

# Warwick Township

*Lancaster 1716 County*

## Office of Code Compliance

### Multifamily, Commercial, Industrial or Institutional Building Permit Application

Plan Submittal Guide  
“Our Goal is a Safe Environment”

REVISED 4/12/2018

## WARWICK TOWNSHIP

### Procedure for Applicants to obtain a Building/Zoning Permit will be as follows:

1. The applicant for a Multifamily, Commercial, Industrial or Institutional Building Permit or their selected agent will select and contact one of the authorized review and Inspection Agencies to contract for plan review and construction services from that agency. Once an Inspection Agency has been selected and a plan review is preformed for a Building Permit, that Agency will preform all inspections associated with that permit also.
2. The applicant or selected agent will submit to the Township the following: three (3) complete sets of plans along with all accompanying documentation, the completed Warwick Township Commercial Building Permit Application, and the completed UCC Plan review Checklist. The Township will do a Zoning review and then contact the plan review agency selected by the applicant to pick up the plans.
3. Upon completion of the plan review process by the selected agency, the applicant or selected agent will pay all fees to the selected Inspection Agency before the Agency will release the approved plans to the Township. Once the approved plans are received by the Township, the Township will process and issue the Zoning/Building Permit. No inspections are to be preformed until the Township has issued the Zoning/Building Permit.
4. All plan review and inspection fees are to be paid to and collected by the Inspection Agency selected by the applicant. Warwick Township will collect its own zoning, code administration and L&I educational fees separately when the application for the permit is made to the Township. The Township will not collect or pay any fees for the plan review and inspections made by the select agency.
5. All the review and inspection agencies which are authorized to preform non-residential and multi family residential reviews and inspections are ADA certified. A separate submission to the PA Department of L&I is not required.
6. If an applicant chooses, they may submit a permit application along with three (3) sets of plans and all supplemental documentation to the Township to be submitted to the Township's Plan Review Agency. A plan review fee, to be determined by the Township's BCO, will need to be submitted prior to the plan being forwarded to the Agency.
7. The Certificate of Use and Occupancy will be issued by Warwick Township. The BCO must be notified prior to the final inspection of a project to coordinate such final inspection. The BCO must inspect the project prior to issuing a Certificate of Occupancy. Upon such a successful inspection and upon receiving a list of all inspections performed and the results of such inspections signed by the inspector who performed the inspections, The Certificate of Use and Occupancy will be issued by Warwick Township.

If you have any questions concerning your project, please call the building department office.

Thank you,  
Code & Building Department  
Warwick Township  
(717) 626-8900

**Application for Multifamily, Commercial, Industrial or Institutional  
Building Permit and Plans Examination**

**WARWICK TOWNSHIP**

315 Clay Road, P.O. Box 308, Lititz, PA 17543-0308  
Ph: (717) 626-8900 Fx: (717) 626-8901  
www.warwicktownship.org

PERMIT#: \_\_\_\_\_ ACCOUNT#: \_\_\_\_\_

**LOCATION  
OF PROJECT**

Address \_\_\_\_\_  
Intended Use \_\_\_\_\_

**OWNER OF  
RECORD**

Name of Owner \_\_\_\_\_  
Address of Owner \_\_\_\_\_ City \_\_\_\_\_  
Phone Number of Owner \_\_\_\_\_

**PROJECT  
INFO**

☐ New Building    ☐ Addition    ☐ Alteration    ☐ Repair    ☐ Demolition    ☐ Relocation  
☐ Fire Prevention    ☐ Change of Use    ☐ Plumbing    ☐ Mechanical    ☐ Electrical  
☐ Other \_\_\_\_\_  
Brief Description of Project \_\_\_\_\_  
Length \_\_\_\_\_ x Width \_\_\_\_\_ x Height \_\_\_\_\_  
Cost of Construction \_\_\_\_\_ Sq. Footage \_\_\_\_\_

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Applicant for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

**I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.**

**SIGNATURE  
REQUIRED**

Applicant Printed Name \_\_\_\_\_  
Applicant Address \_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
Telephone # \_\_\_\_\_  
Email: \_\_\_\_\_

**Commercial Guidelines:**

Currently, the Township uses only third-party agencies to perform commercial plan reviews and inspections. The Township's Building Code Officer (BCO) has received information from the following third-party agencies that confirms that they are authorized to perform these commercial plan reviews & inspections on the Township's behalf. Please select which firm you wish to use for plan review & inspections:

<input type="checkbox"/> Associated Building Inspections, Inc. 1248 West Main Street, Suite 23 Ephrata, PA 17522 (717) 721-4224	<input type="checkbox"/> Building Inspection Underwriters 23 East McClure Street New Bloomfield, PA 17068 (877) 453-4321
<input type="checkbox"/> Code Administrators 1525 Oregon Pike, Suite 901 Lancaster, PA 17601 (717) 859-3350	<input type="checkbox"/> Commonwealth Code 176 Doe Run Road Manheim, PA 17545 (717) 664-2347

**Contractor Information**

**General  
Contractor**

General Contractor \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_

**Demolition  
Contractor**

Framing Contractor \_\_\_\_\_ Contract # \_\_\_\_\_  
Scope of Work \_\_\_\_\_  
\_\_\_\_\_

**Framing  
Contractor**

Framing Contractor \_\_\_\_\_ Contract # \_\_\_\_\_  
Scope of Work \_\_\_\_\_  
\_\_\_\_\_

**Electrical  
Contractor**

Electrical Contractor \_\_\_\_\_ Contract # \_\_\_\_\_  
Scope of Work \_\_\_\_\_  
\_\_\_\_\_

**Plumbing  
Contractor**

Plumbing Contractor \_\_\_\_\_ Contract # \_\_\_\_\_  
Scope of Work \_\_\_\_\_  
\_\_\_\_\_

**Heating  
Contractor**

Heating Contractor \_\_\_\_\_ Contract # \_\_\_\_\_  
Scope of Work \_\_\_\_\_  
\_\_\_\_\_

**Foundation  
Contractor**

Foundation Contractor \_\_\_\_\_ Contract # \_\_\_\_\_

Scope of Work/Type of Work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fire Prevention  
Contractor**

Fire Prevention Contractor \_\_\_\_\_ Contract # \_\_\_\_\_

Scope of Work/ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide copies of all other applicable permits, certifications or licensing requirements, which may apply under the following:

1. Elevator or Lifting Device Regulations
2. Boiler and Unfired Pressure Vessel Law
3. Propane and Liquefied Petroleum Gas Act
4. Health Care Facilities Act
5. Older Adult Daily Living Centers Licensing Act

**Design Professional of Record**

Name : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

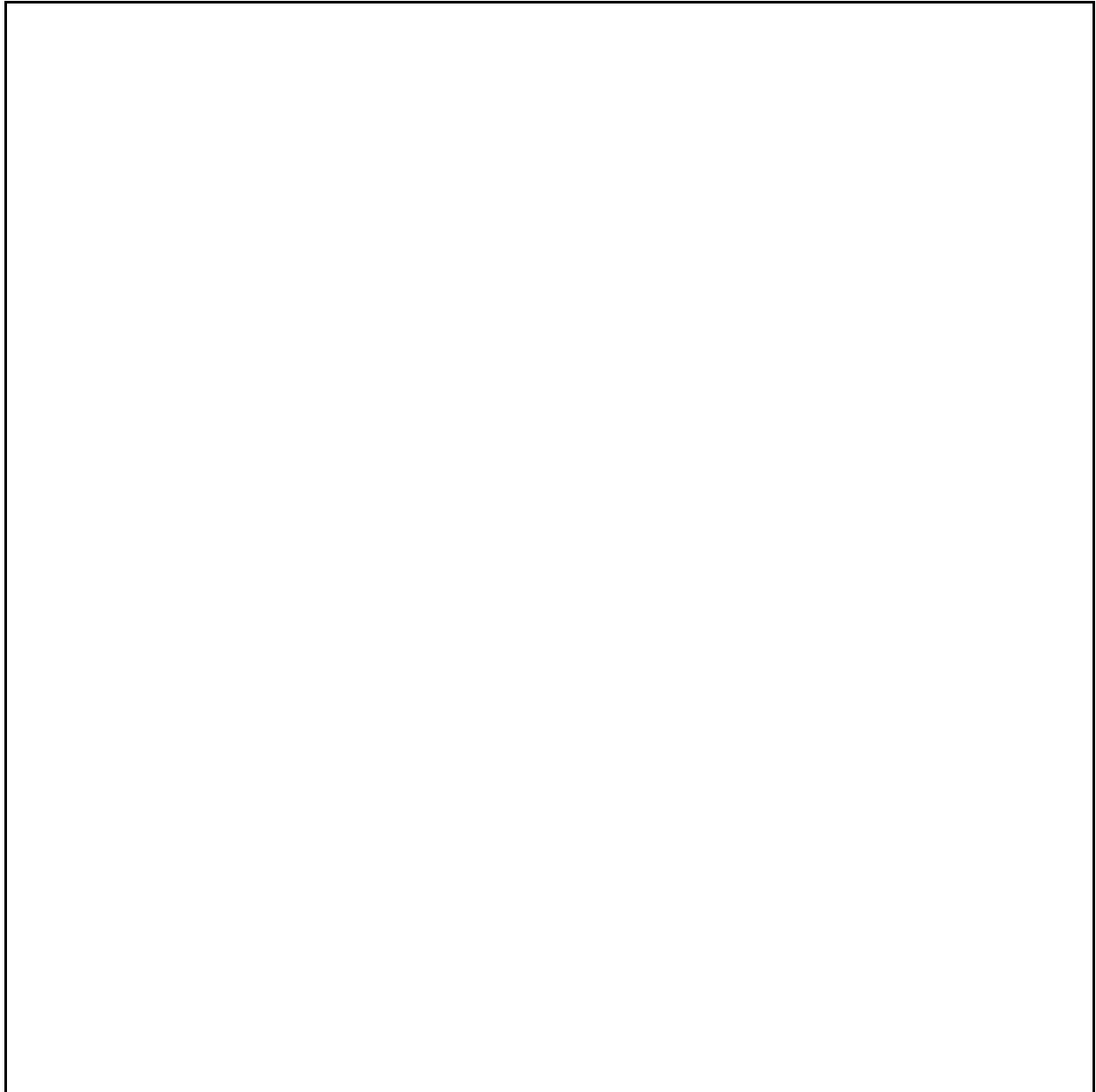
Telephone : \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Certification or Registration : \_\_\_\_\_

**PLOT PLAN**

A plot plan showing the lot size, existing and planned structures, existing and planned driveways and parking areas, interior and exterior storage areas, and all significant features such as flood plains, wetlands, easements, and drainage ways shall be submitted with this application. Until a plan is submitted, this application shall not be considered complete and shall not be processed.

A large, empty rectangular box with a thin black border, intended for the submission of a plot plan. It occupies the central portion of the page below the introductory text and above the list of requirements.

**Please show the following on the Plot Plan:**

1. Size of the Lot
2. Location of existing & proposed structures (include setback measurements)
3. Street & driveway location