



BOROUGH OF LITTLESTOWN

UNIVERSAL PERMIT

PERMIT NO.

APPLICATION INFORMATION

Application Type (check all that apply)

Building Permit Zoning Permit Both

Property Type (check all that apply)

Residential Commercial Industrial

REQUIRED DOCUMENTS (check submitted items)

Site Plan Hand Drawn Plan

Other: _____ Survey/Plat

**Please provide buildings, property lines and setbacks on drawings. Additional documents may be required by MDIA.

APPLICANT DETAILS

Full Name: _____

Company Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____

PROPERTY OWNER/INFORMATION

Property Owner Name: _____

Address/City/Zip: _____

Phone Number: _____

Zoning District: _____ Parcel #: _____

Current Use of Property: _____

Proposed Use of Property: _____

PROJECT DETAILS Type of Work (check all that apply)

New Construction Street Dig
Plumbing Renovation
HVAC Demolition
Change of Use Electrical
Addition Other: _____

PROJECT DESCRIPTION

Estimated Project Cost: _____

Brief Description of Project: _____

CONTRACTOR INFORMATION

Contractor Name: _____

Company Name: _____

PA Registration Number: _____

Phone Number: _____

Email Address: _____

ZONING COMPLIANCE

Lot Size: _____

Setbacks: Front: _____ Back: _____

Right Side: _____ Left Side: _____

WATER AND SEWER CONNECTIONS

Size of Meter: _____ Type of Pipe: _____

Size of Service: _____

Number of EDU's: _____

Intended Use: Water Sewer

NEW CONSTRUCTION ADDITIONAL FEES

Water Meter Readout Charge Temporary Water Usage

Well Generator Contribution Intent to Construct

Traffic Control Contribution Occupancy Permit



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SUBCONTRACTOR LIST - JOBSITE FORM

This section is to provide a complete list of all subcontractors who will be working on the job site.

GENERAL CONTRACTOR

Full Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____

SUBCONTRACTOR

Contractor Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____

Trade/Scope of Work: _____

SUBCONTRACTOR

Contractor Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____

Trade/Scope of Work: _____

SUBCONTRACTOR

Contractor Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____

Trade/Scope of Work: _____

SUBCONTRACTOR

Contractor Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____

Trade/Scope of Work: _____

SUBCONTRACTOR

Contractor Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____

Trade/Scope of Work: _____

SUBCONTRACTOR

Contractor Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: _____

Trade/Scope of Work: _____



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APPLICATION FEES (includes \$4.50 UCC fee)

Residential Building	\$104.50
Residential Zoning	\$54.50
Residential Building/Zoning	\$154.50
Commercial/Industrial Building	\$204.50
Commercial/Industrial Zoning	\$129.50
Commercial/Industrial Zoning/Building	\$254.50
Residential Demolition	\$54.50
Commercial Demolition	\$104.50
Residential Tapping Fee	\$2,897.00
Nonresidential Tapping Fee Per Gpd Residential	\$18.81
Tapping Fee	\$4,324.00
Nonresidential Tapping Fee Per Gpd	\$18.80
Water Meter Readout	\$45.00
Well Generator Contribution	\$45.00
Temporary Water Usage	\$45.00
Traffic Control Contribution	\$135.00
Occupancy Permit	\$50.00
Intent to Construct	\$7.00
Street Dig	\$84.50
Electronic Message Center Sign	\$304.50
Canopy Sign	\$104.50
Directional Sign	\$154.50
Plus Additional Fee for Illumination	\$25.00
Free Standing Sign	\$154.50
Plus Additional Fee for Illumination	\$25.00
Political Sign	No Charge
Portable Sign	No Charge
Projecting Sign	\$44.50
Plus Additional Per Square foot - Square Footage:	Cost: \$1.00
Temporary Banner or Flag Banner Sign - No. of Signs:	Cost: \$15.00 each
Wall Sign up to 40 Square Feet	\$54.50
Wall Sign up to 41 Square Feet to 80 Square Feet	\$104.50
Wall Sign up to 81 Square Feet Plus	\$204.50
Window Sign	\$44.50
Outdoor Burn Permit	\$20.00

****Application fees will be calculated on the last page which consist of Borough fees and MDIA fees**

****MDIA fees are to be determined and tallied by MDIA after their review process**



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PERMIT NO.

The undersigned hereby certifies that all information provided herein is true and correct to the best of their knowledge, information, and belief, and acknowledges that any falsification may result in the imposition of fines or other penalties as provided by law. The undersigned further agrees to release, indemnify, and hold harmless the Borough, its officials, agents, and employees from and against any and all claims, damages, losses, or causes of action arising out of or related to the construction described herein, including but not limited to damages resulting from the failure of sewer or water systems, inadequate water supply, or any breakage or defect in such systems. The undersigned acknowledges and accepts full responsibility for the maintenance, repair, and replacement, at their sole cost and expense, of all service lines from the curb and all associated piping and fixtures located on the subject property. This permit is subject to strict compliance with all applicable federal, state, and local laws, ordinances, regulations, and codes, including but not limited to those promulgated by the Pennsylvania Department of Labor and Industry and all applicable International and Uniform Construction Codes. Any violation of the foregoing shall result in the immediate and automatic revocation of this permit.

The undersigned consents to the entry upon the subject premises by duly authorized Borough officials, agents, and employees at reasonable times for the purposes of inspection, repair, or any other lawful purpose.

The undersigned further acknowledges that the issuance of this permit does not confer any right or privilege to erect any structure or to use the premises in any manner prohibited by applicable Borough codes or zoning ordinances. This permit is issued in reliance upon the accuracy and completeness of the information supplied by the applicant. The undersigned further acknowledges that the right to proceed with construction may be subject to private restrictions, including but not limited to deed covenants, conditions, and restrictions. If the undersigned is not the owner of the subject property, they hereby represent and warrant that they have obtained the express authorization of the property owner to submit this application and to undertake the work described herein.

The undersigned hereby further certifies that, as the applicant, they acknowledge and understand that the Borough of Littlestown utilizes a third-party inspection agency. The undersigned further acknowledges that additional permits, inspections, and fees may be required by such third-party agency, and agrees to comply with all applicable requirements thereof.

The applicant is hereby required to contact the Adams County Building Permit Office at (717)337-9837 to determine whether a separate permit is required at the county level and to obtain any such required permits prior to the commencement of work.

MDIA will only process applications that have come directly from Littlestown, and have the Zoning portions filled out, or checked Zoning not required.

Inspector James Zerfing is the BCO of Littlestown and will make all determinations on when a UCC Building Permit is required. MDIA does not charge any fees (at this time) for Application for Building Permits that are deemed Exempt from UCC inspections.

****Application fees will be calculated on the last page which consist of Borough fees and MDIA application fees**

****MDIA fees are to be determined by MDIA (see MDIA fee schedule)**

By checking this box, I certify that I have read and understand the information provided above.



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Applicant/Contractor Certification

I hereby certify that the information contained in this application and all accompanying documents is true and correct to the best of my knowledge. I understand that the issuance of this permit does not relieve me of the responsibility to comply with all applicable federal, state, and local laws, ordinances, regulations, and codes. I further understand that any false statements or misrepresentations may result in the revocation of this permit and/or other legal action.

Applicant/Contractor Signature: _____

Printed Name: _____

Date: _____

Zoning Approval

I hereby certify that this application complies with the applicable zoning regulations of the municipality and is approved for zoning purposes only.

ZONING PERMIT REQUIRED

ZONING PERMIT NOT REQUIRED

Approved By Zoning Official (Signature): _____

Zoning Official Printed Name: _____

Date: _____



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MDIA SECTION

Use Groups for all applications

Description of Building Use **(Select One)*

Residential

One-Family Dwelling (R-3)

Two-Family Dwelling (R-2)

Multi-Family (R-2)

Hotels (R-1)

Non-Residential

Specific Use: _____

Use Group: _____

Change in Use: Yes No

If Yes, Indicate Former: _____

Maximum Occupancy Load: _____

Maximum Live Load: _____

Estimated Cost of Construction (reasonable fair market value. Must be entered.)

a) Structural Cost \$ _____

Installation(s) not included in above cost

b) Electrical \$ _____

c) Plumbing \$ _____

d) Heating, Air Conditioning \$ _____

e) Other _____ \$ _____

Building Code Approval (Third-Party Agency Only)

I hereby certify that this application has been reviewed for compliance with the applicable building codes and is approved for building permit purposes only.

UCC PERMIT REQUIRED

UCC PERMIT NOT REQUIRED

Approved By: _____

Agency Name: _____

Certification Number: _____

Date: _____

Building Permit Number: _____



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TOTAL APPLICATION FEES

****Application fees are calculated based on the application fee schedule**

Borough Application Fee \$ _____

Method of Payment:

Check _____

Credit Card

Cash

****Make Check Payable to MDIA and drop off to the Borough of Littlestown**

****Application fees are calculated after the project is reviewed by MDIA. MDIA fee schedule can be accessed on the Borough website, www.littlestownborough.org.**

MDIA Application Fee \$ _____

Method of Payment:

Check _____

Credit Card

****Make Check Payable to MDIA and drop off to the Borough of Littlestown**

****Contact MDIA to pay via credit card**

*****Permit(s) will not be released until all fees are paid in full*****



BOROUGH OF LITTLESTOWN UNIVERSAL PERMIT

PERMIT NO.

USE THE GRID TO MAKE YOUR HAND DRAWN SKETCH

