

PENN TOWNSHIP

BUILDING PERMIT GUIDANCE SHEET

The following information is required at the time of application for a Building Permit in Penn Township, Perry County, PA.

- A. Property owner's name, present address and telephone number.
- B. Contractor's name, address and telephone number.
- C. Site Address (if known), Penn Township will assign new addresses.
- D. Sketch plan showing the following:
 - 1. Property lines.
 - 2. Existing structures.
 - 3. Proposed structure/s and size.
 - 4. Building setbacks (distance from all property lines).
 - 5. Location of well and septic and/or public water and sewer lines.
 - 6. Driveway.
 - 7. Waterways.
 - 8. Rights-of-Way and/or Easements
- E. Copy of a valid sewer connection or on-lot septic permit.
- F. Driveway Permit:
 - 1. Township driveway permit number (can be obtained at the time of application for Building permit).
 - 2. State driveway permit number (Highway Occupancy Permit). Obtain prior to application for Building Permit by contacting Penn DOT, telephone (717)582-2191.
- G. Workers' Compensation Insurance Certificate or Information Form.
- H. Evidence of stormwater management approval, if required by Township Engineer.
- I. Construction in the Township other than residential may require the following:
 - 1. Land Development Plan.
 - 2. Pennsylvania Department of Labor and Industry Building Plan approval.

Following completion of the project, applicant must notify the township for a final inspection and a Certificate of Occupancy must be issued before using or occupying the building or structure.

Contact the Building Permit Officer at the Township office for additional information, 834-5281.

Building Setbacks

The following are minimum setback dimensions of open space between the street and/or property line and the proposed building, except where otherwise noted

- A. Front Setback:
 - 1. Standard minor street and alley 25 feet
 - 2. Collector Street 30 feet
 - 3. Arterial Highway 40 feet
- B. Side Yard Setback 15 feet
- C. Rear Yard Setback 25 feet

Accessory Buildings (storage shed, detached garage, etc.)

A building permit is required for the construction or placement of an accessory building or structure and the following shall apply:

- A. Accessory buildings may be located not less than five feet (5') from a side or rear property line provided;
 - 1. Such building does not exceed two hundred eighty eight (288') square feet. (typical 12'x24' shed)
 - 2. Such building does not exceed one story in height or be more than twelve feet (12') high.
- B. All accessory buildings shall comply with the minimum front yard setback and shall not be located closer to any street or right-of-way than the principal building.
- C. A building permit is not required for an accessory building that is not permanently affixed to the ground and has a total area not greater than one hundred forty four (144) square feet. (typical 12'x12' shed)

Swimming Pools

A building permit is required for the construction and installation of a private outdoor swimming pool as follows:

- A. All outdoor swimming pools with a surface area greater than one-hundred and fifty square feet (150 sq. ft.) or having a depth greater than two feet (2').
- B. No pool or any appurtenances shall be located in the front or side yard setback areas.
- C. Pool and appurtenances may encroach into the rear yard setback area to a point not less than ten feet (10') from the rear property line and/or right-of-way line with the following exception;
 - 1. Appurtenances, if at or below ground level may extend to the rear yard setback line and/or right-of-way line. Diving boards may encroach into the rear yard setback of five feet (5') from the property and/or right-of-way line.
- D. Pools shall be completely surrounded by a fence or wall having a minimum height of four feet (4') and a maximum height of eight feet (8') in height. All gates and door openings shall be equipped with a self-closing, self-latching device to prevent unauthorized access of the pool. For above ground pools, if the top of the pool wall is greater than forty inches (40") above finish grade level, a fence shall not be required, provided that all points of access to the pool are adequately protected, and any access ladder shall be a fold-up type.
- D. All lighting fixtures for swimming pools shall be installed so as to comply with all applicable safety codes, and shall be shielded so as to prevent any direct beam of light shining onto any adjoining property.
- E. No overhead utility lines shall be carried across any swimming pool.

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1-800-242-1776**