



Susquehanna Township

1900 Linglestown Road
Harrisburg, PA 17110
717-545-4751

www.susquehannatwp.com

Parcel ID	
Zoning District	
Bldg. Permit #	
Application Fee Rcvd.	

BUILDING/ZONING PERMIT APPLICATION

Directions: Application must be complete in all sections. Print must be legible. Submit two (2) sets of plans with your completed application. A site plan must be included. Minimum size is 11" x 17" for residential plans, and 24" x 36" for commercial plans. **Residential Building Permits require an Application Fee of \$100.00.**

Location of Project

Street Address: _____ No. of Units: _____

Type of Improvement

- ☐ New ☐ Alteration ☐ Repair/Replacement ☐ Addition
☐ Residential ☐ Multi-Unit Residential ☐ Non-Residential

Owner's Information

Owner's Name: _____ Phone #: _____
Address: _____
Email: _____

Applicant's Information

Applicant's Name: _____ Phone #: _____
Address: _____
Email: _____

Applicant is

- ☐ Owner ☐ Contractor with Worker's Compensation Certificate provided
☐ Agent ☐ Contractor is exempt with no employees – form completed w/application
☐ Engineer/ Architect HIC# (Residential): _____

General Contractor

Company Name: _____ Reg. # _____
Contact Name: _____ Phone #: _____
Address: _____
Email: _____

Name of Electrical Contractor: _____
Name of Plumber: _____ Twp. License #: _____

Separate permit applications are required for plumbing and/or electrical work.

Licensed Architect or Engineer of Record

Company Name: _____ Phone #: _____
Contact Name: _____
Address: _____
Email: _____



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PROPERTY & PROJECT INFORMATION

Details must also be shown on a plot plan, which is required to be submitted with the application.

Property Details

LOT WIDTH _____ feet LOT DEPTH _____ feet

AGGREGATE OF SIDE YARD _____ feet MINIMUM SIDE YARD (ONE SIDE) _____ feet

IS THE PROPERTY IN A FLOODPLAIN? ☐ Yes ☐ No BASE FLOOD ELEVATION _____ feet

OF OFF-STREET PARKING SPACES Existing: _____ Proposed: _____ Accessible: _____

SIZE OF STRUCTURE Length: _____ Width: _____ ☐ Plans/Specs attached

IMPERVIOUS AREA Existing: _____ s.f. Proposed: _____ s.f. Total: _____ s.f.

UTILITIES Sewer: ☐ Public ☐ On-lot Septic Water: ☐ Public ☐ Well

SPRINKLED BUILDING ☐ Yes ☐ No

HEAT SOURCE ☐ Propane/Gas ☐ Heat Pump ☐ Radiant ☐ Oil ☐ Other _____

BUILDING TYPE ☐ Detached ☐ Semi-Detached (one-wall attached) ☐ Attached (both walls)

☐ Garage ☐ Garage ☐ Carport ☐ Above Ground ☐ In Ground ☐ Basement
Attached Unattached Pool Pool Improvement

Describe the proposed project in detail: _____

Will a commercial kitchen be installed or food operations (prep or service) be conducted? ☐ Yes ☐ No

If yes, provide an additional set of plans must be submitted for the Health Officer to review.

Will you be using and/or producing any hazardous chemicals? ☐ Yes ☐ No

If yes, provide attachment(s) with listing of chemical, location on site, and method of disposal.

Does this application involve a change in the use group? ☐ Yes ☐ No Existing Use _____

If the property is located within a Home Owner's Association, has approval been granted? ☐ Yes ☐ No

Applicable Use Group(s): (circle)

A-1 A-2 A-3 A-4 A-5 B E F-1 F-2 H-1 H-2 H-3 H-4 H-5
I-1 I-2 I-3 I-4 M R-1 R-2 R-3 R-4 S-1 S-2 U

Construction Type: I-A I-B II-A II-B III-A III-B IV V-A V-B

☐ Roof Trusses ☐ Roof Field Frame ☐ Reroofing over existing shingles

ROOF SHEATHING MATERIAL _____ ROOF COVERING MATERIAL _____

NUMBER OF Full Baths: _____ Half-Baths: _____ Bedrooms: _____

WATER HEATER ☐ Electric ☐ Gas/Propane ☐ Oil ☐ Other _____

FIREPLACE ☐ Electric ☐ Gas/Propane ☐ Wood-Burning ☐ Manufactured ☐ Site Built



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Materials:	CONCRETE	BLOCK	WOOD	STEEL	BRICK	STONE	OTHER
FOUNDATION							
FLOOR CONSTRUCTION							
ROOF CONSTRUCTION							
EXTERIOR WALL							

TOTAL COST/VALUE OF CONSTRUCTION: \$ _____

Cost/value means the reasonable costs of all services, labor, materials, and use of equipment entering into and necessary to the prosecution and completion of the work.

STATEMENT AND VERIFICATION BY APPLICANT

Application is hereby made for a permit to construct or alter a structure which shall be located as shown on diagram and plan as submitted and/or to use the premises for the purpose described herewith. The information which follows, together with location diagram, is made part of this application by the undersigned. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application, or any change in the location, size or use of structure or land be made subsequent to the issuance of this permit, without approval of the Zoning Office, shall constitute sufficient ground for a revocation of this permit.

The undersigned hereby certifies that the proposed work is authorized by the owner of record and that they have been authorized by the owner to make this applicant as an authorized agent and does hereby agree to conform to all applicable laws of the jurisdiction and the state of Pennsylvania for the work for which this permit is issued.

Signature of Authorized Representative/Owner

Date

FOR TOWNSHIP USE ONLY

SPECIAL CONDITIONS OF ISSUANCE: _____

FEES	
BUILDING	
ZONING	
EXPEDITED*	
USE & OCC	
STATE	\$4.50
TOTAL	

Signature of Building Code Official

Date

Signature of Zoning Officer

Date

** EXPEDITED PERMIT PROCESSING FEE –Any person undertaking any of the activities which require issuance of a permit under the Zoning Ordinance or the Pennsylvania Uniform Construction Code prior to obtaining a permit, shall pay the permit fee set forth in the Fee Schedule, and shall in addition pay a fee to recover the increased administrative and inspection costs incurred by the Township as a result of the necessity to expedite processing of the untimely filed application, perform inspections, etc. This additional fee shall be equal to the permit fee.*