

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 Slatington, 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, selects one inspector from the list below and attaches three (3) sets of construction documents to BCO for processing.
4. BCO sends application packet to CCO (plan reviewer/inspector) for review and approval. (Residential up to 15 business days/ commercial up to 30.)
5. CCO returns approved plans to BCO for processing.
6. BCO issues building permit. (1 copy for job site, 1 copy for CCO, original for Borough records.) Payment is made for Permits and Inspections.
7. Applicant begins construction outlined in permit(s).
8. Applicant contacts CCO (Inspector) for all required inspections.
9. When all inspections are completed, CCO issues inspection report to Borough.
10. BCO issues Certificate of Occupancy.

The Borough has contracted the services of three (3) inspection services to perform all plan reviews and inspection under the UCC in the Borough. The applicant is responsible for any review and/or inspection costs associated with the CCO. The Borough will collect the invoiced service fee at time permit is issued/released.

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.) prior to approval and issuance of permits.

All construction activity shall begin within 6 months and 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.

Approved Inspectors:	Buyer's First Inspection Service (Jacob Troost) 610-681-6160
(Select One)	KeyCodes Inspection Services (Dave Shields) 610-866-9663
	Lehigh Valley Inspection Services (Paul Jarrett) 610-395-3827

UNIFORM CONSTRUCTION CODE PERMIT APPLICATION

LOCATION OF PROPOSED CONSTRUCTION OR IMPROVEMENT

County: LEHIGH Municipality: BOROUGH OF SLATINGTON

Site Address: _____ Tax Parcel ID: _____

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

Owner(s): _____ Home# _____ Cell# _____

Mailing Address: _____ Email: _____

Principal Contractor: _____ Phone# _____ Fax# _____

PA Contractor License# _____

Mailing Address: _____ Email: _____

Architect: _____ Phone# _____ Fax# _____

Mailing Address: _____ Email: _____

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 Size _____ Proposed Lot Size (Subdivision) _____

Terrain: ☐ Flat ☐ Moderate Slopes ☐ Steep Slopes

Mechanical: Type of Heating (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 of Vent _____

Elevator/Escalators/Lifts/Moving walks: *(Check)* ☐ YES ☐ NO

Sprinkler System: ☐ YES ☐ NO

Pressure Vessels: ☐ YES ☐ NO

Refrigeration Systems: ☐ YES ☐ NO

Selected 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: _____ feet
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? *(Check One)* ☐ 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

☐ STREET CUT/DRIVEWAY	APPROVED _____
☐ CUT AND FILL	APPROVED _____
☐ PENNDOT HIGHWAY OCCUPANCY	APPROVED _____
☐ DEP FLOODWAY OR FLOODPLAIN	APPROVED _____
☐ SEWER CONNECTION	APPROVED _____
☐ ON-LOT SEPTIC	APPROVED _____
☐ ZONING	APPROVED _____
☐ HARB	APPROVED _____
☐ OTHER _____	APPROVED _____

APPROVALS

BUILDING PERMIT DENIED: Date _____ Date Returned _____		
BUILDING PERMIT APPROVED: Date _____		
CODE ADMINISTRATOR _____		
ISSUE DATE: _____	EXPIRATION: _____	PERMIT# _____
BUILDING PERMIT FEE	\$ _____	RECEIPT# _____
PLUMBING PERMIT (<i>if appl.</i>)	_____	RECEIPT# _____
MECHANICAL PERMIT (<i>if appl.</i>)	_____	RECEIPT# _____
ELECTRICAL PERMIT (<i>if appl.</i>)	_____	RECEIPT# _____

PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)

<u>Type of document:</u>	<u>Submitted:</u>	<u>Signed & Sealed:</u>	<u>Date:</u>	<u>Revision Date:</u>
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			

DATE STAMP: