

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:

Barry Isett & Associates – 610-398-0904
Base Engineering – 610-437-0978
Keycodes Inspection Agency – 610-866-9663
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.

(FOR CODE ADMINISTRATOR USE ONLY)

ADDITIONAL PERMITS/APPROVALS REQUIRED

STREET CUT/DRIVEWAY	APPROVED _____
CUT AND FILL	APPROVED _____
PENNDOT HIGHWAY OCUPANCY	APPROVED _____
DEP FLOODWAY OR FLOODPLAIN	APPROVED _____
SEWER CONNECTION	APPROVED _____
ON-LOT SEPTIC	APPROVED _____
ZONING PERMIT # _____	APPROVED _____
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 applicable)	FEE \$ _____	RECEIPT # _____
MECHANICAL PERMIT (if applicable)	FEE \$ _____	RECEIPT # _____
ELECTRICAL PERMIT (if applicable)	FEE \$ _____	RECEIPT # _____

PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)

Type of document:	Submitted		Signed & Sealed		Date	Revision Date
Foundation Plans	Yes	No	Yes	No	_____	_____
Construction Drawings	Yes	No	Yes	No	_____	_____
Electrical Drawings	Yes	No	Yes	No	_____	_____
Mechanical Drawings	Yes	No	Yes	No	_____	_____
Plumbing Drawings	Yes	No	Yes	No	_____	_____
Specifications	Yes	No	Yes	No	_____	_____
Flood Hazard Area Data	Yes	No	Yes	No	_____	_____
Workers Comp. Certificate	Yes	No	Yes	No	_____	_____

DATE STAMP

BUILDING DIMENSIONS

Existing Building Area _____ sq. ft. Number of Stories: _____
Proposed Building Area _____ sq. ft. Height of Structure above Grade: _____ ft.
Total Building Area: _____ sq. ft. Area of the largest floor: _____ sq. ft.
(Include all floors & garage)

FLOOD PLAIN

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 Township. 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 Township 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 the 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: _____

