

GUIDE TO BUILDING IN THE



Township of Antrim

Please read prior to applying for a building permit

Antrim Township
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GENERAL INFORMATION

Any structure that is equal to or above 100 square feet is required to have a building permit. All additions to existing structures (porches, garages, enclosure of a patios, etc.) are required to have a building permit no matter what the size. The definition of structure is *“any man-made object having an ascertainable stationary location on or in land or water, whether or not affixed to the land.”* This also includes temporary structures and buildings not on permanent foundations. Also all signs are required to have a permit to place them on a property.

Antrim Township has 15 days to review a building permit, and you must have your permit posted on your property prior to any construction. Please be sure to judge your time accordingly.

REQUIRED INFORMATION ON A BUILDING PERMIT

The following is a list of items needed when applying for a building permit.

1. Location of Construction:

- Exact address of where construction will take place
- Zoning District
- Subdivision Name
- Lot #
- Voting District

2. Property Information:

- Lot type (interior, corner or panhandle)
- Size of property
- current use of the land
- proposed use of the land
- number of buildings presently on the lot

3. Property Owner's Information:

- Name
- Address
- telephone number
- previous landowner
- any other practical information

4. Builder's Information:

- Company Name
- Contact
- address
- telephone #
- fax #
- Federal Tax ID #
- copy of Liability Insurance and expiration date

5. Building Information:

- Building Use (commercial, residential, agricultural, accessory, or other) Please be specific
- Size of Structure (length, width and height)
- Mobile Home Serial #
- Type of Accessory building (if any)
- Setbacks from the centerline of all streets
- Setback from both side property lines
- Setback from rear property lines
- Setback from side property lines to the driveway

6. Features:

- Type of basement
- number of rooms
- number of stories
- type of walls (drywall, plastered), exterior (brick, siding etc.)
- A/C
- Type of heat
- any other details.

7. Utility Information:

- Water Source
- Sewerage Source

8. Other Information:

- Estimated cost of materials used
- when work will be started
- a sketch of your property and the setbacks for all improvements (see figure a).

If the structure will have an on-lot sewage disposal system a copy of the septic permit will be required prior to the issuance of any building permits. **If you have any questions regarding an on-lot sewage disposal system you can call Antrim Township's Sewage Enforcement Officer, John Piper at 717-328-5769**

DRIVEWAY PERMIT

A driveway permit is required for any new entrance created onto any public road in Antrim Township. A driveway permit must be acquired prior to the issuance of any building permit. You may apply for your driveway permit at the same time as your building permit. If you are requesting an entrance onto a state road you must get a driveway permit from Penn Dot, and you can do so by calling the permit office at 264-4171.

The following is a list of items needed when applying for a Road Occupancy permit.

Reason for Construction:

- Exact address of where construction will take place
- Zoning District
- Subdivision Name
- Lot #
- Description of Construction Activity

- Address
- telephone number
- previous landowner
- any other practical information

Property Owner's Information:

- Name

Road Information

- Cart way width
- Distance from Centerline of road to right-of-way
- Area of disturbance within the right-of-way

DURING CONSTRUCTION

Once all your permits have been approved you may start construction on your property. The first step that you are to take when starting construction on a property is to stake out your driveway and call the Township for inspection. Once the Township inspects the driveway location you must then construct a proper construction entrance. All construction vehicles must use this entrance only, to enter the property. Under no circumstances are any construction vehicles permitted to park within the public road right-of-way. This would include any contractor's vehicles. Drainage swales within the property shall not be entered during construction and shall be guarded by placing silt fence along all drainage swales.

All easements, drainage or utility, shall be properly maintained with extreme care. The public road shall be kept clean from any mud, debris, vehicles, and equipment at all times. The Township has the right to inspect any property at any time when a building permit has been issued. Just as a reminder that all easements must be accessible to Township employees at all times and shall not be obstructed in any manner i.e. fences etc. Also you may not plant trees or buildings within any easement, tree roots and the weight of a building can cause problems with a utility. An easement gives the right to the Township to do maintenance on their utility in any manner at any time in order to maintain or repair there facilities as soon as possible.

When you come into the Township municipal building to apply for all your necessary permits, please have all the required information with you.

When you apply for a building permit you will be required to sign the permit verifying that you have read all the notes relating to the development that are stated on the approved subdivision plan, and looked at your property for any possible easements that are on the recorded plan. There are notes on the subdivision plan or covenants that are often not included on the property plat with the deed. (Please be aware) of any notes, setbacks, requirements and easements that are shown on the approved property plat. The approved property plat is recorded at the Franklin County Courthouse, and possibly at the Antrim Township Office.

"IT'S THE LAW"

When doing any digging in the State of Pennsylvania you are required to call "PA One Call." This call will inform all utilities of where your digging is to take place. If a utility is located in the vicinity of the dig, the utility will mark where their lines or cables are located. This laws prevents unnecessary damage or physical harm.

Antrim Township Supervisors are responsible for the health, safety, and welfare of the residents of Antrim, which is why they incorporated two laws for emergency purposes. These laws are for your protection and the protection of the people and places around you.

§ 56-1. Building numbers required.

It shall be the duty of each and every owner, trustee, lessee or agent and occupant of each and every house, building or other structure to cause the same to be numbered in accordance with this chapter.

Building numbers shall be clearly visible, located on the property for which they represent, and be at least 3".

§ 56-2. Placement of numbers; height; concealment.

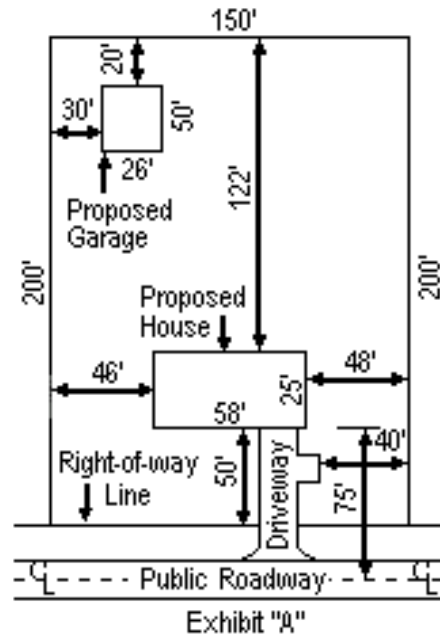
- A. The numbers shall be mounted in a conspicuous place on every house or building, or on both sides of a mailbox for the house or building so that said numbers can be readily seen and read from the street or highway where access is gained by an emergency vehicle.
- B. Each number shall be a minimum of three (3) inches in height.
- C. It shall be unlawful to cover or conceal any number properly placed on a building or mailbox.

§ 114-2. Installation in residential occupancy unit required.

It shall be the responsibility of the owner of each new and existing occupied residential occupancy unit to install Underwriters' Laboratories (U.L.) approved smoke detectors in each such residential occupancy unit as hereinafter provided. Said smoke detectors shall be capable of sensing visible or invisible particles of combustion and providing a suitable audible alarm thereof; further, they shall be installed by June 6, 1991.

§ 114-3. Placement.

- A. At least one (1) smoke detector shall be installed to protect each sleeping area. A sleeping area is defined as the area or areas of the family living unit in which the bedrooms (or sleeping rooms) are located.
- B. At least one (1) smoke detector shall be installed at the top of each stairway leading up to an occupied area.



Thank-you for your cooperation regarding information you have read in this pamphlet. Antrim Township reserves the right to address any noncompliance issues and clean-up any debris within the road right-of-way and will bill the property owner for equipment and labor costs.