

## 2023 BUILDING PERMIT SURVEY

*Please read instructions on following pages before completing.*

MUNICIPALITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_

1.  Check here if your municipality DOES NOT issue building permits, then skip to question 4.

### 2. BUILDING PERMITS

Type of Unit (for Dwelling Units, see Definitions)	COLUMN A: Number of Permits Issued	COLUMN B: Estimated Construction Cost \$	COLUMN C: Number of New Units or Establishments
Single-Family Dwelling			
Semi-Detached Dwelling			
Multi-Family Dwelling			
Townhouse			
Apartment Conversions			
Mobile Home			
Rehabilitated Dwelling			X
New Commercial Establishments			
Expansions/Improvements to Commercial Buildings			X
New Industrial Establishments			
Expansions/Improvements to Industrial Buildings			X
New Churches, Schools or Public Facilities			
Expansions/Improvements Churches, Schools or Public Facilities			X

3. Number of DWELLING UNITS DEMOLISHED (if available): \_\_\_\_\_

4. Do you issue STORMWATER MANAGEMENT PERMITS? (If No, skip to question 6.) Yes  No

5. If you issue stormwater management permits, are they:

- a. Stand-alone permits (separate from general building permit) Yes  No
- b. Permits associated with building and accessory structures Yes  No
- c. Other types of Stormwater Permits: Yes  No  If Yes, briefly describe:

\_\_\_\_\_

\_\_\_\_\_

6: Name of person responding to this survey: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

## 2023 BUILDING PERMIT SURVEY INSTRUCTIONS

### COMPLETING THE FORM

- We are not using an online survey form this year.
- Save the survey file (PDF) emailed to you or [download it here](#).
- Follow these instructions to complete the survey as a fillable PDF or printed form.

### IF USING THE FILLABLE PDF FORM

- Complete the form and save it.
- Email it to [aavila-tinoco@tcrpc-pa.org](mailto:aavila-tinoco@tcrpc-pa.org).

### IF USING A PAPER FORM

- Print the form and complete it.
- Send it to Jerry Duke, DCPC, 112 Market Street, 2nd Floor, Harrisburg, PA 17101.
- Or scan it and email it to [aavila-tinoco@tcrpc-pa.org](mailto:aavila-tinoco@tcrpc-pa.org).

### GUIDE TO SURVEY QUESTIONS

**QUESTION 1:** If your municipality does not issue building permits, check the box and skip to question 4. If your municipality does issue building permits, leave the box unchecked and go to question 2.

**QUESTION 2:** If your municipality issues building permits, please provide the data using the following guidelines. Also see Dwelling Unit Definitions below.

**COLUMN A: NUMBER OF PERMITS ISSUED:** Provide the total number of permits issued in 2023 for each building category. NOTE: If only 1 permit was issued for an apartment complex, enter 1 on the Multi-Family Dwelling line (number of units will be entered in Column C).

- **New residential units -- Single-Family, Semi-Detached or Multi-Family Dwelling, Townhouse, Apartment Conversions, Mobile Home:** Do not include additions or improvements.
- **Rehabilitated Dwellings:** Only include units which were previously dilapidated or in substandard condition. This does not include minor modifications or improvements to existing residential structures. (For example, do not report the permit information for general improvements such as a new bathroom in an existing house.)
- **New Commercial Establishments:** Do not include churches, schools or similar public facilities (see that section below).
- **Expansions/Improvements to Commercial Buildings:** Only include additions or improvements to existing businesses such as retail establishments, medical facilities, offices or restaurants.
- **New Industrial Establishments:** Do not include churches, schools or similar public facilities (see that section below).

- **Expansions/Improvements to Industrial Buildings:** Only include additions or improvements to existing industrial businesses, such as warehouses, manufacturing plants, etc.
- **New Churches, Schools or Similar Public Facilities:** Include this number here rather than in other categories.
- **Expansions/Improvements to Churches, Schools or Public Facilities:** Only include additions or improvements to existing churches, schools, libraries, municipal offices, and fire and police stations or facilities.

**COLUMN B: ESTIMATED COST OF CONSTRUCTION:**

- Provide the total estimated cost of construction for each of the above categories.
- This figure may be based on an estimated value or by other information provided by the permit applicant.
- For example, if 3 permits were issued for new single-family homes with estimated construction costs of \$150,000, \$200,000 and \$300,000, the total estimated cost you would enter for new homes in your municipality would be \$650,000.

**COLUMN C: NUMBER OF NEW UNITS OR ESTABLISHMENTS:**

- Provide the total number of new dwelling units or business establishments that were created and are now occupied, or were issued new occupancy permits in 2023.
- NOTE: For a 50-unit apartment complex, for example, that had only 1 permit issued and entered in Column A, you would enter 50 in Column C for the number of units.

**QUESTION 3:** If available, note the number of Dwelling Units demolished in 2023.

**QUESTION 4:** If your municipality issues Stormwater Management Permits, check yes and go to Question 5. If it does not, check no and skip to Question 6.

**QUESTION 5:** Check each type of Stormwater Management Permit your municipality issues. You do not need to indicate the number of permits.

- Do you issue stand-alone stormwater permits separate from a building permit such as for driveway construction, large area grading or fill operations?
- Do you issue permits that include building and accessory structures, such as grading and building a driveway as part of a new structure development?
- Do you issue other types of stormwater permits not included above? If so, provide a brief description.

**QUESTION 6:** Include the contact information for the person completing the survey.

**FOR QUESTIONS,** email Dauphin County Planning Coordinator Jerry Duke at [gduke@tcrpc-pa.org](mailto:gduke@tcrpc-pa.org) or call 717-234-2639.

**DWELLING UNIT DEFINITIONS**

Single-Family Dwelling	A building used by 1 family, having only 1 dwelling unit, and having 2 side yards. This definition does not include mobile homes.
Semi-Detached Dwelling	A building having 1 side yard and 1 party wall common with another dwelling.
Multi-Family Dwelling – Apartment	A building occupied by 3 or more families living independently of each other.
Multi-Family Dwelling – Townhouse	A 2-story building occupied by 1 family and having 2 party walls in common with other buildings.
Apartment Conversions	A multi-family dwelling constructed by converting an existing dwelling into apartments for more than 1 family without substantially altering the exterior of the building.
Mobile Homes	A transportable, single-family dwelling intended for permanent occupancy, office, or place of assembly contained in 1-2 units designed to be joined into 1 integral unit capable of again being separated for repeated touring, which arrives at a site complete and ready for occupancy except for minor and incidental unpacking and assembly operations, and constructed so that it may be used without a permanent foundations. <i>For survey purposes only, include non-replacement mobile homes in “number of new dwelling units or establishments” category.</i>
Rehabilitated Dwelling	Previously vacated and dilapidated dwelling, upgraded for human habitation.