

A GUIDE TO LAND-USE PERMITTING IN ANTRIM TOWNSHIP PENNSYLVANIA

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 on-lot system or Antrim Township Municipal Authority for public sewer and / or water connection? (Review public sewer and water connection fee schedules.)
- ✓ Have you contacted the Franklin County Conservation District for a determination whether an erosion and sediment control plan or a National Pollutant Discharge Elimination System permit will be required for your project? The Franklin County Conservation District is located at 185 Franklin Farm Lane and can be contacted at (717) 264-5499.

STEPS:

- Contact the Franklin County Conservation District for a determination whether an erosion and sediment control plan or a National Pollutant Discharge Elimination System permit will be required for your project. The Franklin County Conservation District is located at 185 Franklin Farm Lane and can be contacted at (717) 264-5499.
- 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), a well permit if a well is to be used and a Driveway Permit if your property is located on a Township road. If located on a state road a Pennsylvania Dept. of Transportation Highway Occupancy Permit will be required from Penn DOT. **BE SURE YOUR BUILDING SET-BACKS ARE CORRECT AND WITHIN ZONING REQUIREMENTS.** Include a drawing showing property lines; present and proposed building or structure location/s with all exterior dimensions; required building restriction lines; easements; 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.
- *An as built survey shall be completed for all new residential dwellings, new commercial structures or industrial structures. Such surveys shall show all information as required by the Township and be signed and sealed by a surveyor licensed in the state of Pennsylvania. – Per Antrim Township Code 150-84 A.*
- Upon installing public sewer and water service lines, call the Antrim Township Municipal Authority for an inspection prior to covering the lines. **(24 hours prior notification is required by calling 717.597.9798 and provide the street address).**

- 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.**
- Wells shall be constructed in accordance with DEP and Township regulations. Your well construction must be inspected by the inspector from the Building Permitting Agency prior to use and a copy of the well drillers report and raw water test results shall be provided to the inspector.

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 contacting the SAME BUILDING CODE OFFICIAL AS ABOVE (Antrim Township has outsourced this inspection to our Building Code Officials effective 9/26/2008). The BUILDING CODE OFFICIAL will conduct the inspection on behalf of the Township and issue the final land use occupancy permit for the Township. The BUILDING CODE OFFICIAL will look for the following to be in compliance ON BEHALF OF THE TOWNSHIP:
 - 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).
 - Driveway set-back, driveway paved within the road right of way, and storm water piping in compliance;
 - Set-back compliance FOR ALL NEW DWELLINGS an “as built” survey shall be provided.**
 - 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 in 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/BUILDING PERMIT. You must use the same inspection firm for the duration of your building project:

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.
 48 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
Franklin County Conservation District	717.264.5499