Denver Borough Construction Code Permit Process
Residential and Non-Residential (New and Alterations) Construction
Effective December, 2025

Instructions:

1. The Applicant shall submit to the Denver Borough Municipal Building a signed Zoning Permit Application with all the required attachments (if applicable) and fees.
2. The Denver Borough Zoning Officer/Building Code Official has 15 business days to review and take action on the Zoning Permit. Once the Zoning Permit is approved, the Zoning Officer shall provide the applicant with a copy of the Zoning Permit; a copy of the Construction Code Permit Process; a copy of the list of approved Construction Code Officials; and a copy of the Construction Code Permit Application Form.
3. The Applicant shall submit to the Zoning Officer/ Building Code Official a copy of the completed Construction Code Permit Application along with all required plans and attachments.
4. The Applicant shall select one (1) of the four (4) registered Construction Code Officials and submit to that agency two (2) copies of the completed Construction Code Permit Application and two (2) copies of all required plans and attachments.
5. The Applicant shall contract with an approved Construction Code Official (i.e., registered Plan Review and Inspection Agency) to complete any required plan reviews and inspections before the permit can be issued.
6. The Applicant is required to select only one (1) Construction Code Official for each project. The Applicant shall contract with the Construction Code Official and make payments for plan reviews and inspections directly to that agency.
7. Following the review, the Construction Code Official shall submit to the Zoning Officer/Building Code Official the completed "Plan Review/Inspection Agency Notification" form indicating that the Construction Code Official has reviewed the plans and that the proposed construction meets the building code before the permit can be released.
8. The Construction Code Official will keep one (1) copy of the plans and return the second copy to the Zoning Officer/Building Code Official.
9. The Zoning Officer/Building Code Official shall issue a Construction Code Permit to the applicant. The required fees assessed by the Borough for the Construction Code Permit are collected by the Zoning Officer/Building Code Official at the time that the Construction Code Permit is issued.
10. The Applicant then shall have the work performed and the required inspections completed.
11. Once the project is complete, the Construction Code Official shall forward to the Zoning Officer/Building Code Official a completed and executed copy of the "Construction Code Permit Application Inspection Checklist" along with a complete set of construction plans for the Borough's files.
12. The Zoning Officer/Building Code Official will follow the receipt of the completed Building Inspection Record/Certificate with an inspection and issuance of a Certificate of Use and Occupancy.

Definitions:

Building Code Official *– A Borough official certified by L&I under Section 103 of the Pennsylvania Construction Code Act responsible to the building code enforcement activities, supervise building inspectors or plan examiners, issue construction code permits, occupancy permits, notice of violations and orders to vacate, and initiate prosecutions.*

Construction Code Official *– A third party agency registered with the Borough and certified by L&I under Section 103 of the Pennsylvania Construction Code Act to perform plan reviews of construction documents, inspect construction or administer and enforce codes and regulations in that category under the Pennsylvania Construction Code Act or related statutes.*

Denver Borough Approved Construction Code Officials
For Plan Reviews and Inspections

The following agencies have been approved by the Borough of Denver as construction plan review and inspection agencies for the Borough's Uniform Construction Code. **Fees charged by these agencies are billed directly to the applicant.**

Instructions:
1. Choose only one (1) Agency for each permit project.
2. Circle the Agency below that you will use for plan reviews/inspections. The Zoning Officer then will contact that Agency concerning this project.
3. Please see the attached instructions.

Associated Building Inspections LLC
1647 North Reading Road
Stevens, PA 17578
Phone: 717-733-1654
Fax: 717-733-1654
Commercial Inspectors:
Edward Poorman, BCO, CCO
717-341-4931
Ed.P@weknowcodes.com
Glen Rinehimer, Electrical
717-875-3596
Glen.R@weknowcodes.com

Residential Inspector:
Eddie Patton
717-799-9997
Eddie.p@weknowcodes.com

Commonwealth Code Inspection Service, Inc.
176 Doe Run Road
Manheim, PA 17545-9322
Phone: 717- 664-2347 or 1-800-732-0043
Fax: 717-664-4953
Contact: Peter Schilling or Andrew Nelson

Building Inspection Underwriters of PA (BIU)
590 Centerville Road, Box 354
Lancaster, PA 17061
Phone: 717-5720280
Fax: 302-737-1752
Email: ffiliziani@biuinc.com
Contact: Frank Filiziani
* Checks get mailed to:
BIU, Suite 1-C, Liberty Plaza, Newark, DE 19711

Contractors Inspection Services, LTD
5029 Apple Lane
Mohnton, PA 19540
Phone: 610-775-2269
Fax: 610-775-9726
Email: cis4u@ptd.net
Contact: Jim Franey

It is the joint responsibility of the applicant (contractor) and the property owner to hire a registered code inspector to perform the required inspections for any construction permit held in Denver Borough. Failure to schedule the required inspections or failure to submit the inspector's final report to the Borough when the work is completed will delay an occupancy permit. The applicant or property owner must request an occupancy inspection from Denver Borough immediately after completion of any construction requiring inspections under the Uniform Construction Code. Use is prohibited until the occupancy certificate has been issued.

PERMITS AND APPROVALS WHICH MAY BE REQUIRED PRIOR TO ISSUANCE OF A CONSTRUCTION CODE PERMIT

- Zoning Permit under the Zoning Ordinance.
- Proof of recording of a Subdivision and/or Land Development Plan for all non-residential construction of any dwelling not on a separate lot of record.
- Highway Occupancy Permit (HOP) if the property fronts on a highway under the jurisdiction of the Pennsylvania Department of Transportation and a new access or changed access is required.
- Street opening permit if the property fronts on a Borough street and any street openings are required for the installation of underground utilities.
- Permit to connect to and/or expand the use of the public water system if the public water supply will be used or the proposed construction will result in the expansion of such use.
- Permit to connect to and/or expand the use of the public sewer system if the public sewer will be used or the proposed construction will result in the expansion of such use.
- On-Lot Sewage Disposal System Permit (where public sewer service is not available) if sewage disposal is required or the proposed construction will result in the expansion of a number of bedrooms (if a dwelling).
- Erosion and sedimentation control plan from the Lancaster County Conservation District.

DENVER BOROUGH
Lancaster County, Pennsylvania

CONSTRUCTION CODE PERMIT APPLICATION

LOCATION OF PROPOSED WORK OR IMPROVEMENT:

Site Address:_____ Tax Parcel #_____

Owner:_____ Phone#_____

Mailing Address_____ Email:_____

Principal Contractor:_____ Phone#_____

Mailing Address_____ Email:_____

Architect:_____ Phone#_____

Mailing Address_____ Email:_____

TYPE OF WORK OR IMPROVEMENT *(Check One)*

☐New Building ☐ Addition ☐ Alteration ☐ Repair ☐ Demolition ☐ Relocation
☐ Foundation Only ☐ Change of Use ☐ Plumbing ☐ Mechanical ☐ Electrical

Describe the current condition of the property:

_____

_____

_____

Describe the proposed work:

_____

_____

_____

ESTIMATED COST OF CONSTRUCTION (reasonable fair market value) $_____

DESCRIPTION OF BUILDING USE *(Check One)*

RESIDENTIAL

☐ One-Family Dwelling (R-3)

☐ Two-Family Dwelling (R-3)

NON-RESIDENTIAL

Specific Use:_____

Use Group:_____

Change In Use ☐ YES ☐ NO
If YES, indicate former:_____
Maximum Occupancy Load:_____
Maximum Live Load:_____

IF THE ABOVE-DESCRIBED USE OR THE CONSTRUCTION WAS THE SUBJECT OF ANY HEARINGS BEFORE THE ZONING HEARING BOARD, THIS APPLICATION IS NOT COMPLETE WITHOUT A COPY OF THE DECISION OF THE ZONING HEARING BOARD.

Recording reference of subdivision or land development plan:_____

Does the work require an erosion and sedimentation control plan? ☐ YES ☐ NO
If yes, provide proof that the Lancaster County Conservation District has approved the erosion and sedimentation control plan.

Does the work require installation of a new driveway to access a public street? ☐ YES ☐ NO

BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units: _____ Existing, _____Proposed
Mechanical: Indicate Type of Heating/Ventilating/Air Conditioning *(i.e. electric, gas oil, etc.)*_____

Water Service: *(Check)* ☐ Private
☐ Public*(If new construction, attach a copy of the connection permit issued by the public water service provider)*

Sewer Service: *(Check)* ☐ Private (Septic Permit #_____)
☐ Public *(If new construction, attach a copy of the connection permit issued by the public sewer service provider)*

Does or will your building contain any of the following:

Fireplace(s): Number_____ Type of Fuel _____ Type Vent _____
Elevator/Escalator/Lifts/Moving Walks *(Check)* ☐ YES ☐ NO
Sprinkler System: ☐ YES ☐ NO
Pressure Vessels: ☐ YES ☐ NO
Refrigeration Systems: ☐ YES ☐ NO

BUILDING DIMENSIONS

Existing Building Area _____ sq. ft. Number of Stories_____

Proposed Building Area _____ sq. ft. Height of Structure Above Grade: _____ ft.

Total Building Area _____ sq. ft. Area of the Largest Floor: _____ sq. ft.

FLOODPLAIN

Is the site located within an identified flood hazard area? *(Check One)* ☐ YES ☐ NO
Will any portion of the flood hazard area be developed? *(Check One)* ☐ YES ☐ NO ☐ N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978) specifically *Section 60.3*

Lowest Floor Level: _____

HISTORIC DISTRICT

Is the site located within a Historic District established pursuance to Act 167? ☐ YES ☐ NO

If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.

I hereby authorize the designated Borough officials to enter on the property and to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the Construction Code and to determine the accuracy of the statements contained herein.

I am aware that I cannot commence excavation or construction until the Borough has issued a Construction Code Permit. By signing this Application, I certify that all facts in the Applicant and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of the Borough, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

I expressly acknowledge that the issuance of a Construction Code Permit is based upon the facts stated and representations made in this Application. I expressly acknowledge that the Borough may revoke a Construction Code Permit if the use and/or structure for which it has been issued violates any applicable Borough , County, State or Federal law or regulation. I also expressly acknowledge that the Borough may revoke a Construction Code Permit if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the Applicant.

I acknowledge that the holder of a Construction Code Permit is responsible to ensure compliance with all applicable Borough Ordinances during and at completion of the work authorized by the Construction Code Permit. I acknowledge that the Borough requires a final inspection to be performed by the construction code official and that the Borough issue a certificate of occupancy before the structure which is authorized by this Construction Code Permit may be occupied. It is my responsibility to ensure that this inspection is scheduled and the certificate of occupancy obtained before the structure may be occupied. I acknowledge that if I occupy or permit the occupancy of this structure prior to the issuance of a certificate of occupancy under the Construction Code, I will have committed a violation of the Construction Code and will be subject to the penalties and remedies in the Construction Code Ordinance. I also acknowledge that, if the structure is occupied prior to the final inspection, work may have to be removed and re-executed in order that it may be adequately inspected. If the Borough is required to perform an inspection after the structure is occupied, intending to be legally bound hereby, I agree to pay the fee established by the Borough for delinquent inspections.

Nothing contained in this Application shall be construed to relieve or limit the obligations of the Applicant to comply with all provisions of the Zoning Ordinance or to waive violations of the Zoning Ordinance or any other Borough ordinances or to stop the Borough from enforcing Borough ordinances, including but not limited to the Zoning Ordinance. I expressly acknowledge that permits and certificates of use and occupancy may be required under the Zoning Ordinance and it is my obligation to obtain all permits and approvals the Zoning Ordinance requires before the structure which is authorized by the Construction Code Permit may be authorized.

_____ _____

Signature of Owner or Authorized Agent Print Name of Owner or Authorized Agent

_____ _____

Address Date

(FOR CODE ADMINISTRATOR USE ONLY)

ADDITIONAL PERMITS/APPROVALS REQUIRED

☐ SUBDIVISION OR LAND DEVELOPMENT PLAN	APPROVED _____
☐ STORM WATER MANAGEMENT PERMIT	APPROVED _____
☐ EROSION AND SEDIMENTATION CONTROL	APPROVED _____
☐ DRIVEWAY	APPROVED _____
☐ PENNDOT HIGHWAY OCCUPANCY	APPROVED _____
☐ DEP FLOODWAY OR FLOODPLAIN	APPROVED _____
☐ PUBLIC SEWER CONNECTION	APPROVED _____
☐ ON-LOT SEPTIC	APPROVED _____
☐ PUBLIC WATER CONNECTION	APPROVED _____
☐ ZONING	APPROVED _____
☐ HARB	APPROVED _____
☐ OTHER	APPROVED _____

APPROVALS

CONSTRUCTION CODE PERMIT DENIED: Date:_____ Date Returned _____

CONSTRUCTION CODE PERMIT APPROVED: Date: _____

CODE ADMINISTRATOR_____

Date Issued: _____ Date Expires_____ PERMIT #_____

CONSTRUCTION CODE PERMIT FEE $_____	RECEIPT #_____
L&I SURCHARGE FEE **$ 4.50**	RECEIPT #_____
PLUMBING PERMIT *(if appl.)*_____	RECEIPT #_____
MECHANICAL PERMIT *(if appl.)* _____	RECEIPT #_____
ELECTRICAL PERMIT *(if appl.)* _____	RECEIPT #_____

PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)

Type of document:	Submitted:	Signed & Sealed	Date:	Revision Date:
Foundation Plans	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Construction Drawings	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Electrical Drawings	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Mechanical Drawings	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Plumbing Drawings	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Specifications	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Flood Hazard Area Data	☐ Yes ☐ No	☐ Yes ☐ No	_____	_____
Workers Comp. Certificate	☐ Yes ☐ No			_____

DATE STAMP:

SPECIAL NOTE!!!

A representative from the Lancaster County Property Assessment Office will be following up with a visit to this property. This visit will be separate from any inspections performed by the municipality and will be performed by a Property Assessment Office representative. This inspection will occur months to a year after the permit is issued.

Questions regarding this inspection should be directed to the Lancaster County Property Assessment Office at 717-299-8381.