



County Commissioners

Joshua G. Parsons, Chairman
Ray D'Agostino, Vice-Chairman
Alice Yoder, Commissioner

Members of Board

Richard G. Cornogg, Chairman
J. Scott Ulrich
Linford L. Good

Director

Kevin Edwards, CPE

Solicitor

Melvin E. Newcomer

April 24, 2024

To: Taxing Bodies

From: Lancaster County Property Assessment Office

(Please remind property owners that pulling a permit will trigger an assessor to visit the property)

Re:53 Pa. C.S. §8861

Submission of permit and substantial improvement information to the county assessment office

The goal of the Property Assessment Office to perform all of the necessary valuation steps to determine and maintain equitable values for all properties within Lancaster County.

By being able to maintain this equalization, this creates a fair distribution of the tax burden. This benefits not only the property owners but the taxing bodies.

Please refer to PA General Assembly, Title53, Section 8861.

53 Pa. C.S. § 8861

Section 8861 - Submission of permit and substantial improvement information to the county assessment office and civil penalty

(a) Permit.--Every municipality, third-party agency or the Department of Labor and Industry responsible for the issuance of building permits or demolition permits shall forward a copy of each permit to the county assessment office on or before the first day of every month. In addition to any charge otherwise permitted by law, a municipality, a third-party agency or the Department of Labor and Industry may charge an additional fee of \$10 to each person to whom a permit is issued for administrative costs incurred in compliance with this section. The assessment office may provide for the electronic submission of a permit through electronic mail or any other means of electronic transmission or uploading of the permit in its existing form. The provision of permits or permit information to the assessment office as required by this section shall not be subject to the procedures of the act of February 14, 2008 (P.L. 6, No.3), known as the Right-to-Know Law. No agency, public official or public employee shall be liable for civil or criminal damages or penalties for complying with this section.

It is our office's mission to actively add to the County's taxable base, and we can only do this if all municipalities continue to help us by sending in permits on a monthly basis. This will allow our field staff to follow up and value when occupancy or completion occurs.





Board of Assessment Appeals

150 North Queen Street
Suite #310
Lancaster, PA 17603
Phone: 717-299-8381
Fax: 717-299-8376
www.lancastercountypa.gov

Permits can be received via email: bpermits@lancastercountypa.gov or mailed to
the attention: **Office Manager, Lancaster County Property Assessment Office,
150 North Queen Street, Suite 310, Lancaster ,PA 17603.**

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