

BOROUGH OF PALMERTON SIGN PERMIT APPLICATION

Date: _____ Permit # _____

Name: _____ Tax Map # _____

Address: _____ Phone # _____

Zoning District in Which Sign is to be Placed: _____

Total Front Footage of Building: _____ Total Front Footage for This Tenant _____

Dimensions to Sign: Length _____ ft.; Width _____ ft.; Height _____ ft.
(Round to Nearest Foot)

Sign is to be (check one): Freestanding _____ Attached to Building* _____
 Sign is to be (check one): Single Faced _____ Double Faced _____
 Sign is to be (check one): On Premises _____ Off Premises _____ In Window _____

*If sign projects above pedestrian walkway**, what is clearance? _____ Ft; Weight? _____

**Indemnification agreement must be signed and attached.

Number of signs presently on property: _____ List their sizes: _____

Sign shall read as follows:

W	_____ Feet	H	_____ Feet
I	_____ Inches	E	_____ Inches
D		I	
T		G	
H		H	
		T	

LENGTH: _____ Feet _____ Inches

(Property Owner's Signature Where Sign is to be Placed)

Approved: _____ Denied: _____ Date: _____

Amount Paid: \$ _____
(Zoning Officer)

(Payment of Fees Does Not Guarantee Issuance of Permit -- Fees are Nonrefundable)

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 of Palmerton, 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 Borough (required in most cases).
3. Applicant completes UCC application form and selects 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 returns completed 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 Borough.
10. BCO issues Certificate of Occupancy.

The applicant has the right to use any state licensed CCO 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 \$75.00 per application.

Local CCO's/Inspectors:

Base Engineering – 610-437-0978
Lehigh Valley Inspection Service – 610-395-3827

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 permit, well permit, HOP (Highway Occupancy Permit), Site Plan (showing grading, building locations, topography, flood plain info, etc.) approval.

Permits must be posted and plans must be on job site at all times. 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.



BOROUGH OF PALMERTON

CONSTRUCTIONS PLANS

MUST COMPLY OR CONTAIN THE FOLLOWING

- 3 Site plans
- 3 Complete sets of construction details (plans)
- Scale no less than 1/4" to the foot
- Elevation of all sides
- Cross-section showing the size and type of construction materials used
- Street address, name of contractor and name of owner
- All building dimensions and door sizes
- Sizes of framing member (joists, girders, beams) not shown on cross-section
- Glass sizes or window schedule for all windows and glazing
- Roof slope
- Specifications for manufactured trusses
- Location of smoke detectors
- Fireplaces, chimneys, solid fuel appliances and the dimensions of hearths, flues and thimbles
- All porches, slabs and additions
- All electrical, plumbing, and mechanical specifications
- All energy & insulation specifications for walls, roof, doors/windows, etc.

DUANE DELLECKER
CODE COMPLIANCE OFFICER

Asphalt Shingles
Rolled Roofing
Other _____

12"
Slope

1/2", 5/8", 3/4"
plywood
"aspenite"
other _____

2"x4", 2"x6", 2"x8" rafters
Trusses
Other _____

2"x4", 2"x6", 2"x8" ceiling joists

Wall Sheathing:
Plywood
"Aspenite"
Styrofoam
Polyisocyanurate (e.g. R-Max)
_____ Thick

2"x4", 2"x6" Studs

Spacing:
Rafters: 16" o.c., 24" o.c.
Floor Joists: 16" o.c., 24" o.c.
Other: _____

CONSTRUCTION MUST COMPLY WITH THE
PROVISIONS OF PA. ACT 45 OF 1999,
PENNSYLVANIA'S
UNIFORM CONSTRUCTION CODE

Siding:
Aluminum
Vinyl
T-111
Masonry Veneer
Other _____

Interior Finish _____

Flooring: 1/2", 5/8", 3/4" plywood particleboard
Other _____

Subfloor: 1/2", 5/8", 3/4" plywood, particle-
board

Other _____

Finish Grade

8" Min.

2"x6", 2"x8", 2"x10", 2"x12" Joists
Other _____

Anchor Bolts (1/2" diameter, 8" into concrete,
15" into masonry, 8' o.c.)

Dampproofing,
Waterproofing

Foundation: _____ " Masonry _____ " Concrete

Footing _____ " x _____ " (2500 psi Min.)

Borough of Palmerton

443 DELAWARE AVENUE
CARBON COUNTY
PALMERTON, PA 18071
610-826-2505
FAX 610-826-4386



****Important Notice to Property Owners****

The following items contain important information which you can use to protect your property and wallet!

1. Permits and inspections are required for all work completed under the Pennsylvania Uniform Construction Code (UCC) & Palmerton Borough Ordinance. This includes all structural, electrical, plumbing, HVAC and other work. Inspections by our UCC certified inspections are needed to ensure work being conducted on your property is safe and up to the minimum state and local standards.
2. All work completed on a property is the ultimate legal responsibility of the property owner. Projects completed without permits and inspections, or without permits properly being closed out, can lead to enforcement and violation actions being taken against the property owner.
3. Palmerton Borough recommends that you withhold final payment for the work completed on your property until you verify that a Certificate of Completion has been issued.
4. Palmerton Borough staff is here to help! Please contact us directly with any questions or concerns about the permit process.

By signing below, you acknowledge reading this document and that you are giving permission for your contractor to submit permit applications on your behalf (if applicable):

Signature

Date

Address: _____

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# _____
State Contractor License # _____
Mailing Address: _____ E-Mail _____
Architect: _____ Phone# _____ Fax# _____
Mailing Address: _____ E-Mail: _____
Construction Code Official Name: _____ Certification # _____

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)

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

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: _____

(FOR CODE ADMINISTRATOR USE ONLY)

ADDITIONAL PERMITS/APPROVALS REQUIRED

<input type="checkbox"/> STREET CUT/DRIVEWAY	APPROVED _____
<input type="checkbox"/> CUT AND FILL	APPROVED _____
<input type="checkbox"/> PENNDOT HIGHWAY OCCUPANCY	APPROVED _____
<input type="checkbox"/> DEP FLOODWAY OR FLOODPLAIN	APPROVED _____
<input type="checkbox"/> SEWER CONNECTION	APPROVED _____
<input type="checkbox"/> ON-LOT SEPTIC	APPROVED _____
<input type="checkbox"/> ZONING	APPROVED _____
<input type="checkbox"/> HARB	APPROVED _____
<input type="checkbox"/> OTHER _____	APPROVED _____

APPROVALS

BUILDING PERMIT DENIED: Date _____ Date Returned _____		
BUILDING PERMIT APPROVED: Date _____		
CODE ADMINISTRATOR _____		
Date Issued _____	Date Expires _____	PERMIT # _____
BUILDING PERMIT FEE	\$ _____	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	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Construction Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Electrical Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Mechanical Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Plumbing Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Flood Hazard Area Data	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Workers Comp. Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No		_____	_____

DATE STAMP: