

UCC PERMIT APPLICATION & PERMIT PROCEDURES

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a residential or nonresidential building, structure or facility or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system regulated by the Uniform Construction Code (UCC) shall first apply to the Borough Office, in order to obtain the required permit(s) prior to the start of construction.

The procedure to be used for all applications received shall be as follows:

1. It is strongly recommended you contact the Zoning Officer/Building Code Official (BCO) prior to applying for permits.
2. Applicant to secure a zoning permit from the Borough (required in most cases).
3. Applicant completes UCC application form and contacts a PA State Certified Construction Code Official (CCO) or inspector for plan review and approval.
4. CCO signs and stamps three (3) sets of plans "APPROVED".
5. Applicant completes UCC application form and all three (3) sets of plans to BCO for processing.
6. BCO issues building permit. (1 copy for job site, 1 copy for CCO, original for borough records.)
7. Applicant begins construction outlined in permit(s).
8. Applicant contacts CCO for all required inspections.
9. When all inspections are completed, CCO issues inspection report to applicant.
10. Applicant forwards inspection report to BCO for Certificate of Occupancy.

The applicant has the right to use any one of the three (3) state licensed CCO listed below to review construction documents and inspect the construction activity. The Borough will verify the credentials of all CCO's (inspectors) operating within the Borough. The applicant is responsible for any review and/or inspection costs associated with hiring their CCO. The Borough charges a flat fee of \$50.00 per application.

In addition to zoning and/or building permits, depending on the project the Borough may require the applicant obtain any or all of the following: Sewer/Water tap-in permit, HOP (Highway Occupancy Permit), Site Plan (showing grading, building locations, topography, flood plain info, etc.) approval.

All construction activity shall be completed within one (1) year from the date of issuance of the building permit, unless an extension is given in writing from the BCO. Fees are nonrefundable.

UCC INSPECTORS:

Buyers First Inspection Service - (610) 681-6160
Lehigh Valley Inspection - (610) 395-3827
Keystone Code Consulting - (610) 866-9663

UNIFORM CONSTRUCTION PERMIT APPLICATION
LOCATION OF PROPOSED CONSTRUCTION OR IMPROVEMENT

County: _____ Municipality: _____

Site Address: _____ Tax Parcel # _____

Subdivision/Land Development: _____ Lot # _____ Phase: _____ Section: _____

Owner: _____ Phone # _____ Fax # _____

Mailing Address: _____ E-Mail: _____

Principal Contractor: _____ Phone# _____ Fax# _____

PA Contractor License #: _____
Mailing Address: _____ E-Mail _____

Architect: _____ Phone# _____ Fax# _____

Mailing Address: _____ E-Mail: _____

TYPE OF WORK OR IMPROVEMENT (Check One)

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

Describe the proposed work: _____

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

DESCRIPTION OF BUILDING USE (Check One) UCC Inspector: _____

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: _____

BUILDING/SITE CHARACTERISTICS

Site: _____ Existing Lot _____ Proposed Lot (Subdivision) _____
Terrain: Flat Moderate Slopes Steep Slopes
Mechanical: Indicate Type of Heating (i.e., electric, gas, oil, etc.) _____ Air Conditioning Yes No
Water Service: (Check) Public Private
Sewer Service: (Check) Public Private (Septic Permit # _____)

Does or will your building contain any of the following:

Fireplace(s): Number _____ Type of Fuel _____ Type Vent _____
Elevator/Escalators/Lifts/Moving walks: (Check) YES NO
Sprinkler System: YES NO
Pressure Vessels: YES NO
Refrigeration Systems: YES NO

Inspector: _____

BUILDING DIMENSIONS

Existing Building Area: _____ sq. ft.
Proposed Building Area: _____ sq. ft.
Total Building Area: _____ sq. ft.
(Include all floors & garage)

Number Of Stories: _____
Height of Structure Above Grade: _____ 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? YES NO

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved permit required by the Borough. The property owner/applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the of the Borough or Regulatory Agencies. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the design professional or contractor employed in connection with the proposed work.

I certify that the Building Code Official or the Construction Code Official or their Authorized Representatives shall have the authority to enter areas covered by this permit at any reasonable or mutually agreed time to enforce the provisions of the code(s) applicable to this permit.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Directions to Site: _____

