



## Information Guide for Residential Building Permit Application Packet

Dear Valued Property Owner, Resident, and/or Contractor,

The purpose of requiring a Building Permit is to verify code compliance in construction through the use of established code standards that exist for safety reasons. Below you will find information and guidelines to assist you with completing a Residential Building Permit Application. The current International Residential Code and the Uniform Construction Code (State of Pennsylvania regulations) require that Building Permits be required for new structures or improvements to existing structures. The items of interest that pertain to the Zoning Ordinance are; setbacks of the structure from property lines, height of structures, use of structures and distance from other structures. Please contact the Zoning Officer or visit our website ([www.nctown.org](http://www.nctown.org)) if you have additional questions concerning completion of the application.

**Please read all attached pages carefully, complete and return all required forms!**

### **Page 1 – Residential Building Permit Application**

**ALL Required Information** must be filled out completely, including all Date & Signature Lines and the Total Cost of the Project, or Permit Application will not be accepted for process.

**The Non-Refundable \$100.00 Permit Application Fee must be included with submission and will be deducted from the total fees upon approval of the permit.**

### **Page 2 – Informational sheet and check list**

Please read and check all boxes that apply.

### **Page 3 & 4 – Swimming Pool Permit Application Submittal Information**

Please read both pages and check all boxes that apply.

### **Page 5 – Hot Tub Permit Application Submittal Information**

Please read and check all boxes that apply.

### **Pages 6 & 7 – Residential Permit Application and Inspection Process**

Read carefully and include any buildings plans, drawings, property site plans, etc., that are required for the type of building construction to be completed. **Sign and Date page 7.**

### **Page 8 – Contractor Listing Sheet**

Complete site address, required contractor boxes and permit application contact boxes.

**Before Permit Applications are accepted and the Permit Review Procedures can begin,  
ALL the above steps must be completed.**

### **General Processing Information**

After review of all submitted forms, the Township's Zoning Officer will forward all application information to your choice of one of the Township's UCC inspection companies. The "Formal UCC Review" process has up to **15 Working Business Days** to approve / deny the permit.

The permit fee is for all Township reviews, processing, zoning verification review, transmitting to County Assessment, State required registration fee, storage of completed documents, transferring to all reviewing agents and Administration costs, based on the total construction cost of the project. The review and inspections cover the work performed by your choice of the Township's inspection companies, **Associated Building Inspections (ABI), or Commonwealth Code Inspection Services (CCIS)**. Go to their websites for more information:

Associated Building Inspections at *www.weknowcodes.com*

Commonwealth Code Inspection Services at *www.codeservices.net*

Upon completion and approval of permit, total costs will be tallied and applicant will be contacted, and informed of the balance due upon pick up of permit at the Township office.

# NORTH CORNWALL TOWNSHIP RESIDENTIAL BUILDING PERMIT APPLICATION

320 S. 18<sup>th</sup> Street, Lebanon, PA 17042  
Phone: 717-273-9200 Fax: 717-274-0466

Permit # \_\_\_\_\_ Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

**\*\*\*ALL fees for new construction and new additions will be based on the most current edition of the ICC Building Valuation Data Sheet.\*\*\*  
\*\*\*\*ALL remodeling will required a signed contract to be submitted with the initial permit application.\*\*\*\*  
Per Township Ordinance, a plot plan is required to accompany all permit applications regardless of type of work.  
Application packages that are grossly deficient will be returned to the applicant for correction.**

**TO BE COMPLETED BY THE APPLICANT:**

Application is hereby made for a permit in compliance with the current zoning regulations of North Cornwall Township. Applicant hereby certifies the plot plans submitted with this application are correct and no changes will be made without submitting a written plan of such changes. Application shall be considered complete when application fee is paid and application is signed by applicant.

- 1. Property Owner(s) \_\_\_\_\_ Phone \_\_\_\_\_
- 2. Owner(s) Address \_\_\_\_\_
- 3. Applicant \_\_\_\_\_ Phone \_\_\_\_\_
- 4. Address \_\_\_\_\_
- 5. Location of Property \_\_\_\_\_

6. Lot Area: \_\_\_\_\_ sq. ft. Acres \_\_\_\_\_ Lot Dimensions \_\_\_\_\_ Corner Lot?  YES  NO

7. Present Use of Structure \_\_\_\_\_ INSPECTION COMPANY for PROJECT (check one):

8.  Public Sewer or  On Site Private Sewer Permit # \_\_\_\_\_ ABI \_\_\_\_\_ CCIS \_\_\_\_\_

9. NATURE OF PROPOSED PROJECT(S)		DESCRIPTION OF MATERIALS		PROJECT SIZE, DESCRIPTION AND COST
Project A	Project B	Project A	Project B	A: _____ x _____ ht.
_____	_____	_____	_____	Description: _____
_____	_____	_____	_____	B: _____ x _____ x _____ ht.
_____	_____	_____	_____	Description: _____
_____	_____	_____	_____	<b>TOTAL COST</b> _____

10. Signature of Applicant \_\_\_\_\_ Date of Signature \_\_\_\_\_

**PLEASE NOTE: This permit is issued in accordance with North Cornwall Township Ordinances and Resolutions. Property owners are responsible for determining whether any deed restrictions or any other limitations on land use are applicable.**

**\*\*\*\*\*A NON-REFUNDABLE BUILDING PERMIT APPLICATION FEE WILL APPLY TO ALL APPLICATIONS.\*\*\*\*\***

Residential permit applicants shall submit a fee of **\$100.00** with each permit application. These fees shall be applied towards the overall required permit fee when an applicant has properly completed and supplied all the required documentation for permit approval. Note that these are NOT additional fees and are subtracted from the total permit application fee when the permit has been approved. A new permit application and fee will be required if the permit application is resubmitted at a later date due to the following: the permit application was withdrawn, there was failure to provide missing permit information within 14 calendar days of the date shown on the written notification provided to the permit applicant or the applicant fails to pick up the approved permit application within thirty calendar days.

**TO BE COMPLETED BY THE TOWNSHIP:**

Permit Fee: \$ \_\_\_\_\_ Zoning Review/Admin/Inspection Fee: \$ \_\_\_\_\_ Less Application Fee: (\$100.00) Ch# \_\_\_\_\_ Date \_\_\_\_\_

**TOTAL DUE to NCT:** \$ \_\_\_\_\_ **Inspection Company Fee:** (ABI) (CCIS) \$ \_\_\_\_\_

**ZONING DISTRICT** \_\_\_\_\_

Project A Project B

FRONT YARD SETBACK: \_\_\_\_\_ feet from road right-of-way line  
REAR YARD SETBACK: \_\_\_\_\_ feet  
SIDE YARD SETBACK: \_\_\_\_\_ feet each side

**CERTIFICATION:**

- 1. The proposed work and use DOES / DOES NOT comply with the Zoning Ordinance
- 2. A VARIANCE / SPECIAL EXCEPTION / APPEAL was granted in ZHB Case No. \_\_\_\_\_
- 3. A permit for the above state work is hereby GRANTED / REFUSED on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.
- 4. This permit expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Zoning Officer

*This certificate does not in any way relieve the owners, or any other person in possession or control of the building, or any part thereof, from obtaining such other permit or licenses as may be prescribed by law for the uses or purposes for which the land or building is designed or intended, nor from complying with the object of maintaining the building or land in a safe or lawful condition, nor from complying with any regulations specified in property deed restrictions. Permit is subject to possible appeal by any party for a period of 30 days after issuance. Permit expires if work described therein has not begun within 90 days after issuance.*

# NORTH CORNWALL TOWNSHIP

Upon issuance of the building permit, the permit is required to be posted and visible from the public right-of-way. The permit approval requires compliance with all codes and ordinances, which North Cornwall Township has adopted.

One set of approved, signed plans, specifications and permit amendments will be returned with the permit. The approved set must remain on the job-site until the final inspection and a Certificate of Use and Occupancy has been issued.

The permit applicant is responsible for making arrangements for inspections and insuring that a Township Code Official has performed the required inspections at the stages required. If you are unsure of the inspection stages, contact the 3<sup>rd</sup> Party UCC Inspector.

## REQUIREMENT FOR ALL PERMIT APPLICATIONS:

- Have you completed all zoning, land development, storm water management, highway occupancy, as well as water and sewer requirements?
- Site plan must be drawn to scale.  
Plans **SHALL** include all property lines, public streets, right-of-ways, sidewalks, public and private easements, all existing and proposed buildings, proposed improvements, driveways, swimming pools, sheds and other outbuildings. Any lot which contains a recorded easement or right-of-way **MUST** have the following note on the site plan, “**Nothing shall be placed, planted, set, or put within the area of the easement that would adversely affect the function of the easement or conflict with the easement agreement**”.
- Exact dimensions from all existing and proposed improvements to all property lines.
- Plans indicate design construction code?
- Provided information on plumbing, electrical, energy (insulation), and mechanical work to be completed?
- Provided 3 complete sets of documents? Including site plans?
- Plans indicate detailed information about lumber types, sizes, and spacing.
- Plans include documentation on any pre-engineered building members such as roof trusses, floor joist systems, or wall systems? Some pre-engineered items are required to have **SIGNED and SEALED** drawings.

## **The Certificate of Use and Occupancy**

In order to receive a final Use & Occupancy approval the following items shall be completed in their entirety. All mechanical, electrical, and plumbing systems shall be fully functional. Smoke detectors shall be fully operational. All handrails, guardrails, and stairway systems shall be complete. All downspouts shall be in place and final grading shall be complete. All floor sheathing and wall coverings shall be complete. NO occupancy is allowed without the Use & Occupancy Certificate granted by the Code Official.

You cannot provide too much detail but you can provide too little in order to do a thorough plan review. This checklist provides the minimum information required for permit submittal.

Please do not submit the permit until you have provided all the required minimum submittal information. If you are unsure of your submittal please call.

# Swimming Pool Permit Submittal Information

**Code Reference: International Residential Code, Appendix G & Chapter 41.**

“Swimming Pool” definition: ‘Any structure intended for swimming or recreational bathing that contains water over 24 inches deep. This includes in ground, above ground and on ground swimming pools, hot tubs and spas. (Includes indoor and outdoor facilities)

## **Permit Application Requirement:**

- Include plans showing in ground swimming pool and specifications indicating the following: pool dimensions, wall slopes, floor slopes, surface cleaning devices, walkways, steps and ladders, diving / sliding boards, water supply, water treatment, drainage system, suction outlet fittings (cover) and accessory building(s). Accessory buildings include showers, dressing rooms, and equipment in buildings for plumbing and pool heaters. Include energy conservation items such as a pool cover for heated pools, system controls and pipe insulation.
- Include copy of manufacturer’s information sheets and/or manufacturer’s installation instructions for any prefabricated pool assemblies and pool equipment (above ground pool assemblies, pumps, filters, heaters, aboveground pool ladders).
- Include site plans, which must show pool and deck dimensions including distance from edge of water surface to property lines. Also, show location of all existing buildings and proposed buildings (include sheds, detached garages and accessory buildings), driveways, sidewalks, gas tanks, and overhead electric and communication cables. In addition, the lot area (the area contained within the entire property) and the lot coverage (the total area covered by all buildings, pools, driveways, and sidewalks) must be provided in square feet.
- Include details for required barriers / fencing and pedestrian access gate latching.
- Include structural framing plan of deck and stairs adjacent to pools for Code Official review and approval. Plans must accurately show structural framing that include footings, beam, post and joist layout, guardrails, stairways and handrails. Decks 30 inches or more above grade may need engineering.

## **Conditions to Consider That Affect Installation**

1. Barriers (fences) for swimming pools shall be at least 48 inches above the finished grade. Maximum vertical distance between grade and the bottom of the barrier shall be 2 inches. Openings in the barrier shall not allow the passage of a 4 inch diameter sphere. Special requirements apply to chain link fence, masonry walls and diagonal lattice. Access gates shall swing out, and be self-closing and self-latching. Release mechanism shall be at least 54 inches above bottom of the gate. Special requirements apply when the release mechanism is less than 54 inches.
2. Township requires temporary fencing 36 inches in height, which is to be installed when pool excavation begins in order to prevent unauthorized entry and accidents.
3. If the house is part of the barrier/fencing, the door(s) and screen door(s) opening(s) in to the pool area must be equipped with an approved U.L. listed alarm.
4. Electrical work shall be installed in accordance with the International Residential Code Chapter and the National Electrical Code for Swimming Pools.
5. Contact a Code Official for electrical code requirements such as:
  - Overhead wires and cable clearances
  - Underground wiring and/or conduit
  - Bonding of pool and wire mesh and/or rebar in concrete deck
  - Wiring methods and insulated ground wire requirements
  - Receptacle locations
  - Light fixtures, switch locations and landscape lighting
  - Ground fault circuit interrupter protection for receptacles and equipment
  - Disconnect locations

**Shotcrete (In Ground Pools) require the following inspections:**

1. Pool reinforcing and pool plumbing prior to placement of Shot Crete (All rebar and wire mesh must be properly supported).
2. Bonding requirements for pool equipment, light fixtures, metal accessories and concrete deck rebar, pool shell and wire mesh.
3. Underground conduit and wiring prior to backfill.
4. Underground gas piping testing if applicable (Design Installation Testing Certification Form must be submitted).
5. Final electrical – ground fault protected receptacle(s), light fixture(s), landscape lighting, pool pump motor, bonding of metal fencing and equipment and energy requirements.
6. Final Pool – fencing and/or barrier, door alarms, access gate hardware operation and pool cover.

**Metal Liner Panel (In Ground) Pools require the following inspections:**

1. Pool footings and pool plumbing prior to placement of concrete (All rebar, wire mesh and steps must be properly supported).
2. Bonding of all metal parts within 5 feet of the inside walls of the pool including but not limited to rebar, light fixtures, ladders, handrails, pump motors, filters, heaters and metal fencing.
3. Underground conduit and wiring prior to backfill.
4. Underground gas piping testing if applicable (Gas Test Certification Form must be submitted).
5. Final electrical – ground fault protected receptacle(s), pool pump motor, filter, heaters, light fixture(s), landscape lighting and bonding of metal fencing and equipment, energy requirements.
6. Final Pool – fencing and/or barriers, listed step assemblies (removable or fold up locking type), access gate hardware operation, and pool covers.

**Above Ground Pools require the following inspections:**

1. Bonding of all metal parts within 5 feet of the inside walls of the pool including but not limited to rebar, light fixtures, ladders, handrails, pump motors, filters, heaters and metal fencing.
2. Underground conduit and wiring prior to backfill.
3. Underground gas piping testing if applicable (Gas Test Certification Form must be submitted).
4. Deck post footings if applicable. (Prior to pouring concrete)
5. Framing of pool decking, stairs, handrails and guardrails if applicable.
6. Final electrical – ground fault protected receptacle(s), pool pump motor, filter, heaters, landscape lighting and light fixture(s).
7. Final Pool – installation performed in accordance with the pool manufacturers installation instructions, fencing or barriers, listed step assemblies (removable or fold up locking type) and fencing / gate hardware operation.

**Pools shall not be used until a Code Official approves the Final Electrical and Pool Inspections. The Code Official will issue a Certificate of Use and Occupancy upon approval of all inspections.**

# Residential Spa & Hot Tub Permit Submittal Information

Code: International Residential Code: Appendix G & Chapter 41

(Includes indoor and outdoor facilities)

## **Permit Application Requirement:**

- Include copies of manufacturer's installation instructions and specification sheets.
- Include information on the safety locking cover or barrier fencing.

## **Conditions to Consider That Affect Installation:**

- Existing decks must be capable of supporting the loads imposed by the spa or hot tub, that is, the weight of the unit, weight of the water and weight of all occupants. Submit a structural framing plan of the deck for Township review and approval. Corrective framing and structural work may be required. See the Deck Submittal Guide for information concerning structural and plan requirements. Review by a registered architect or structural engineer may be needed, for example, an elevated deck with hot tub.
- Overhead electric wires and communication cables require clearances based on both PPL and National Electrical Code rules and regulations.
- Glazed windows or doors enclosing or adjacent to a spa or hot tub spa that are less than 5 feet above a walking surface and within 5 feet horizontally must have approved safety glazing or an approved permanent barrier between the glazing and the spa or hot tub.
- Electrical wiring and equipment shall be installed in accordance with the 2006 IRC Chapter 41. Electrical requirements are different for inside and outdoor installations. Contact your Code Official for electrical code information such as:
  - Overhead wires and cable clearances
  - Wiring methods, disconnect and insulated ground wire requirements
  - Receptacle outlet location(s) (new & existing)
  - Light fixture, ceiling fan and switch location(s)
  - Ground fault circuit interrupter protection
  - Landscape lighting and wiring
  - Bonding requirements: pumps, metal fencing, gutters/downspouts etc.

**You cannot provide too much detail but you can provide too little in order to do a thorough plan review.  
This checklist provides the minimum information required for permit submittal.**

**Please do not submit the permit until you have provided all the required minimum submittal information. If you are unsure of your submittal please call.**

[www.nctown.org](http://www.nctown.org)

# ***RESIDENTIAL PERMIT APPLICATION & INSPECTION PROCESS***

**Failure to read and comply with the following document may result in a delay in the issuance of a building permit. It is to your benefit to carefully read ALL the following.**

## **REQUIRED PERMIT SUBMITTAL INFORMATION**

1. IF you are not familiar with the building codes it is to your benefit to contact a building professional to design your project and provide the required documentation to obtain a building permit. Consult or hire a professional for those areas of the building code or construction with which you are unfamiliar or unsure of the building code requirements.
2. Three complete sets of buildings plans shall be provided.
3. The permit applicant shall submit drawings of sufficient detail so as to determine compliance with the building codes. This information shall include as a minimum all dimensional lumber sizes and center-to-center spacing, a sketch of the building layout with dimensions of the building and any proposed rooms, roof pitch, roof truss design plans, footer and foundation details, any engineered structural members, a ResChek printout indicating the R-value and locations of insulation being installed meeting the energy code requirements of the IRC, and the locations of plumbing and electrical items. Buildings of unusual design or construction shall submit plans from a design professional for ALL structural aspects of the project.
4. A plot plan showing actual distances to lot lines and other buildings.

## **THE BUILDING INSPECTION PROCESS**

**NO Saturday or Sunday calls for appointments or scheduling of inspections will be accepted.**

***PLEASE UNDERSTAND THAT THE EARLIER YOU CALL THE BETTER YOUR CHANCES ARE OF RECEIVING YOUR INSPECTION AT THE TIME YOU REQUEST. IN ALL INSTANCES HOWEVER THE BUILDING INSPECTOR WILL SET THE INSPECTION TIME.***

**Please call the required 24 hours prior to your need for an inspection. If you leave a message on the voice mail your inspection will be scheduled as you requested. If there is a scheduling conflict your inspector will call you to reschedule a time that works well for both parties.**

1. All inspections shall require a minimum 24-hour notice. The code enforcement official shall set the inspection time according to his schedule.
2. All footer inspections shall be completed prior to the pouring of concrete.
3. All foundation inspections shall be completed prior to any backfilling.
4. Framing inspections shall include all rough *\*electrical\**, rough plumbing, rough mechanical, and all framing. **\*\*\*\*Please note that this agency shall assume responsibility for all electrical inspections.**
5. OCCUPANCY of any structure is prohibited until the receipt of a "Certificate of Use and Occupancy" is issued by the building code official. No Exceptions!
6. For final inspection the structure shall be completed in its entirety with all mechanical, plumbing, and electrical systems fully functional, and all trim, railings, hardware, floor systems, down spouts, final grading, etc. completed. Contact building inspector if any of these items cannot be completed.
7. Openings between an attached garage and a house shall have a permanently labeled 20 minute fire rated door or a solid wood door not less than 1 3/8" thick.
8. ALL egress doors shall be readily operable from the side which egress is to be made without the use of a key (No double keyed dead bolts). A minimum 3' x 3' landing shall be required on each side of an egress door.



9. Basements with habitable space and every sleeping room shall have at least one openable emergency escape and rescue window or exterior door opening for emergency escape and rescue. The units must be operable from the inside to the full clear opening without the use of a keys, tools, or special knowledge. The egress window shall have a sill height not to exceed more that 44" above the floor. The rescue/egress window, with one movement, must have a net clear opening of 5.7 square feet unless it is a grade floor window then 5 square feet shall be permitted. The minimum clear opening height shall be 22" and the net clear opening width shall be 20".
10. All water supply systems shall be tested at an air pressure of 50 PSI or the working system pressure with water applied for 15 minutes without evidence of leakage. All drain lines shall be tested at 5 PSI for 15 minutes without evidence of leakage.
11. SMOKE ALARMS – The code required that at any time a permit shall be required the applicant shall comply with the smoke alarm requirements of the code. This requires the installation of smoke alarms in each bedroom, outside of the bedroom area, and one on each floor of living space. These are required to be AC powered, interconnected, with battery backup. If existing building construction prohibits the interconnection single station battery powered smoke alarms shall be permitted. Verity locations with building inspector.

***\*\*\*DISCLAIMER\*\*\*The information presented above is the basic requirements for residential construction and is not to be relied upon for the complete requirements for residential construction. It is to your advantage to use a professional contractor to assist you with those areas of construction with which you are unfamiliar. Unfamiliarity with the building codes may cause unplanned delays and unforeseen costs to comply with building code regulations.***

I have read, understand and agree to comply with the above information.

\_\_\_\_\_ Signature of Applicant or Responsible Party

\_\_\_\_\_ Date

# North Cornwall Township

It is very important that you provide complete contact information for all persons who wish to receive copies of the plan reviews. Provide names, addresses, phone numbers, fax numbers and, if possible, e-mail addresses of all parties.

## Contractor Listing

Permit No. \_\_\_\_\_ Site Address \_\_\_\_\_

### General Contractor

L & I #

Business Name		
Contact		Telephone
Address		E-mail
City	State	Zip
Fax	Mobile	Pager

### Electrical Contractor

L & I #

Business Name		
Contact		Telephone
Address		E-mail
City	State	Zip
Fax	Mobile	Pager

### Plumbing Contractor

L & I #

Business Name		
Contact		Telephone
Address		E-mail
City	State	Zip
Fax	Mobile	Pager

### HVAC Contractor

L & I #

Business Name		
Contact		Telephone
Address		E-mail
City	State	Zip
Fax	Mobile	Pager

### Permit Application Contact

Business Name		
Contact		Telephone
Address		E-mail
City	State	Zip
Fax	Mobile	Pager



## North Cornwall Township

### Sanitary Sewer Treatment & System Capacity / Connection Steps

Applicants must complete the following steps:

#### 1. REQUEST LETTERS

The Developer or Applicant must send a letter to **North Cornwall Township, 320 South 18<sup>th</sup> Street, Lebanon, PA 17042**, requesting conveyance capacity for connection to the North Cornwall Township (NCT) sanitary sewer system. The Developer or Applicant must send a letter to the **City of Lebanon Authority, 2311 Ridgeview Road, Lebanon, PA 17042**, requesting sanitary sewage treatment capacity.

**LETTER INFORMATION** - The letter must include the following:

- a) Applicant Contact Information
  - b) Address and/or lot number(s) of proposed point of connection
  - c) Type of connection – Residential, Commercial, or Manufacturing
  - d) Number of Equivalent Dwelling Units (EDU) requested. EDU is based on 220 gpd. Applicant must submit information on how they determined the number of EDUs requested.
  - e) Engineer and Contractor contact information
2. **APPROVAL** - If all information is received, and the NCT conveyance capacity and COLA treatment capacity is available, NCT and COLA will reply to the Applicant, confirming the capacity requests.
3. **PLANNING MODULE APPLICATION** - If collection, conveyance, and treatment capacity is available, the Developer or Applicant should complete and submit to NCT, the most recent version of the Sewage Facilities Planning Module Application Mailer (Mailer). NCT will execute the appropriate sections of the Mailer and return it to the Developer or Applicant for submission to DEP or the delegated approving agency.
4. **CAPACITY FEE PAYMENTS** - For residential developments, the COLA and NCT capacity fees will be based on the total number of lots in the development or by the number of lots in a phase of the development that has been approved by the Township.
- a) The Developer or Applicant must send a check made payable to: **North Cornwall Township**, for the amount of **COLA** treatment capacity EDUs purchased. A Capacity Application & Payment Form will be completed by NCT and returned to COLA with a check in the amount of COLA capacity purchased.



Signed copies of the COLA Treatment Capacity Application & Payment Form will be mailed to the Developer or Applicant.

5. **BUILDING SEWER LATERAL CONNECTION PERMIT:** The Developer or Applicant must submit a sanitary sewer connection application, with a check made payable to: **North Cornwall Township**, for the amount conveyance capacity EDUs purchased. Before issuance of an application for a Building Permit, all COLA treatment capacity and NCT conveyance capacity fees must be paid.
6. **SEWER CONNECTION TERMS and CONDITIONS** - All sewer connections terms and conditions are subject to the of the current **Pa UCC Building Codes** and the **North Cornwall Township Standard Construction and Materials Specifications for Sanitary Sewer System Extensions Manual**, effective November 24, 2017, as adopted by North Cornwall Township. A copy is available upon request.
7. **Sewer Lateral Connection Inspection, 48 Hour Notification** - Before any sewer lateral installation, the Developer, Builder, and /or Plumbing Contractor must contact the Township's appointed Sanitary Sewer Inspector, Steckbeck Engineering's Ethan Hoover, forty-eight (48) hours prior to request an on-site inspection. Phone: 717-272-7110 ext. 112 - email: ehoover@steckbeck.net
8. **ON-SITE INSPECTIONS OR CONSULTING FEES** - Any on-site inspection fee must be paid directly to Steckbeck Engineering. Any additional or consulting time on the sewer lateral connection project, may result in an additional charge.

## **Sanitary Sewer Treatment, Conveyance Capacity, and Connection Fees**

1. COLA Sewer Treatment Capacity Fee: **\$2090.00 - Per EDU**
2. North Cornwall Township Sewer Conveyance Capacity Fee: **\$820.00 - Per EDU**
3. Township Owned or Developer Reimbursement Sewer Connection Fee: **\$745.00 - Per EDU**

*(Note: #3 is an additional fee to #2, if the connection is into an existing Township installed and owned sewer system line or sewer lines that require a reimbursement to a developer, who has upgraded the Township's sewer system lines.)*

APPLICATION/PERMIT NO. \_\_\_\_\_ DATE \_\_\_\_\_

**NORTH CORNWALL TOWNSHIP**

320 SOUTH 18<sup>TH</sup> STREET  
LEBANON, PENNSYLVANIA 17042

**APPLICATION FOR PERMIT TO CONNECT TO THE SANITARY SEWER**

PROPERTY OWNER \_\_\_\_\_ TAX MAP/LOT NO. \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

PHONE NO: \_\_\_\_\_ (if different)  
WATER SUPPLY PRIVATE \_\_\_\_\_ PUBLIC \_\_\_\_\_

TYPE OF BUILDING TO BE SERVED \_\_\_\_\_ RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_ OTHER \_\_\_\_\_

DESCRIPTION IF OTHER THAN SINGLE FAMILY RESIDENTIAL \_\_\_\_\_

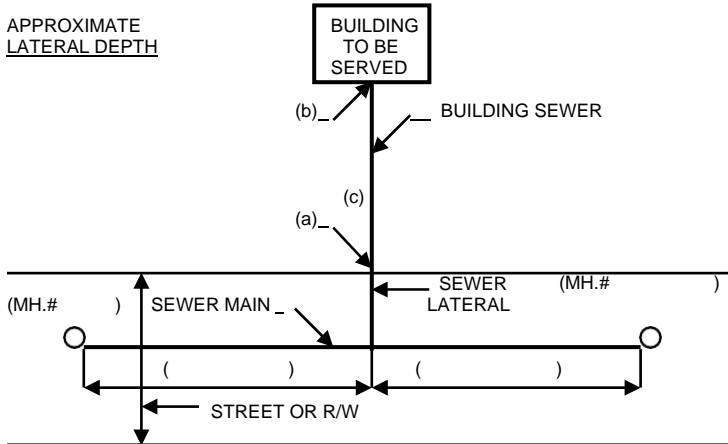
CONSTRUCTION TO BE PERFORMED BY \_\_\_\_\_ PLUMBING FIRM EXPECTED TO BE EMPLOYED \_\_\_\_\_

\_\_\_\_\_ SELF \_\_\_\_\_ PLUMBER \_\_\_\_\_

CONNECTION FEE \_\_\_\_\_ DATE OF PAYMENT \_\_\_\_\_ BY \_\_\_\_\_ CHECK \_\_\_\_\_ CASH \_\_\_\_\_ OTHER \_\_\_\_\_

INSPECTION FEE \_\_\_\_\_ DATE OF PAYMENT \_\_\_\_\_ BY \_\_\_\_\_ CHECK \_\_\_\_\_ CASH \_\_\_\_\_ OTHER \_\_\_\_\_

RENTAL FEE \_\_\_\_\_ DATE OF PAYMENT \_\_\_\_\_ BY \_\_\_\_\_ CHECK \_\_\_\_\_ CASH \_\_\_\_\_ OTHER \_\_\_\_\_  
(Rental fee for use of air testing equipment, if applicable.)



**BUILDING SEWER INFORMATION**

CONNECTION FOR

EXISTING BUILDING \_\_\_\_\_ NEW BUILDING \_\_\_\_\_

MATERIAL \_\_\_\_\_ SIZE \_\_\_\_\_

(a) ELEVATION OF LATERAL AT STREET \_\_\_\_\_

(b) ELEVATION OF CONNECTION TO BUILDING \_\_\_\_\_

(c) LENGTH OF BUILDING SEWER \_\_\_\_\_

AVAILABLE GRADE =  $\frac{b - a}{c}$  = \_\_\_\_\_

**NOTE: ALL DEPTHS, GRADES, AND DISTANCES SUPPLIED ARE TO BE CONSIDERED APPROXIMATE. ALL LOCATIONS SHOULD BE VERIFIED BY EXCAVATION PRIOR TO CONSTRUCTION OF THE BUILDING SEWER.**

AS AN APPLICANT FOR A PERMIT TO CONNECT TO THE NORTH CORNWALL SANITARY SEWER SYSTEM, I HEREBY ACKNOWLEDGE AWARENESS OF THE REQUIREMENTS OF THE RULES AND REGULATIONS CONTAINED IN THE NORTH CORNWALL TOWNSHIP PLUMBING CODE AND CERTIFY THAT THE BUILDING SEWER TO BE INSTALLED UNDER THIS PERMIT EITHER BY MYSELF OR AN EMPLOYED FIRM SHALL CONFORM TO THOSE REQUIREMENTS. ATTACHED TO THIS APPLICATION SHALL BE EVIDENCE OF ADEQUATE INSURANCE COVERAGE IN THE FORM OF INSURANCE CERTIFICATES.

EXCEPTIONS  (IF CHECKED SEE ATTACHED SHEET)

APPLICANT \_\_\_\_\_  
(Signature)

DATE \_\_\_\_\_

APPLICATION RECEIVED BY \_\_\_\_\_ TITLE \_\_\_\_\_  
(For North Cornwall Township)

UPON ACCEPTANCE OF THIS APPLICATION THE APPLICANT IS AUTHORIZED TO CONSTRUCT THE BUILDING SEWER. PERMISSION TO CLOSE THE BUILDING SEWER TRENCH MUST BE NOTED IN WRITING ON THIS FORM FAILURE TO DO SO MAY RESULT IN REEXCAVATION OF THE TRENCH.

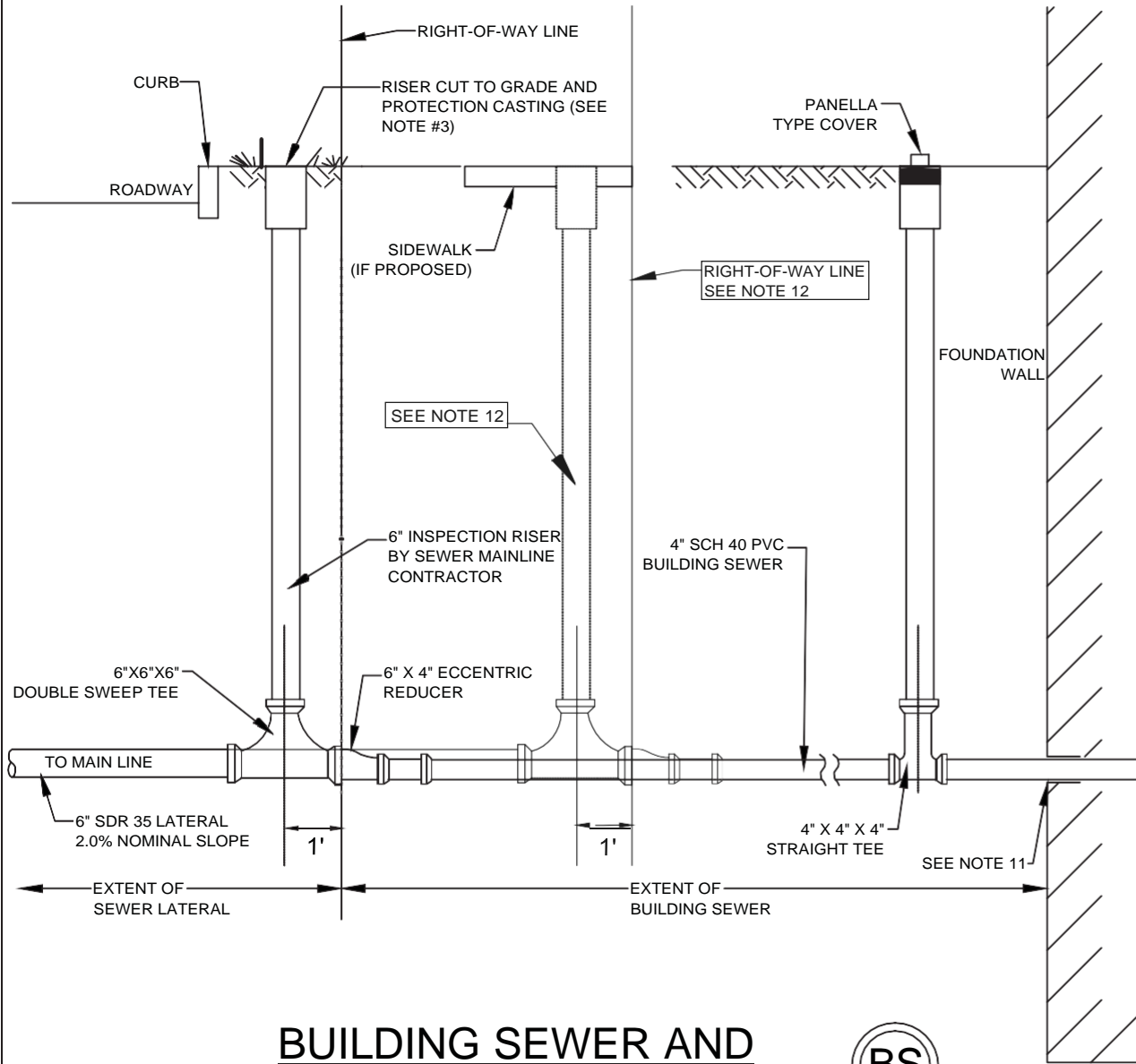
APPROVAL TO CLOSE BUILDING SEWER TRENCH \_\_\_\_\_  
(Signature of Inspector) (Date)

APPROVAL TO SATISFACTORY AIR TEST \_\_\_\_\_  
(Signature of Inspector) (Date)

(PERMISSION TO CONNECT TO THE NORTH CORNWALL SANITARY SEWER SYSTEM IS HEREBY GRANTED)

PERMIT ISSUED \_\_\_\_\_, 20\_\_\_\_

BY \_\_\_\_\_  
(For North Cornwall Township)

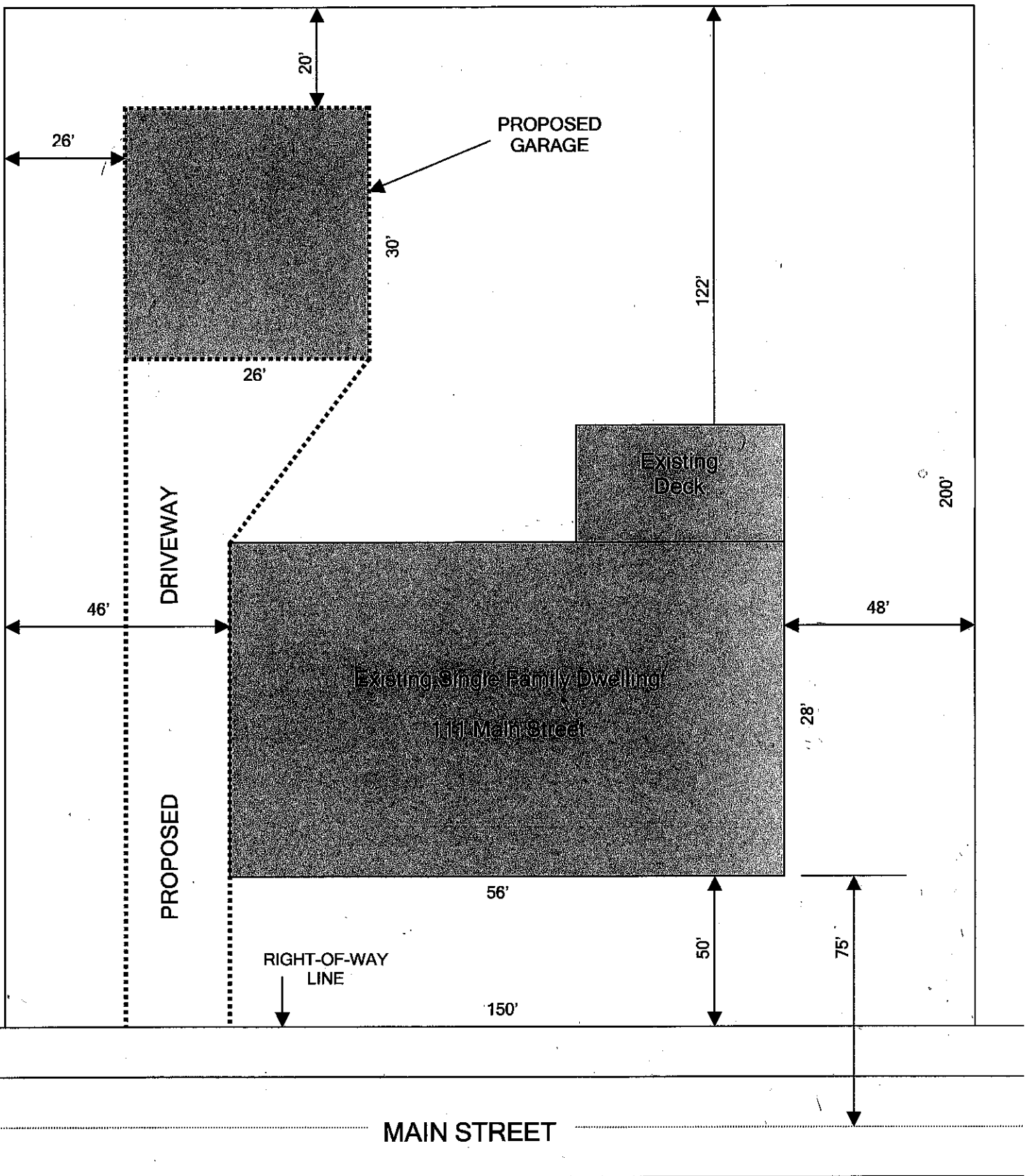


**NOTES:**

1. INSTALL RISER DURING CONSTRUCTION OF LATERAL.
2. SEWER MAINLINE CONTRACTOR RESPONSIBLE FOR LOCATING RIGHT-OF-WAY. IN ALL CASES THE 6 INCH INSPECTION TEE / CLEANOUT SHALL BE LOCATED IN THE PUBLIC RIGHT-OF-WAY.
3. PROVIDE CAP PROTECTION CASTING FOR ALL PAVED AREAS (SEE DETAIL).
4. ALL WORK TO BE PERFORMED IN ACCORDANCE WITH THE LATEST VERSION OF NORTH CORNWALL TOWNSHIP STANDARD CONSTRUCTION AND MATERIAL SPECIFICATIONS.
5. THE USE OF TEST TEES IS PROHIBITED. ALL TEES MUST BE RAISED TO SURFACE. MAXIMUM TEE / CLEANOUT SPACING IS 50 FEET.
6. THERE MUST BE A CLEANOUT LOCATED NEAR THE JUNCTION OF BUILDING SEWER AND THE BUILDING PLUMBING. IF CLEANOUT IS TO BE LOCATED OUTSIDE OF THE BUILDING, IT MUST BE BROUGHT UP TO FINISHED GRADE AS SHOWN ON DETAIL.
7. SEWER MUST BE COVERED BY A MINIMUM OF 48" OF BACKFILL.
8. INSPECTION OF ALL SEWERS IS REQUIRED AND MUST BE COORDINATED WITH NORTH CORNWALL TOWNSHIP OR TOWNSHIP'S AUTHORIZED AGENT. ALL NEW PIPE SHALL BE AIR TESTED, INCLUDING RISER PIPES.
9. A LOW PRESSURE AIR TEST IS REQUIRED OF THE LATERAL SERVICE CONNECTIONS AND BUILDING SEWER IN ACCORDANCE WITH THE NORTH CORNWALL TOWNSHIP STANDARD SPECIFICATIONS.
10. IN INSTANCES WHERE NORTH CORNWALL TOWNSHIP STANDARD SPECIFICATIONS CONFLICT WITH THE MOST RECENTLY UPDATED VERSION OF THE INTERNATIONAL PLUMBING CODE, THE MOST RESTRICTIVE STANDARDS WILL BE REQUIRED.
11. A WALL SLEEVE IS REQUIRED AT PENETRATION OF FOUNDATION PER THE INTERNATIONAL PLUMBING CODE
12. WHEN THE RIGHT OF WAY LINE IS LOCATED ON THE HOUSE SIDE OF THE SIDEWALK, THE 6" INSPECTION RISER SHALL BE CENTERED 1' ON THE STREET SIDE OF THE RIGHT OF WAY . IF THE TOP OF THE INSPECTION RISER WILL BE LOCATED WITHIN THE SIDEWALK/PAVED AREA USE CAP PROTECTION CASTINGS.

**BUILDING SEWER AND LATERAL DETAIL**





**EXAMPLE OF DETAILED SITE PLAN**



# North Cornwall Township



## RECYCLABLES

Ordinance #207 and Resolution #2002-17

- 1. Glass →** Clear, brown & green food/drink bottles & jars **ONLY**  
\* Preparation: Remove and discard lids. Rinse. Labels need not be removed.

- 2. Aluminum Cans →** Beverage cans **ONLY**  
\* Preparation: Rinse and flatten can.

- 3. Plastic Bottles →** Empty bottles marked type #1 or #2  
\* Preparation: Remove and discard caps, rinse and flatten if possible. Labels need not be removed.

- 4. Newspaper →** Entire newspaper (what comes with it, goes with it)  
\* Preparation: Stack in a paper bag or bundle with string. **KEEP DRY!!**

- 5. Leaf Waste →** Leaves from trees, bushes and other plants **ONLY**  
(If not removed by landscaper, lawn or tree service)  
\* Preparation: Rake into long, narrow piles on the street, 1-foot from the curb.  
**CLEAN LEAVES ONLY!**

Leaves with rubbish or branches of any kind in them will *not* be picked up!!  
Check the seasonal yard waste schedule for collection dates and areas.



- 6. Yard Wastes →** Green/garden residues, tree trimmings/woody material and other yard waste, **except** grass clippings and poisons  
(If not removed by landscaper, lawn or tree service)

\* Preparation for Yard Wastes:

Place materials, commingled, on the street (one foot from curb) and stacked parallel with the street. On narrow streets or on streets with heavy traffic where the materials cannot be placed on the street, piles should be as close as possible to the edge of the street and parallel with the street. On streets with no curbing, material **CANNOT** be placed more than one foot into the grass.

Only one pick-up truck load sized pile will be collected from your property each week of the scheduled collection. This collection is intended for routine spring & fall maintenance of your property. **NOT MAJOR CLEARING/LANDSCAPING!** Please follow the Township Calendar for collection dates of your area.

**#s: 1, 2, 3 & 4 are collected by your garbage hauler. Haulers provide that type of recycling collection. Please contact them for your scheduled collection day.**

**#s: 5 & 6 are collected by the North Cornwall Township Road Crew according to our seasonal yard waste collection schedule if not removed by landscaper, lawn or tree service.**

### Even include...

#### *Steel Cans*

-Rinse & discard lid.  
Place in recycling container.

#### *Plastic Bottles*

**#3 - #7**

-Same preparation.



## **Schedules & Methods of Collection:**

Place all glass bottles and jars, aluminum cans and plastic bottles (and even steel cans) together into your recycling container; newspapers must be bundled and placed on the top of the other materials. **DO NOT PLACE ANY RECYCLABLE MATERIAL IN PLASTIC BAGS OF ANY KIND!** This contaminates the load of recyclables and will not be collected if placed in plastic bags. **ONLY PLACE MATERIALS THAT ARE SPECIFICALLY LISTED ON THE OPPOSITE SIDE INTO YOUR RECYCLING CONTAINER!**

If you do not have a hauler, you may select one of the haulers listed below for waste and recycling services. These materials must be collected *at least* twice per month. Additional collections will adhere to your hauler's collection schedules.

<b><u>HAULERS:</u></b>	TNT Sanitation 319 South College Street Myerstown, PA 17067 (717) 866-2322	Lebanon Farms Disposal P.O. Box 386 Schaefferstown, PA 17088 (717) 949-2363
	Waste Management, Inc. 4300 Industrial Park Road Camp Hill, PA 17011 (717) 730-5552 or 1-800-634-4595	Morro, Inc. DBA G.F. Weidle Sanitation 2451 Elias Avenue Lebanon, PA 17046 (717) 272-7061

The North Cornwall Township Road Crew will be collecting leaf waste and green waste, curbside, from every residential, commercial, industrial and institutional establishments in the Township. These collections will adhere to the following schedules and may be subject to change:

### **Leaf Collection:**

Last full week of October until the first week of December

### **Yard Waste Collection (Green/Garden Waste & Tree Trimming/Woody Material combined):**

*First full week of April & October (ONE WEEK in APRIL; ONE WEEK in OCTOBER)*

## **Miscellaneous Information:**

The Township shall provide and assign each residence, establishment and outdoor public area with **one** recycling container. It will remain at that property regardless if the resident, owner or entity moves or ceases business. Additional containers may be picked up at the Township building, as supplies last.

The destruction, unauthorized emptying or use of recycling containers for other purposes is prohibited and punishable by a penalty prescribed in Ordinance #207.

The burning of any and all recyclable/yard waste materials is prohibited by North Cornwall Township, according to Township Ordinance #232, which includes the burning of paper products. The exception to the burning policy is for farmers of normal farming operations with 25 continuous acres or more of land. Farmers meeting these requirements may burn yard waste materials only, but it must be wholly generated on their farm, and they must apply for a burning permit through the Township.