is a new regulation from the Environmental Protection Agency (EPA) that requires contractors to provide proof of certification for any remodeling or work in houses built before 1978. I have included information about the new law.

This letter is to provide you with information to get the training you need to be certified by EPA. The Borough of Chambersburg had provided training in the past but will not be providing training for contractors. EPA has certified instructors providing training within a reasonable driving distance. Below is a training site for New Cumberland:

- All Safe Environmental – Full day training - \$250 – New Cumberland – 717-258-4109

If you get trained and certified, please let me know and I will update my information. I will need a copy of your certificate for my file if you would like to be included in bidding for Housing Rehabilitation projects and Elm Street projects.

**Kathleen Newcomer  
Community Development Specialist  
Borough of Chambersburg  
100 S. Second Street  
Chambersburg, PA 17201  
717-261-3208**