

MARTIC TOWNSHIP

370 Steinman Farm Road, Pequea, PA 17565
Phone: (717) 284-2167 / Email: martictwp@comcast.net

OBTAINING PERMITS & CERTIFICATES

When DO I need to apply for a Permit?

A Permit **IS** required when:

You are erecting, constructing, reconstructing, enlarging, altering, moving, or demolishing any building or structure, which activities involve adding or removing structural square footage on the property.

When DO I need a Use/Occupancy Certificate?

1. Any use of a building or structure erected, structurally altered or extended or moved.
2. Any change of use of a building, structure or land.
3. Use of vacant land, except for agricultural purposes.

When DON'T I need to apply for a permit?

A Permit **IS NOT** required for the following:

1. Alterations when there is no change in use and no increase in ground floor exterior dimension such as a new facing, replacement siding, chimneys, replacing deck boards, etc. (This does not include additions or enclosures)
2. General maintenance work
3. Painting
4. Clearing woodlands
5. Crops, gardening
6. Landscaping and ornamental ponds (including incidental structures such as flagpoles, birdhouses, ornamental windmills, etc.)
7. Constructing terraces, steps, non-commercial TV towers or other similar features. (Excluding signs)
8. Surfacing or resurfacing existing driveways.

How do I apply for a permit?

Complete the Zoning/Building Permit Application, available from the [Martic Township website](#) or at the Township office and provide the following:

1. **PLOT PLAN** showing;
 - a. **LOT:** The location and dimensions of the lot.
 - b. **STREETS:** Names of abutting streets and highways
 - c. **SETBACKS:** Distances, in footage, between new construction and the property lines, including front, rear and both sides.

MARTIC TOWNSHIP

370 Steinman Farm Road, Pequea, PA 17565
Phone: (717) 284-2167 / Email: martictwp@comcast.net

d. **STRUCTURES & YARDS:** Locations, dimensions, and uses of existing and proposed structures, impervious areas (i.e., driveways, concrete slabs), and yards on the lot. Also, as practical, any existing structures, located OFF the lot, that are within one hundred (100) feet of the proposed structure. *Note: Height is measured from lowest grade level to roof peak.

e. **WATER WELLS AND SEWAGE DISPOSAL:** Locations of existing and/or proposed water wells, sewage disposal systems on the lot.

f. **IMPROVEMENTS:** Proposed off-street parking and loading areas, access drives and walks.

2. Statement of the intended use and any existing use of the structure or land.

3. Copy of Septic system permit (if applicable) and PennDOT Highway Occupancy Permit (if state issued & if applicable)

What fee, if any, is due?

The Permit fee will be due at the time of submission of the application. The applicant will be notified when the permit is ready for pickup.

Do I need any other permits?

1. A Sewer Permit (issued by our Sewage Enforcement Officer) and a Driveway Permit (issued by either the Township or PennDOT) are required prior to the issuance of a permit for new construction.