

East Manchester Township RESIDENTIAL ALTERATION APPLICATION

Tax Map # _____ Parcel # _____

Application Date: _____ METHOD TO RECEIVE PERMIT PACKET: OFFICE _____ MAIL _____ EMAIL _____
(Mail – need self-address stamped envelope) (Payments must be received prior to mail/email option)

Applicant Name: _____ Telephone #: _____

Address: _____ Email: _____

PROPERTY OWNER INFORMATION - (if different than applicant)

Name(s): _____ Telephone #: _____

Address: _____ Email: _____

PROPERTY INFORMATION

Address Work is Occurring At: _____

Subdivision: _____ Lot #: _____ Lot Size: _____ Corner Lot? _____

Special Exception/Variance Granted: No Yes (describe) _____

PROPOSED USE INFORMATION

Project Value: \$ _____

Use (see Zoning Ordinance): Single Family Dwelling: _____ Duplex Dwelling: _____ Other: _____

Description: _____

Proposed Maximum: Height: _____ ft Length: _____ ft Width: _____ ft

CONTRACTOR/BUILDER INFORMATION (if the owner or applicant is the contractor, just write "self")

Name: _____ Email: _____

Address: _____ Telephone #: _____

Person in charge of work: _____ Telephone #: _____

Note: An updated Certificate of Insurance must be submitted with application to East Manchester Township.

Inspection Agency: Commonwealth Code Inspection Service, Inc. 717-846-2004

The applicant hereby makes request for a permit under all applicable Codes of the Township of East Manchester and hereby certifies, under the penalties of perjury, that all facts set forth above are true and correct and the actual work will be performed in accordance with the above.

All applicable construction must meet Code as defined within Act 45 - PA Construction Code

*****FAILURE TO SUBMIT ANY OF THE INFORMATION REQUIRED WILL RESULT IN AN INCOMPLETE SUBMISSION AND THIS APPLICATION WILL BE DENIED***NO REFUNDS ON ANY ISSUED PERMITS*****

Owner or Owner Agent's Signature

Procedure:

- This application needs to be completed in full.
- Residential:
 - Two sets of detailed plans
 - One electronic copy for zoningofficer@emanchestertwp.com
 - Plot Plan (Bird's eye view with all details)
 - Certificate of Liability for the contractor

1. No permit shall be issued for the building or alteration of any building or structure within the right-of-way limits of any street or highway, with the exception of drainage structures, curbing or pavement.
2. No permit shall be issued unless all building setback lines as specified in the Subdivision and Land Development provisions or any Zoning Ordinances enacted by the Township are met.
3. No permit shall be issued unless all surface drainage of the land, as required, is provided for.
4. No permit shall be issued for any building or alteration of any building or structure upon land in a subdivision unless and until a Final Plan of such subdivision has been approved and properly recorded.
5. No permit shall be issued unless or until any required sewerage permits have been issued.
6. No permit shall be issued for a public occupancy building until plans approved by the Township's UCC agent are submitted to the Township.

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