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
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 _____
Electric _____ Comments _____
Engineering _____ Comments _____
Gas _____ Comments _____
Planning/Zoning _____ Comments _____
Stormwater _____ Comments _____
Water/Sewer _____ Comments _____

Borough Land Use Occupancy Permit Required	Yes _____	No _____
Borough Plumbing Permit Required	Yes _____	No _____
DEP Approved Sewage Planning Module Required	Yes _____	No _____
Borough Electric Permit Required	Yes _____	No _____
Net Metering Interconnection Application Required	Yes _____	No _____
Borough Drainage Plan 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

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