

Walnutport Borough, Northampton County Pennsylvania

Permit Application Process

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a residential or non-residential 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 shall first apply at the Walnutport Borough Building, 417 Lincoln Avenue, Walnutport PA 18088-1498, to obtain the required permit(s) prior to the start of construction.

Required permit applications, detailed construction plans, specifications and fees shall be submitted to the Building Code Official and/or staff designee for processing. The construction plans shall contain sufficient detailed information depicting all proposed building specifications for the Borough to determine the extent of construction and compliance with the UCC. Any plan deficiencies noted will be compiled in writing by the Plans Examiner and conveyed to the applicant for corrective action prior to issuance of a building permit.

The Building Code Official/Construction Code Official may waive the submission of construction documents if the nature of the construction does not require the review of the construction documents to determine compliance with the Uniform Construction Code.

Upon receipt of the correctly prepared permit application and building plans, with revisions, if directed by the Building Code Official/Construction Code Official, a residential construction permit will be issued within fifteen (15) days or thirty (30) days for a non-residential construction permit. The original building permit, construction documents and related required permits will be kept on file at the Borough Building, the Construction Code Official will maintain a copy of the complete set of permits and documentation and the applicant/contractor shall keep a copy of the complete set of approved permits and construction documents at the construction site at all times open to inspection and review by the CCO or authorized agent.

In addition, the applicant will also be required to obtain and submit the following to secure a building permit: (if applicable)

1. Zoning Permit
2. Sewer Permit
3. Well Permit
4. Highway Occupancy Permit (when the property accesses a State Highway or Borough Road)
5. Site Plan showing grading, building location and floodplain information, if existing on site, sufficient to determine flood water impact on proposed construction and adjoining properties.

The appointed Construction Code Official (CCO) will inspect all construction for which a permit has been issued. The permit holder shall insure that all construction is accessible for inspection at the date and time scheduled for inspection. The permit holder or agent shall notify the CCO at least two (2) working week days (48 hours) prior to when completed construction is ready for inspection. The following inspection sequence shall be adhered to:

1. **FOOTING INSPECTION** is to be conducted after footing is dug with chairs and rods in place and before concrete is poured. **The permit applicant is required to call the CCO requesting an inspection 48 hours in advance of desired inspection date.**
2. **FOUNDATION INSPECTION** is to be conducted before framing work begins or backfill is installed. Grease traps (if applicable), cleanouts, foundation and building drains must be in place; foundation coating must be applied, and anchor bolts shall be installed. All underground plumbing, mechanical and electrical trenching must remain open and all piping, sleeves and/or conduit required for underground utilities shall be in place and provided with rodent-proofing. **The permit applicant is required to call the CCO at least 48 hours in advance of desired inspection.**
3. **FRAMING INSPECTION** is to be conducted before insulation is installed and after all rough-in work is complete on plumbing, electrical and mechanical systems. Note: the framing may not be approved until the plumbing, electrical and mechanical rough-in work has been approved by the CCO. **The permit applicant is required to call the requesting an inspection at least 48 hours in advance of the inspection.**

4. **INSULATION INSPECTION** is to be conducted before wallboard is installed and after all framing, and rough plumbing, electrical and mechanical systems have been installed. Note: the insulation may not be approved until the framing, rough plumbing, electrical and mechanical work has been inspected by the CCO. **The permit applicant is required to call the requesting an inspection at least 48 hours in advance of the inspection.**

5. **FIRE PROTECTION SYSTEMS INSPECTION** is to be performed after fire alarm systems and/or fire suppression systems are installed and functioning. The CCO has the option to accept installation and test certificates from the installing contractor(s) in lieu of witnessing the testing of fire protection systems. If not submitted with the initial application, shop drawings must be submitted to the CCO for review and approval at least two weeks before the projected installation date. **The permit applicant is required to call requesting an inspection 48 hours in advance of inspection.**

6. **FINAL BUILDING INSPECTION** is to be performed after all items pertaining to the issued building permit have been completed. These items may include, but are not limited to:
 - a. Wallboard
 - b. Masonry
 - c. Electrical work
 - d. Plumbing work
 - e. Mechanical (HVAC) work
 - f. Emergency lighting system
 - g. Fire extinguishers
 - h. Egress
 - i. Fire protection systems (including required fire-rated construction components)
 - j. Grading
 - k. Site plan compliance
 - l. Accessibility
 - m. Energy conservation
 - n. Elevators (L & I inspection required)

The permit applicant is required to call the CCO requesting an inspection at least three (3) working days (72 hours) in advance of the final inspection.

Please note that non-residential related inspections shall be conducted where applicable.

A permit will become invalid unless the authorized construction work begins within 180 days after issuance of the permit or if the authorized construction work permit is suspended or abandoned for 180 days after the work has commenced. A permit holder may submit a written

request for an extension of time to commence construction. The Building Code Official may grant extensions of time to commence construction in writing. A permit may be valid for no more than 5 years from the date issued.

The permit holder is required to keep a copy of the permit at the work site in conspicuous view until the completion and approval of construction.

The permit applicant may request extensions of time or appeal a Building Code Official's action on the permit application to the Joint Board of Appeals.

All work shall be constructed in accordance with the approved construction plans and specifications. The permit holder shall submit a revised set of construction documents for approval for changes proposed during construction that are not in accordance with the approved construction documents on file at the Borough Building.

A permit is not valid until all required fees are paid in full by the Applicant/Agent to the Borough.

A Certificate of Occupancy will not be issued until construction related to all permits has been satisfactorily completed and approved by the appropriate review agency.

UNIFORM CONSTRUCTION PERMIT APPLICATION
LOCATION OF PROPOSED CONSTRUCTION OR IMPROVEMENT

County: _____ Municipality: _____

Site Address: _____ Tax Parcel # _____

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

Owner: _____ Phone # _____ Fax # _____

Mailing Address: _____ E-Mail: _____

Principal Contractor: _____ Phone# _____ Fax# _____

Mailing Address: _____ E-Mail _____

Architect: _____ Phone# _____ Fax# _____

Mailing Address: _____ E-Mail: _____

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 _____ Proposed Lot (Subdivision)

Terrain: Flat Moderate Slopes Steep Slopes

Mechanical: Indicate Type of Heating (*i.e.*, 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 Vent _____

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

Sprinkler System: YES NO

Pressure Vessels: YES NO

Refrigeration Systems: YES NO

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: _____ ft.
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? 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

<input type="checkbox"/> STREET CUT/DRIVEWAY	APPROVED _____
<input type="checkbox"/> CUT AND FILL	APPROVED _____
<input type="checkbox"/> PENNDOT HIGHWAY OCCUPANCY	APPROVED _____
<input type="checkbox"/> DEP FLOODWAY OR FLOODPLAIN	APPROVED _____
<input type="checkbox"/> SEWER CONNECTION	APPROVED _____
<input type="checkbox"/> ON-LOT SEPTIC	APPROVED _____
<input type="checkbox"/> ZONING	APPROVED _____
<input type="checkbox"/> HARB	APPROVED _____
<input type="checkbox"/> 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 appl.)	_____	RECEIPT # _____
MECHANICAL PERMIT (if appl.)	_____	RECEIPT # _____
ELECTRICAL PERMIT (if appl.)	_____	RECEIPT # _____

PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)

Type of document:	Submitted	Signed & Sealed	Date:	Revision Date:
Foundation Plans	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Construction Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Electrical Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Mechanical Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Plumbing Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Flood Hazard Area Data	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Workers Comp. Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No		_____	_____

DATE STAMP:

INSPECTION CHECKLIST
(FOR CODE ADMINISTRATOR USE ONLY)

Address: _____ Permit # _____

Required	Type	Date	Inspector	Comments
	Footings #1	_____	_____	_____
	Footings #2	_____	_____	_____
	Footings #3	_____	_____	_____
	Foundation #1	_____	_____	_____
	Foundation #2	_____	_____	_____
	Foundation #3	_____	_____	_____
	Masonry #1	_____	_____	_____
	Masonry #2	_____	_____	_____
	Masonry #3	_____	_____	_____
	Plumbing #1	_____	_____	_____
	Plumbing #2	_____	_____	_____
	Plumbing #3	_____	_____	_____
	Mechanical #1	_____	_____	_____
	Mechanical #2	_____	_____	_____
	Mechanical #3	_____	_____	_____
	Electrical #1	_____	_____	_____
	Electrical #2	_____	_____	_____
	Electrical #3	_____	_____	_____
	Electrical #4	_____	_____	_____
	Framing #1	_____	_____	_____
	Framing #2	_____	_____	_____
	Framing #3	_____	_____	_____
	Insulation #1	_____	_____	_____
	Insulation #2	_____	_____	_____
	Insulation #3	_____	_____	_____
	Wallboard #1	_____	_____	_____
	Wallboard #2	_____	_____	_____
	Wallboard #3	_____	_____	_____
	Final #1	_____	_____	_____
	Final #2	_____	_____	_____
	Final #3	_____	_____	_____
	Temporary C/O	_____	_____	_____
	Date Expires	_____	_____	_____
	Certificate of Occupancy	_____	_____	_____

Name of Agency: Address: Contact person: Telephone:	Alfred Benesch & Company 400 One Norwegian Plaza P.O. Box 1090 Pottsville, PA 17901 Christopher G. Benitz 570.622.4055	Name of Agency: Address: Contact person: Telephone:	Cowan Associates, Inc. 120 Penn-Am Drive P. O. Box 949 Quakertown, PA 18951 Michael R. Smith 215.536.7075 ext. 133	Name of Agency: Address: Contact person: Telephone:	Associated Building Inspections, Inc. Lincoln Office Building 1248 West Main Street, Suite 23 Ephrata, PA 17522 Randy B. Maurer 877.721.4224
Name of Agency: Address: Contact person: Telephone:	Barry Isett and Associates 85 South Route 100 and Kessler Lane P. O. Box 147 Trexlerstown, PA 18987 Richard K. Fain 610.398.0904	Name of Agency: Address: Contact person: Telephone:	Blue Mountain Inspection Service 6 Old State Road New Ringgold, PA 17960 Carl E. Faust 570.943.2577	Name of Agency: Address: Contact person: Telephone:	CodeMaster Inspection Services, Inc. 1209 Hausman Road, Suite B Allentown, PA 18104 Sean Boyle 484.223.0763
Name of Agency: Address: Contact person: Telephone:	Base Engineering 1044 North Quebec Street Allentown, PA 18109-1606 Michael J. Metzger 610.437.0978	Name of Agency: Address: Contact person: Telephone:	Lehigh Valley Inspection Services P. O. Box 423 Orefield, PA 18069 John Brezan 610.395.3827		

The above is a list of third party agencies. If you would like the full list you can go to the Department of Labor & Industry's web site. Look under third party agencies. The Borough of Walnutport does not endorse or are not affiliated with any of these third party agencies.