

		***OFFICE USE ONLY***		
		Municipality:		
		Date Received:		
		Permit #:		
		Total Permit Fee:		
APPLICATION FOR PA UCC CONSTRUCTION PERMIT				
I. PROPERTY INFORMATION				
Municipality:		Development:		Lot: Section:
Proposed Work Site Address:			Tax Parcel ID:	
II. CONTACT INFORMATION				
Applicant Name:				
Mailing Address:		City:	State:	Zip:
Phone:		Email:		
Property Owner:				
Mailing Address:		City:	State:	Zip:
Phone:		Email:		
Contractor:		PA License:	Provide copy of Insurance:	
Person in Charge of Work:				
Mailing Address:		City:	State:	Zip:
Phone:		Email:	Fax:	
Design Professional in Responsible Charge:			PA License:	
Person in Charge of Work:				
Mailing Address:		City:	State:	Zip:
Phone:		Email:	Fax:	
III. Application Type		IV. Proposed Construction		
Residential ☐ One-Family ☐ Two-Family ☐ Manufactured		Non-Residential Change of Use ☐ Yes ☐ No Existing Use: Proposed Use:		
		New Building ☐ Addition ☐ Alteration ☐ Deck ☐	Swimming Pool ☐ Mechanical ☐ Plumbing ☐ Electrical ☐	Fire Suppression ☐ Other ☐ Electric Service Complete Sect. VI)
V. Construction Data		VI. Electrical Service		
# of Stories Above Grade:	Basement Y ☐ N ☐	Residential ☐	Non Residential ☐	Overhead ☐
Construction Square Feet:		New ☐	Upgrade ☐	Underground ☐
Total Cost of Construction:	PPL ☐ UGI ☐	Work Order Number		Volts Amps

VII. Floodplain	IX Historic District
Is the site located in an identified food hazard area? Will any portion of the flood hazard area be developed?	Is the site located within a Historic District? If yes, Municipal approval may be required.
Description of Work: _____ _____ _____ _____	

VIII. APPLICANT'S CERTIFICATION		
As the owner or the authorized agent of the project for which this application is filed, I certify that:		
1. The inspector is hereby granted access to observe the work in this application upon coordination with the owner or his agents. 2. The estimated construction cost and all other information provided as part of this application for a building permit is correct. 3. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from Building Code Official. 4. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405. 5. Any changes to the approved documents will be filed with the Building Code Official. 6. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to the Building Code Official. 7. When required, up to 20% of the total cost of any work performed on an area of primary function in an existing building will be expended to provide an accessible route to the area of primary function or other approved accessibility improvements. 8. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405. 9. Sewage Planning Approval letter from DEP.		
Applicant Signature:		Date:
*(3) SETS OF DETAILED CONSTRUCTION PLANS MUST BE SUBMITTED WITH ALL APPLICATIONS. ALL COMMERCIAL CONSTRUCTION PLANS MUST BE PREPARED, SIGNED & SEALED BY A LICENSED DESIGN PROFESSIONAL FAILURE TO FILL OUT THE PERMIT APPLICATION COMPLETELY MAY RESULT IN DELAYS OR REJECTION OF APPLICATION		

Directions to Site:

OFFICE USE ONLY		
Permit Fees	Project Information	
Plan Review:	Occupancy Group:	Code:
Permit & Inspections:	Construction Type:	Sprinkler: Y ☐ N ☐
State UCC Fee:	Additional Permits	
Total Fee:	Zoning Permit:	Stormwater:
Permit Number:	Sewerage Permit:	Highway:

Residential Permit Application and Submittal Requirements

APPLICATION

The following sections located on page one must be completed in full:

1. County and Municipality
2. Location of proposed work or improvement, most importantly, site location, tax parcel number and lot number.
3. Type of improvement including a brief description of work.
4. Owner information with complete mailing address.
5. Estimated cost of construction is required to be provided.

The contractor section is required to be completed only when work is performed within Municipalities that require contractor registration. However, Code Inspections, Inc. requests a minimum of the primary contractor information to be provided in case correspondence or contact is necessary.

Page **two** needs to be completed for only the sections that apply to the proposed project, or work to be performed.

Page **three** needs to be completed for Floodplain information and, a signature by the property owner, or agent of the owner must be provided on page three. The bottom of page three is intended for administrative use and will be completed by Code Inspections, Inc. during the application review.

PLANS AND SUBMITTALS

The submittal shall include three complete sets of plans and specification sufficient to indicate the scope of work being proposed. Listed below are some basic examples of information necessary to complete a plan review. Additional information may be requested depending on the intended project.

Project design shall conform to the 2003, International Residential Code

Drawings shall specify all site information such as address, lot number, TMP number, owner name and type of work Proposed. This information shall be reflected on all pages.

Drawings shall include Floor plan showing new construction in comparison to existing, room labels or use of rooms, bearing locations, window and door sizes, header sizes and all other pertinent information.

Footings details and specifications shall be provided for all locations. Detail should include a footprint or outline of the scope of work as well as specifying pier or continuous footings where applicable.

Pre-cast concrete panels and **all other** pre-manufactured products shall have manufacturers engineered designs **and** specs.

Insulation and thermal values shall be indicated for walls, ceiling, floors, basement walls and slab perimeter.

Indicate electrical components including locations and sizes.

Swimming Pools

Provide swimming pools construction specifications.

Swimming pool enclosures and barriers shall be shown and include fence, gate and gate device details.

Commercial Permit Application and Submittal Requirements

The Application shall be completed as explained in the Residential information listed above.

PLANS AND SUBMITTALS

The submittal shall include **three complete sets of plans and specification** bearing the signature and seal of a licensed Design Professional. Plans and specifications shall, at minimum, be required to contain the information specified within the sections listed below.

§ 403.42a(b) A permit applicant shall submit an application to the building code official and attach construction documents, including plans and specifications, and information concerning special inspection and structural observation programs, Department of Transportation highway access permits and other data required by the building code official with the permit application. **The applicant shall submit three sets of documents.**

§ 403.42aC A licensed architect or licensed professional engineer shall prepare the construction documents under the Architects Licensure Law (63 P. S. §§ 34.1-34.22), or the Engineer, Land Surveyor and Geologist Registration Law (63 P. S. §§ 148-158.2). An unlicensed person may prepare design documents for the remodeling or alteration of a building if there is no compensation and the remodeling or alteration does not relate to additions to the building or changes to the building's structure or means of egress.

§ 403.42a(e) The permit applicant shall submit construction documents in a format approved by the building code official. Construction documents shall be clear, indicate the location, nature and extent of the work proposed, and show in detail that the work will conform to the Uniform Construction Code.

§ 403.42a(f) All of the following fire egress and occupancy requirements apply to construction documents:

§ 403.42a(f)(1) The permit applicant shall submit construction documents that show in sufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the Uniform Construction Code.

§ 403.42a(f)(2) The construction documents for occupancies other than Groups R-2 and R-3 shall contain designation of the number of occupants to be accommodated on every floor and in all rooms and spaces.

§ 403.42a(f)(3) The permit applicant shall submit shop drawings for a fire protection system that indicates conformance with the Uniform Construction Code in accordance with the following:

§ 403.42a(f)(3)i. The shop drawings shall be approved by the building code official before the start of the system installation.

§ 403.42a(f)(3)ii The shop drawings must contain the information required by the referenced installation standards contained in the "International Building Code."

§ 403.42a(g) Construction documents shall contain the following information related to the exterior wall envelope:

§ 403.42a(g)(1) Description of the exterior wall envelope indicating compliance with the Uniform Construction Code.

§ 403.42a(g)(1) Flashing details.

§ 403.42a(g)(1) Details relating to intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane and details around openings.

§ 403.42a(h) Construction documents shall contain a site plan that is drawn to scale. The building code official may waive or modify the following site plan requirements if the permit application is for an alteration or repair or if waiver or modification is warranted. Site plan requirements include all of the following:

§ 403.42a(h)(1) The size and location of new construction and existing structures on the site.

§ 403.42a(h)(2) Accurate boundary lines.

§ 403.42a(h)(3) Distances from lot lines.

§ 403.42a(h)(4) The established street grades and the proposed finished grades.

§ 403.42a(h)(5) If the construction involves demolition, the site plan shall indicate construction that is to be demolished and the size and location of existing structures and construction that will remain on the site or plot.

§ 403.42a(h)(6) Location of parking spaces, accessible routes, public transportation stops and other required accessibility features.

§ 403.42a(l) A building code official may waive or modify the submission of construction documents, that are not required to be prepared by a licensed architect or engineer, or other data if the nature of the work applied for does not require review of construction documents or other data to obtain compliance with the Uniform Construction Code. The building code official may not waive the submission of site plans that relate to accessibility requirements.

§ 403.42a(m) An applicant for an annual permit under § 403.42(f) shall complete an application and provide information regarding the system that may be altered and the date that approval was previously provided for the approved electrical, gas, mechanical or plumbing installation.

§ 403.42a(n) A permit applicant shall comply with the permit, certification or licensure requirements of the following laws applicable to the construction:

§ 403.42a(n)(1) The Boiler and Unfired Pressure Vessel Law (35 P. S. §§ 1331.1-1331.19).

§ 403.42a(n)(2) The Propane and Liquefied Petroleum Gas Act (35P. S. §§ 1329.1-1329.19).

§ 403.42a(n)(3) The Health Care Facilities Act.

§ 403.42a(n)(4) The Older Adult Daily Living Centers Licensing Act

