

**GRATZ BOROUGH**  
**DAUPHIN COUNTY, PENNSYLVANIA**  
 125 N. CENTER ST. GRATZ, PA 17030  
 PHONE: (717) 365-4115      ZONING OFFICER (570) 628-2300

Zoning & Building Permit Frequently Asked Questions

**WHEN DO I NEED A ZONING PERMIT?**

Zoning permits and all applicable fees shall be required for the following items:

- New structures
- Fences
- Storage Sheds (regardless of size or portability)
- Detached garages (regardless of size)
- Other Accessory structures (Permanent generators, commercial playground equipment, solar panels, outdoor wood burners etc.)
- Change of use of structures
- New Sidewalks and driveways
- Above ground swimming pools (over 24 inches in depth)
- Decks
- Conversion of structures
- Parking lots or parking areas
- Carports
- Mobile home placement
- Signs
- All non-residential construction

**How much are the Zoning fees?**

**Gratz Borough Zoning Fee Schedule**

Adopted by motion of Council on September 9<sup>th</sup>, 2015

**ZONING**

1. Single Family Dwelling .....	\$100.00
2. Residential & Ag Additions .....	\$100.00
3. Manure Storage .....	\$225.00
4. Accessory Structures & Sheds	
a. Less than \$6,000.00 .....	\$60.00
b. Over \$6,000.00 .....	\$100.00
5. Decks .....	\$75.00
6. Multifamily Dwelling/Per Unit .....	\$50.00
7. Mobile Home Parks/RV Parks Per Unit .....	\$50.00
8. Industrial & Commercial Uses & Structures .....	\$500.00 +
	\$20.00/1000 Sq. Ft.

9. Industrial & Commercial Additions.....	\$250.00 + \$20.00/1000 Sq. Ft.
10. Public Uses/or Structures .....	\$250.00 + \$10.00/1000 Sq. Ft.
11. Surface Mining or Quarry .....	\$400.00 + \$5.00/Acre
12. Subsurface Mining.....	\$100.00
13. Junk Yards.....	\$4,000.00
14. Sign.....	\$50.00
15. Signs-Outdoor Advertising/Billboards.....	\$500.00
16. Zoning Amendment.....	\$4,000.00
17. Conditional Use.....	\$500.00
18. Special Exception.....	\$500.00
19. ZHB	
a. Variance-Commercial.....	\$1,000.00
b. Variance-Residential.....	\$1,000.00
20. Incinerators/Landfills.....	\$20,000.00
21. Transfer Station/Composting Facilities.....	\$10,000.00
22. Demolition.....	\$50.00
23. Well Permit.....	\$40.00 + SEO fee
24. Driveway Permit.....	\$50.00
25. Swimming Pool Permit.....	\$50.00
26. Street Cut-set by ordinance-Paved.....	\$50.00 + 7.50/Sq. Ft. Unpaved \$50.00 + 3.00/Sq. Ft.
27. Wind Energy/Commercial.....	\$150.00 + \$50.00 for each additional windmill
28. Wind Energy/Residential .....	\$50.00
29. Solar Energy.....	\$150.00

## Where can I get a Zoning Permit Application?

You may obtain a Zoning Permit Application by:

- Visiting the Gratz Borough website at [www.\\*\\*\\*\\*\\*](http://www.*****)
- Visiting the Borough Office during normal business hours.

## What do I do with my completed Zoning Permit Application?

Once you have completed all of the applicable sections of the application you may either drop the application package off at the Borough Office during normal business hours. Or you may mail the application package to:

Gratz Borough  
Attn. Zoning Officer  
125 N. Center St.  
Gratz, PA 17030

Please note that all zoning applications or requests for a zoning verification must be filed through the Borough Office.

## **How long will it take until I get my Zoning Permit?**

Most application are reviewed within 7 – 10 business days. Once the application has been reviewed, a copy of the Zoning Permit placard will either be mailed directly to the applicant or if the project requires a building permit, the placard will be forwarded to the Building Code Department of Lehigh Engineering, LLC. and be issued with the building permit.

## **Who do I contact with questions regarding the Zoning Permit Application or zoning in general?**

The Borough has hired Ed Wenger of Lehigh Engineering, LLC to serve as the Zoning Administrator. You may contact Ed at (570) 640-2661 or email him at [EdW@Lehighengineer.com](mailto:EdW@Lehighengineer.com)

## **WHEN DO I NEED A BUILDING PERMIT?**

Although most construction projects require a building permit, the Pennsylvania Uniform Construction Code (PA UCC) under Sections 403.1, 403.42, and 403.62 provide a number of specific exemptions.

### ***THE FOLLOWING WORK DOES NOT REQUIRE A BUILDING PERMIT:***

1. Fully detached accessory buildings to single-family dwellings less than 1,000 square feet.
2. Manufactured and industrialized housing (mobile homes and modular homes). The UCC only exempts the work done at the factory. All work performed on-site must be inspected and be code compliant. Therefore, although the housing itself does not need a permit, installation of the housing unit does.
3. Installation of tubing, piping, propane gas burning appliances, equipment or fixtures related to liquefied petroleum gas under the Propane and Liquefied Petroleum Gas Act (35 P. S. §§ 1329.1-1329.19).
4. Alterations to residential buildings which do not make structural changes or changes to *means of egress*. Under this subsection, a structural change does not include a minor framing change needed to replace existing windows or doors.
5. Ordinary repairs to residential buildings.
6. Installation of aluminum or vinyl siding onto an existing residential or commercial building.
7. Structures which are:  
Erected for the purpose of participation in a fair, flea market, arts and crafts festival or other public celebration.
  - i. Less than 1,600 square feet in size.
  - ii. Erected for a period of less than 30 days.
  - iii. Not a swimming pool, spa, or hot tub.
8. Fences that are not over 6 feet in height.
9. Retaining walls, which are not over 4 feet in height measured from the lowest level of grade to the top of the wall, unless it is supporting a surcharge.
10. Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finishing work.

11. Prefabricated swimming pools accessory to a Group R-3 residential occupancy which are less than 24 inches deep, do not exceed 5,000 gallons, and are installed entirely aboveground.
12. Swings and other playground equipment accessory to one- or two-family dwellings.
13. Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support of group R-3 as applicable in the "International Building Code," and Group U occupancies.
14. Window replacement without structural change.
15. Maintenance of, and simple repairs to; electrical, mechanical, and plumbing systems. **If you intend to alter, or add to any of these systems, or you are replacing an entire system, contact the code office.**
16. Installation of an uncovered deck where the floor of the deck is no more than 30 inches above grade, provided construction of the deck does not alter the means of egress.
17. An agricultural building fitting the definition under Section 401.1 of the Uniform Construction Code **and** an Agriculture Building Exemption Form has been files with the Township. Please see the Township for a copy of the form.
18. Installing a new sign or altering an existing sign or sign face.

## **How much will the Building Permit cost?**

It is difficult to list all of the fees here, as there maybe the need for multiple different inspections. Please contact Lehigh Engineering, LLC at (570) 628-2300 for the Building Permit Fee for your particular project.

## **Where do I get a Building Permit Application?**

East Hanover Township has elected to have Light Heigel and Associates administer the requirements of the Uniform Construction Code for the Township. You may obtain a copy of the Building Permit Application by visiting, <https://lehighengineer.com/wp-content/uploads/2021/06/LehighEngineering-UCC-Complete-Application-ver2021.pdf> or by stopping into the Borough Office during normal business hours.

## **What do I do with my completed Building Permit Application?**

Once you have completed all of the applicable sections of the application you may either drop the application package off at the Lehigh Engineering office listed below during normal business hours, or you may mail the application package to:

Lehigh Engineering, LLC  
Attn: Building Codes Department  
P.O. Box 1200 Pottsville, PA 17901

## **How long will it take until I get my Building Permit?**

Most application are typically reviewed within 7 – 10 business days depending the time of year and volume of permits that are waiting to be reviewed. The process may take long if there are items that are missing from the permit packed.

## **Who do I contact with questions regarding the Building Permit Application?**

Building Codes Department of Lehigh Engineering, LLC at 570-628-2300