

A GUIDE TO LAND-USE PERMITTING IN ANTRIM TOWNSHIP PENNSYLVANIA
PLEASE NOTE THIS PROCESS HAS A MAJOR REVISION AS OF JANUARY 8, 2008

This guide is produced as a user-friendly tool for assisting you through your building project. The Pennsylvania Uniform Construction Code (Act 45 of 1999) mandates your project be inspected if it meets certain construction criteria. You are encouraged to research the steps of your project in your planning process and use this information. Check off your steps when they are completed!

RESEARCH:

- ✓ Has your property been properly subdivided for your proposed project?
- ✓ Does the project meet zoning regulations? For **commercial and industrial** uses, do you have an approved LAND DEVELOPMENT PLAN?
- ✓ What are the Township's property line set-back requirements?
- ✓ Has on-lot septic permitting been approved by the Sewage Enforcement Officer (SEO) for an onlot system or Antrim Township Municipal Authority for public sewer and / or water connection? (Review public sewer and water connection fee schedules.)

STEPS:

- Apply for a LAND USE PERMIT at the Antrim Township office. At the same time you will be applying for a public sewer and/or water permit (if applicable), and a Driveway Permit on a Township road (or Pennsylvania Dept. of Transportation Highway Occupancy Permit if on a Pennsylvania maintained road). **BE SURE YOUR BUILDING SET-BACKS ARE CORRECT AND WITHIN ZONING REQUIREMENTS.** Include with your application a drawing showing property lines; present and proposed building or structure location/s with all exterior dimensions; required building restriction lines; required easement lines; driveway dimensions; storm water and drainage culverts.
- After the LAND USE PERMIT is approved, apply for a BUILDING PERMIT at one of the approved inspection firms listed below. The BUILDING PERMITTING AGENCY is the inspection firm that will answer your questions concerning inspection and construction regulations under the Pennsylvania Uniform Construction Code. For your LAND USE PERMIT to be valid, your project (clearing and grubbing) must begin within three months of issuance. For your CONSTRUCTION PERMIT to be valid, construction must begin within six months. Otherwise, the permits will expire and you must re-apply for new permits.
- **REVISION: After permit approval, the applicant must provide to the township a copy of an accurate survey signed and sealed by the surveyor. This survey shall be completed as soon as the footers are constructed and before the first story framing or wall construction has begun. –Per Antrim Township Code, Chapter 150-107 F.**
 ("SURVEY," 11" x 17" maximum to scale submission sealed by a professional surveyor is required.)
- Upon installing public sewer and water service lines, call the Antrim Township Municipal Authority for an inspection prior to covering (excavating fill material) over the lines. **(24 hours prior notification is required by calling 717.597.9798).**

- An “on-lot” septic system must be inspected by the Sewage Enforcement Officer in accordance with the Septic Permit issued by the SEO **by calling 717.328.5769.**

COMPLETION: At the completion of your construction project...

- ✓ Apply for a BUILDING OCCUPANCY PERMIT by contacting the office that issued your BUILDING PERMIT, and
- ✓ Apply for a LAND USE OCCUPANCY PERMIT by calling or e-mailing the Antrim Township office. The Township will conduct a final inspection before issuing this permit. **(48 hours prior notice is required).** The Land Use inspector will look for the following to be in compliance:
 - House numbers properly displayed;
 - Storm water swales and drain system constructed per the approved subdivision (Review your land’s approved sub-division storm water requirements with your builder and excavator). Final lawn seeding is not a part of the Township’s inspection;
 - Driveway set-back, driveway paved within the road right of way, and storm water piping in compliance;
 - Set-back compliance FOR ALL NEW DWELLINGS. (Site-Certification statement provided by the surveyor that performed footer survey, on a form provided by the Township).**
 - SET-BACK COMPLIANCE IS REQUIRED FOR ALL OTHER STRUCTURES: Improvement set-back survey or other acceptable documentation proving that the building or structure listed on the land use permit is within the set backs in the Antrim Township Zoning Ordinance (A sketch of the property showing finished structure lines from property line distances shall be signed by the property owner/s is acceptable.)
- ★ **NO USE OR OCCUPANCY OF THE PREMISES COVERED BY THE CONSTRUCTION PERMIT AND THE TOWNSHIP LAND USE PERMIT SHALL OCCUR UNTIL BOTH OCCUPANCY PERMITS HAVE BEEN ISSUED.**

Inspection firms APPROVED by Antrim Township Supervisors: Apply to either office for a CONSTRUCTION PERMIT or on their websites. You must use the same inspection firm for the duration of your building project:

APPROVED FIRMS

COMMONWEALTH CODE INSPECTION SERVICE, INC.
1102 Sheller Avenue
Chambersburg, PA 17201
717-262-0081
Hours: 8:00 A.M. to 4:00 P.M.
www.codeservices.net

ACCREDITED SERVICES, INC.
46 South Potomac Street
Waynesboro, PA 17268
717-762-7065
1-800-778-7474
www.painspections.com/web/

Reference phone numbers:

Antrim Township Municipal Office info@twp.antrim.pa.us	717.597.3818
Antrim Township Municipal (water / sewer) Authority	717.597.9798
Sewage Enforcement Officer	717.328.5769
Pennsylvania Dept. of Transportation	717.264.4171 ext. 3111