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, 2nd 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
405 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 _____

_____

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
regional wastewater, water, and municipal solid waste utility

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.

100 S. 2nd Street, Chambersburg, Pennsylvania 17201-2512
Telephone (717) 264-5151 • Fax (717) 264-0224 http://www.chambersburgpa.gov

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.

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

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.

Utility Service Account Application (*To be provided to applicant with a Land Use Permit application*)

Circle those that apply: Electric / Gas / Water/ Sewer Commercial / Residential

Will the initial account be a temporary service account? Yes No

Property Address(es): _____

_____

_____

If temporary, billable party: Name_____

Address _____

_____

Phone #_____

Owner Name_____

Address _____

_____

Phone #_____

Tenant (if applicable) Name_____

Address _____

_____

Phone #_____

A utility deposit is required by the owner (and tenant, if the tenant will be billed directly) of the above referenced address(es) **PRIOR** to the placement of any PERMANENT utility service.

Please contact our Customer Service department, located at 100 S 2nd St, Chambersburg.
717-264-5151, ext 3246 or ext 3273, with any questions, or to initiate a permanent account.

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)

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
regional wastewater, water, and municipal solid waste utility

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

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: _____

100 S 2nd Street, Chambersburg, Pennsylvania 17201-2512
Telephone (717) 264-5151 • Fax (717) 264-0224
http://borough.chambersburg.pa.us

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
regional wastewater, water, and municipal solid waste utility

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 now 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