



UCC CONSTRUCTION PERMIT APPLICATION INSTRUCTIONS

Dear UCC Construction Permit Applicant(s),

I have enclosed the following applications to obtain a UCC Construction Permit.

- BUILDING/FIRE CODE APPLICATION** **MECHANICAL/PLUMBING/ELECTRICAL APPLICATION**
- Building Fire Mechanical Plumbing Electrical

Please **complete** the upper portion (general information) of the enclosed applications and the specific discipline technical information on the form as indicated above.

- **Two (2) sets of plans** are required to be submitted with the completed application and supplement information.
 - **RESIDENTIAL** – Homeowners are permitted to draw their own plans. All plans must be legible.
 - **COMMERICAL** – Plans must be sealed and signed by a design professional.
**Additional plans may be requested based on scope of project.

Plan requirements must confirm to UCC codes. Site plans (if applicable) must show building footprint and distances from lot lines, street rights-of-way and finished grades. Must submit manufacture specifications of all appliances.

The fees associated with the application are listed on the attached Fee Schedule. Please review the paragraph regarding municipal and state administrative fees. **We will contact you with the amount of the fees due upon receipt of the plans and applications.** No permits will be issued prior to receipt of all fees. If the work performed varies from the applications and/or plans or construction is started prior to issuance of permits, additional fees may be required, no Occupancy Permit will be issued until all fees have been paid in full. All fees are non-refundable.

The issuances of UCC Construction Permits do not individually authorize the start of construction until all other required permits are approved and obtained.

PLEASE NOTE THE FOLLOWING:

1. Non-residential construction may require Land Development Plan approval prior to approval of UCC Permit.
2. Obtain E&S Approval, when required from the Schuylkill Conservation District (570-622-3742).

When is an Erosion and Sediment Control (E&SC) Plan needed?

- As per the Chapter 102 Erosion and Sedimentation Control Regulations, development of an erosion and sediment control plan is required for all earth disturbances of 5,000 square feet or greater, earth disturbances in High Quality or Exceptional Value watersheds, or if other DEP permits require it. This would also include timber harvesting activities, which must submit a timber harvest E&SC plan.



- Projects having less than 5,000 square feet of earth disturbance are still required to develop, implement, and maintain erosion and sediment control best management practices (BMPs). They are only exempt from having a written plan. Additionally, persons proposing timber harvesting activities or road maintenance that disturb twenty-five (25) or more acres must apply for an Erosion and Sediment Control Permit.
 - Projects that disturb 1 acre or more require a National Pollutant Discharge Elimination System (NPDES) permit for Stormwater Discharges Associated with Construction Activities. As part of this permit, an approved E&SC plan is required.
3. Obtain a Public Sewage Permit or-On-lot Sewage Disposal Permit.
 4. Obtain a Driveway Permit from Township/Borough and/or PennDOT.
 5. Obtain an approved Zoning Permit from Township/Borough/County.
 6. The Zoning and/or Building Permit shall expire within six months if the permitted work has not begun or after two (2) years if the work has not been completed.
 7. Additional permit requests may be required as part of the proposed construction activities and issuance of other permits required by the township/borough.
 8. The Building Officer will make compliance inspections during the construction process to determine compliance with all permits and ordinances. **Right of entry for inspection of the improvements is a condition attached to all permits issued.**
 9. If compliance is confirmed by inspection, a Use and Occupancy Certificate shall be issued. It is unlawful to use and/or occupy any structure, building, and/or land or portion thereof without this certificate.
 10. Failure to present true and correct information on any and all applications may result in the revocation of all permits.
 11. Incomplete or missing application information and/or incomplete plan submittals will delay permit processing.
 12. Once the permit is approved, the approved information will be **forwarded via email** unless specified otherwise. The issued permit must be posted in a conspicuous place on the premises.

ALL APPLICATIONS AND FEES CAN BE FORWARDED TO:

**ARRO Consulting, Inc.
1239 Centre Turnpike
Orwigsburg, PA 17961**

If you have any questions regarding the UCC Construction Applications, please do not hesitate to contact us at **570.366.9534 or shannon.darker@arroconsulting.com**

ARRO Consulting, Inc.
1239 Centre Turnpike, Orwigsburg, PA 17961
Phone 570.366.9534 Fax 570.366.9537
shannon.darker@arroconsulting.com

PERMIT APPLICATION

Non UCC _____

Page ___ of ___

Building Permit _____ Fire Protection Permit _____

Municipality _____ County _____

Construction Site Location (Full Address) _____

Tax Map Parcel ID# _____

Owner _____

Application Contact _____

Company Name _____

Application Company _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone # _____ Cell # _____

Phone # _____ Cell # _____

Email _____

Email _____

Describe Proposed Work in Detail: _____

BUILDING PERMIT

Contractor _____
(If owner put same as above)

Of Stories _____ Height of Structure _____

Address _____

Total SQ FT _____

City _____ State _____ Zip _____

Use Group _____ Type Const. _____

Phone # _____ Cell _____

Description of Work: _____

Email _____

HIC # _____

Other: _____

Federal Employee# _____

(Certification of Insurance for Worker Compensation needed or sign exemption form)

State Classification:

New Residential _____ Other Residential _____

New Commercial _____ Other _____

Commercial _____

Estimate Total Costs For All Work: _____
(Reasonable Fair Market Value)

FIRE PROTECTION PERMIT

Contractor _____
(If owner put same as above)

Sprinkler System: _____

Address _____

Alarm System: _____

City _____ State _____ Zip _____

Phone # _____ Cell _____

Email _____

HIC # _____

Federal Employee# _____

(Certification of Insurance for Worker Compensation needed or sign exemption form)

State Classification:

New Residential _____ Other Residential _____

New Commercial _____ Other _____

Commercial _____

Commercial Cooking Equip.: _____

Other: _____

Estimate Total Costs For All Work: _____
(Reasonable Fair Market Value)

I hereby acknowledge that I have read this application and state the above is correct to comply with all Municipal ordinances and state laws regarding construction.

Print Name: _____ Signature: _____
Owner () Application Contact () Contractor () Owner Representative ()

CODE OFFICIAL USE ONLY

UCC Building Fee: _____

Plans Approved

Plan Review Fee: _____

FP Fee: _____

Plans Approved with Comments

Admin Fee: _____

Code Official: _____

State Fee: _____

Total UCC: _____

State Cert. #: _____

Total Cost: _____

Date: _____

PERMIT APPLICATION

Non UCC _____

Page ___ of ___

Mechanical Permit _____ Plumbing Permit _____ Electrical Permit _____

Municipality _____ County _____

Construction Site Location (Full Address) _____

Tax Map Parcel ID# _____

Owner _____

Application Contact _____

Company Name _____

Application Company _____

Address _____

Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone # _____ Cell # _____

Phone # _____ Cell # _____

Email _____

Email _____

Describe Proposed Work in Detail: _____

MECHANICAL / PLUMBING PERMIT

Contractor _____
(If owner put same as above)

Water: Public _____ On-lot _____
Sewer: Public _____ On-lot _____

Address _____
City _____ State _____ Zip _____
Phone # _____ Cell # _____
Email _____
HIC # _____
Federal Employee# _____
(Certification of Insurance for Worker Compensation needed or sign exemption form)
State Classification _____
New Residential _____ Other Residential _____
New Commercial _____ Other Commercial _____

Technical Site Data		
No.	Size	Fixture/Equip.
_____	_____	Water Closet
_____	_____	Urinal/Bidet
_____	_____	Bath tub
_____	_____	Lavatory
_____	_____	Shower
_____	_____	Sink
_____	_____	Dishwasher
_____	_____	Washing Mach.
_____	_____	Hose Bib
_____	_____	Water Heater

Estimate Total Costs For All Work: _____
(Reasonable Fair Market Value)

Others: _____

ELECTRICAL PERMIT

Contractor _____
(If owner put same as above)

Address _____
City _____ State _____ Zip _____
Phone # _____ Cell# _____
Email _____
HIC # _____
Federal Employee# _____
(Certification of Insurance for Worker Compensation needed or sign exemption form)
State Classification _____
New Residential _____ Other Residential _____
New Commercial _____ Other Commercial _____

Technical Site Data		
No.	Size	Fixture/Equip.
_____	_____	Lighting Fixture
_____	_____	Receptacles
_____	_____	Switches
_____	_____	Detectors
_____	_____	Motor-Fraction.
_____	_____	Comm. Devices
_____	_____	Alarm Dev./Sys.
_____	_____	Pool Bonding.
_____	_____	Service
_____	_____	Sub-Panels

Estimate Total Costs For All Work: _____
(Reasonable Fair Market Value)

Others: _____

I hereby acknowledge that I have read this application and state the above is correct to comply with all Municipal ordinances and state laws regarding construction.

Print Name: _____ Signature: _____
Owner () Application Contact () Contractor () Owner Representative ()

CODE OFFICIAL USE ONLY

	<u>Mechanical</u>	<u>Plumbing</u>	<u>Electrical</u>
UCC Fee:	_____	_____	_____
Plan Review Fee:	_____	_____	_____
Admin Fee:	_____	_____	_____
State Fee:	_____	_____	_____
Total Cost:	_____	_____	_____
Non-UCC Fee:	_____	_____	_____

Plans Approved
 Plans Approved with Comments

Code Official: _____
State Cert. #: _____
Date: _____

PENNSYLVANIA WORKERS COMPENSATION INSURANCE COVERAGE AFFIDAVIT OF EXEMPTION

Basis for exemption is (please check one):

- The Contractor for this building permit is a sole proprietorship without employees
- The Contractor is a corporation, and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Workers' Compensation Act. Please explain: _____
- All of the contractor's employees on the project are exemption religious grounds under Section 304.2 of the Workers' Compensation Act. Please explain: _____
- Owner is the contractor _____
- Other. Please explain: _____

Please be aware of the following requirements under the Pennsylvania Workers' Compensation Act:

- ⇒ Any subcontractors used on this project will be required to carry their own workers' compensation coverage.
- ⇒ Violation of the Workers' Compensation Act or the terms of this information form will subject the contractor to a stop-work order and other fines and penalties as provided by law.

My signature on behalf of or as the contractor as stated on this form constitutes my verification that the statements contained here are true.

Signature _____ Date _____

Name (Please Print) _____

Title _____

Name of Company _____

Address _____

Phone _____

Resolution No. _____

LANSFORD BOROUGH
Carbon County, Pennsylvania

FEE SCHEDULE

WHEREAS, the council of Lansford Borough, Carbon County, Pennsylvania, wishes to adopt a schedule of fees pursuant to the requirements of the Uniform Construction Code;

WHEREAS, council finds the fees set forth in this Resolution necessary and reasonable for the administration and enforcement of the Uniform Construction Code; and

NOW THEREFORE, be it resolved by council of Lansford Borough, that the following fee schedule is hereby established:

I. Uniform Construction Code (UCC) Permits and Inspections

A. UCC FEE CALCULATION SHALL INCLUDE ALL REQUIREMENTS FOR FOUNDATION, FRAMING, MASONRY, ACCESSIBILITY, ELECTRICAL, PLUMBING, MECHANICAL, ENERGY, WALLBOARD, AND FINAL

1. UCC Permit Plan Review and Inspection Fees:

UCC Permit Applications shall include the appropriate plan review fee or, if indicated as such, the flat fee. If the application is approved, all estimated inspection fees will be due at the time of permit issuance.

The square footage calculations shall be based on the out-to-out dimensions of the building or structure and shall include all areas, whether finished or unfinished, that have a minimum headroom of 7'-6" or are finished as habitable space including but not limited to basements, bays, hallways, stairways, utility rooms, storage rooms, lobbies, attached garages, detached garages, foyers, closets, and attics.

2. Multiple Permits Policy:

When a single project consists of multiple buildings or structures, accessory buildings or structures, and/or signs, separate applications and permits shall be required for each building, structure, or sign.

B. SYSTEMS PERMITS [INCLUDES ACCESSIBILITY, PLUMBING, ELECTRICAL, MECHANICAL, AND ENERGY]

1. Systems permits will be required for each separate component and fees shall be based upon Parts 'C' and 'D' of this resolution.
2. Individual Systems Permits shall be required when, in the sole opinion of the UCC Code Official, such permits are necessary; furthermore, each system shall be required to have its own permit.

C. RESIDENTIAL (NON-COMMERCIAL and R3 & R4 Occupancies) UCC PERMIT FEES:

- | | |
|---|---|
| 1. New Construction (Building):
(Includes Additions) | Plan Review: \$165.00
Inspections: \$0.38 per sq. ft.
(includes up to 5 inspections)
Additional inspections billed @ \$110 ea.
(Minimum Fee: \$440.00 plus plan review fee) |
| 2. Alterations, Renovations, or Modifications of Existing Building: | Plan Review: \$110.00
Inspections: \$0.35 per sq. ft.
(includes 3 inspections)
Additional inspections billed @ \$110 ea.
(Minimum Fee: \$165.00 plus plan review fee) |
| 3. a. Plumbing: | \$110 plus \$15 per fixture |
| b. Electrical: | \$330 (includes 3 inspections) |
| c. Electrical (service only): | \$110 includes 1 inspection) |
| d. Mechanical: | \$200 first unit plus \$90 each unit add |
| 4. Mobile/Modular Homes: | \$495 Flat Fee (includes 3 inspections)
Additional inspections billed @ \$110 ea. |
| 5. Swimming Pools
(includes required fence) | |
| a. Above-ground pools and spas 24" or deeper: | \$200 Flat Fee |
| b. In-ground Pools: | \$275 Flat Fee
(requires separate electrical permit) |
| c. In-ground Pool Electrical: | \$110.00 |

- 6. Deck: \$195 Flat Fee, under 500 sf. 2 inspections.
Additional inspections billed @ \$110 ea.
- 7. Building or Structure Demolition: \$275.00 Flat Fee with \$550.00 escrow (escrow refunded upon inspection that all ordinances of the Borough have been complied with)
- 8. PA State Education Fee as established by PA DCED (currently \$4.50): \$4.50 Flat Fee

D. COMMERCIAL/INDUSTRIAL/INSTITUTIONAL (NON-RESIDENTIAL) UCC AND MULTI-FAMILY (TOWN HOUSES) PERMIT FEES:

All construction costs to be calculated by applicant. If dispute, UCC permit officer will use square foot values from the ICC “**Valuation Chart.**”

(X = 2.5 for projects under \$1 million, 2.0 for projects between \$1 and \$5 million, 1.5 for projects between \$5 and \$10 million and 1.0 for projects over \$10 million.)

- 1. New Building or Addition: Plan Review: Per Section “K”
Inspections: X% of construction cost (Minimum Fee: \$1000)
- 2. Alterations, Renovations, or Modifications of Existing Building or Structure: Plan Review: Per Section “K”
Inspections: X% of construction cost (Minimum Fee: \$750)
- 3. Accessory Building: Plan Review: Per Section “K”
Inspections: 2% of construction cost (Minimum Fee: \$500)
- 4. Special structures: Plan Review: Per Section “K”
Inspections: \$100 each
Plus any engineering fees required to review special structure.
- 5. Establish Principal Use: \$250 Flat Fee
- 6. Demolition: \$150 plus 2% demolition cost (Minimum Fee: \$500) with \$1000 escrow (escrow refunded upon inspection that all ordinances of the Borough have been complied with)

- | | |
|--|--|
| 7. Systems Permit: | 2% construction cost
(Minimum Fee: \$275) |
| 8. Signs | |
| a. Building or Window Mounted: | \$110 Flat Fee |
| b. Free Standing: | |
| i. <100 sq. ft. | \$165 Flat Fee |
| ii. ≥100 sq. ft. | \$330 Flat Fee |
| 9. PA State Education Fee as established
by PA DCED (currently \$4.50): | \$4.50 Flat Fee |

F. TEMPORARY CERTIFICATE OF USE AND OCCUPANCY FEE:

1. Upon the request of the holder of a valid UCC Permit, the Building Code Official may issue a Temporary Certificate of Use and Occupancy for a building, structure, sign, and/or use of land or portion thereof before the entire work covered by the permit shall have been completed. Such portion or portions may be used and/or occupied prior to full completion of the work provided life and/or public health, safety, morals, and general welfare of the Borough and its citizens are not endangered by any such use or occupancy.
2. The Building Code Official may also issue a Temporary Certificate of Use and Occupancy for such temporary uses such as tents, trailers, and buildings on construction sites, use of land for religious and other public and semi-public purposes or other temporary use and/or occupancy situation, based solely upon the discretionary authority of the Building Code Official. Any such temporary certificates shall only be valid for a period of time to be determined by the UCC Codes Official; however, in no case shall any such temporary certificate be issued for more than a six (6) month period.
3. Temporary Certificate of Use and Occupancy: \$60 Flat Fee

G. INSPECTION FEES: (unless indicated elsewhere plus mileage)

- | | |
|----------------|--|
| 1. Building: | \$110 plus \$55 for each ½ hour or portion thereof over 1 hour |
| 2. Plumbing: | \$110 plus \$55 for each ½ hour or portion thereof over 1 hour |
| 3. Electrical: | \$110 plus \$55 for each ½ hour or portion thereof over 1 hour |
| 4. All Other: | \$110 plus \$55 for each ½ hour or portion thereof over 1 hour |

I. POSTING OF PERMIT:

The UCC Permit Placard shall be visibly posted on the site of operations during the entire time of construction.

J. EXPIRATION OF PERMIT:

Building/Structure Permits

The Permit shall expire one (1) year from the date of issuance provided that it may be extended at the discretion of the UCC Codes Official for six (6) month periods not to exceed a total of one (1) year. The UCCs Codes Official may at his/her discretion review and approve revisions to plans, or allow for accelerated acceptance of plans, under special circumstances.

1. Permit Extension Fee: \$95
2. Revision of approved plans and accelerated approvals of Planning Approval:
(Fee in addition to standard fees) \$330

K. Plan Review Fee Schedule (Non-Residential Construction)

The Plan Review fee is based on the estimate construction value in accordance with the Square Foot Construction Costs Table (gross area x Square Foot Construction Costs) published by the International Code Council (ICC). The values below are used with the current Building Valuation Data which is updated every six months or February and August of each year.

For buildings with an estimated construction value up to \$3,000,000, the Plan review fee is 0.0010 of the estimated value (\$500.00 minimum). For buildings with an estimated value over \$3,000,000 up to \$6,000,000, the fee is \$2,400.00 plus 0.0005 of the estimated value over \$3,000,000. For buildings over \$6,000,000, the fee is \$3,900.00 plus 0.00035 of the valuation over \$6,000,000.

If the permit process is terminated by the applicant, applicant forfeits all review fees remitted.

Structural Reviews in areas of high Seismic or wind risk will have an additional surcharge.

The Plan Review fee for Accessibility, Energy, Mechanical, Plumbing and Electrical Reviews are computed at 20% of the UCC Plan Review fee for each discipline (\$250.00 minimum).

The Sprinkler review is based on the number of Sprinkler heads: 1-100, \$275; 101-200, \$325; 201-300, \$350; 301-400, \$375; 401-500, \$425; over 500, \$500 plus \$0.33 per sprinkler over 500. For hydraulically designed system, multiply the fee by 2.

L. As To All Types of Permits

1. FEES FOR PERMITS OBTAINED AFTER COMMENCEMENT OF ANY ACTIVITY FOR WHICH A PERMIT IS REQUIRED SHALL BE THREE (3) TIMES THE AMOUNT OF THE ORIGINAL FEE.
2. A 15% Municipal Administration Fee, based on the total UCC Permit Fee, shall be submitted in addition to the UCC fees calculated based on the above schedule of fees.
3. FEES ARE NON-REFUNDABLE.
4. MAKE CHECK OR MONEY ORDER PAYABLE TO **LANSFORD BOROUGH**

DULY PRESENTED AND ADOPTED, by the Borough Council of Lansford at a public meeting held on the ___ day of _____, 20__.

BY: _____
Council President

SEAL

ATTEST: Borough Secretary

EXAMINED and approved this _____ day of _____, 20__

Mayor, Lansford Borough