Lehigh Engineering, LLC
P.O. Box 1200 • 200 Mahantongo Street • Pottsville, PA 17901

COMMERCIAL

UNIFORM CONSTRUCTION CODE (UCC) PERMIT APPLICATION INSTRUCTIONS

Please **complete** application provided.

- **One (1) sets of plans** are required to be submitted with the completed application and supplement information.
    - Plans must be sealed and signed by a design professional. **Additional plans may be requested based on the scope of the 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. **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 County Conservation Districts.

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 of Exceptional Value watershed, 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 UCC 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 Code Official 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 or all applications may result in the revocation of all permits.
11. Incomplete or missing application information and/or incomplete plan submissions 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:

Lehigh Engineering, LLC
P.O. Box 1200
200 Mahantongo St.
Pottsville, PA 17901

If you have any questions regarding the UCC Construction Applications, please contact us at 570-628-2300 or lehigh@lehighengineer.com.

Lehigh Engineering, LLC
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UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION

(Please Print Legibly)

LOCATION OF PROPOSED WORK OR IMPROVEMENT

County: _____ Municipality: _____

Site Address: _____City/State/Zip: _____

Subdivision/Land Development: _____Lot #: _____ Parcel# _____

Owner: _____Phone #: _____

Mailing Address: _____City/State/Zip: _____

Email: _____

Principal Contractor: _____ Phone #: _____

Mailing Address: _____Cite/State/Zip: _____

Email: _____

The Building Permit and Occupancy permit should be sent to: ☐ Owner ☐ Contractor (Please Check)

TYPE OF WORK IMPROVEMENT

☐New Building ☐Addition ☐Alteration ☐Change of Use ☐Relocation ☐Swimming Pool ☐ Accessory Structure

Describe the proposed work:

_____

_____

Estimated Value of Construction: $_____

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.

UCC PERMIT APPLICATION CHECKLIST

The individual completing the application should use the checklist below to assure that all items are included in the application package. The Building Codes Officer will confirm that the required items have been included within 5 days of receipt.

☐ Completed Application with applicant's name, signature, and date

☐ Completed construction plans and/specifications attached, illustrating elevations, floor plans, electrical, plumbing, mechanical layouts, energy code compliance data, design loads and calculations, window and door schedule, typical cross sections, typical footer and foundation details, etc.

☐ Engineer's Seal on drawings (required for commercial work and special residential situations)

☐ Zoning Permit from Zoning Officer

☐ Floodplain Permit from Floodplain officer

☐ On-Lot Sewage Permit from SEO

OR

Letter of intent to serve the project from the public water supplier (if applicable)

Supplier: Name of Water Company and Phone number

☐ Municipal Driveway Permit (for access to municipal roads)

OR

PennDOT Highway Occupancy Permit (for access to state or federal roads)

☐ Completed Workers' Compensation Insurance Coverage Form

☐ Completed Fee Schedule Worksheet

ALL BUILDING PERMIT APPLICATIONS SHALL BE FILED WITH LEHIGH ENGINEERING, LLC

P.O. BOX 1200
200 MAHANTONGO ST.
Pottsville, PA 17901

I hereby acknowledge that I have read this application and state the above is correct to comply with all Municipal ordnances and state laws regarding construction. Contractors, please provide copy of workman's compensation insurance as required by law.

Signature: _____ Date: _____/_____/_____

☐Owner ☐Contractor ☐Owner Representative

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WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION

Insurance Information

Name of Applicant_____

Federal or State Employer Identification No. _____

Applicant is a qualified self-insurer for Worker's Compensation. ☐ Certificate Attached

Name of Worker's Compensation Insurer_____

Worker's Compensation Insurance Policy No. _____ ☐Certificate Attached

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OR

Exemption

I, _____, do attest that I will not employ/hire any other persons for the project for which I am seeking a building permit. After receipt of the building permit, if I employ any other persons, I will notify this office and provide proof of workers' compensation coverage within three working days. I understand that failure to comply, will result in a STOP-WORK order and that such order may not be lifted until proper coverage is obtained, as provided by Section 302(e)(4) of the act of June 2, 1915 (P.J. 736), known as the Pennsylvania Workers' Compensation Act, reenacted, and amended June 21, 1939, and amended December 5, 1974, and amended July 2, 1993, Act 44.

Signature of Contractor/Applicant_____

Printed Name of Contractor/Applicant _____

Address_____

City_____ State_____ Zip_____

-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.

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COMMERCIAL FEE SCHEDULE

1. New Construction and Additions

*GFA – Gross floor area defined as the total square footage of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways, and attics.

Project or Building Area 3000 sq. ft.
(GFA - Minimum 3000 sq. ft.)
New Construction and Additions Base Fee (GFA) $.35/sq. ft.= 1050

a. Usage Group Factor X 525.00
(See Page 8)
b. Building Permit Fee **(BPF)** = $ _____
c. Mechanical Permit Fee 0.30 X $_____(BPF) = 157.50
d. Plumbing Permit Fee 0.30 X $_____(BPF) = 157.50
e. Accessibility/Energy Permit Fee 0.30 X $_____(BPF) =157.50
f. Electrical Permit Fee 0.30 X $_____(BPF) = 157.50
g. Fire Permit Fee 0.30 X $_____(BPF) = 157.50

All Plan Reviews and Inspections required on the standard Commercial Submittal Sheet are included in these permit fees.

Note: Special Inspections required by IBC are at Owners Expense.

2. Renovations/Alterations/Repairs

h. 2.5% of total cost, minimum $1,000 =157.50

3. Single Events

i. Single Event Permit and plan review $900.00= _____
(one inspection only)
j. Annual Permit $900.00= _____
(Inspections in each appropriate discipline are also required)
k. Follow-up Inspections for Incomplete or
Compliance Inspections for Annual Permit or
Single Event Permits requiring additional inspections $400.00= _____
(per trip)
l. Certificate of Occupancy (per inspections) $900.00=_____

4. Other Inspections

m. Solar Panels $1,000 + $20 per panel=_____
n. Cell Tower 2% of projects total cost=_____

o. Demolition (Minimum $1,000) 2% of projects total cost=_____

p. Signs $500=_____

q. Anything not listed will be assessed at 2% of projects total cost =157.50

r. DCED Fee (Currently $4.50) = $4.50

s. **TOTAL COMMERCIAL BUILDING PERMIT FEE** =157.50
(Add b.-r.)

Usage Group Factors

Usage Group definitions per Chapter 3 of current International Building Code.

FACTOR	USAGE GROUP
2.0	I-2
1.6	A-1
1.5	A-3(Churches), I-3
1.2	A-2, A-4, A-3(nonchurch), A-5, B, E, H-5, I-1, H-5, I-1, I-4, R-1, R-4, M, F-1, F-2, H-1, H-2, H-3, H-4, S-1, S-2
1.0	R-2, R-3
0.5	U

A Assembly
A-1 Theaters
A-2 Restaurants
A-3 Worship, recreation, and amusement
A-4 Indoor Sports
A-5 Outdoor Sports

B Business

E Education

F Factory
F-1 Moderate Hazard
F-2 Low Hazard

H High Hazard
H-1 Detonation Hazard
H-2 Deflagration or Accelerated burning
H-3 Readily support combustion
H-4 Health Hazards
H-5 Semiconductor Fabrication

I Institutional
I-1 Ambulatory
I-2 Hospital
I-3 Prison
I-4 Daycare

M Mercantile

R Residential
R-1 Hotel
R-1 Apartment House
R-3 One & Two Family
R-4 Assisted Living

S Storage
S-1 Moderate Hazard
S-2 Low Hazard

U Utility and Misc.

OFFICE USE ONLY:
☐Plan Approved ☐Plan Approved with Comments ☐Plan Denied
State Cert #_____ Date ___/__/____ Permit Total: $_____ PERMIT# _____
BCO Signature: _____
CHECK#_____DATE RECEIVED____/___/____ BY_____