

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.

BUILDING PERMIT APPLICATION (BPA)

All building construction undertaken in the Borough will require completion of a BPA which shall be obtained, completed, signed and submitted by the Applicant to the Borough together with all the required fees established by the Borough Council. The submission will consist of the following:

1. A fully completed BPA signed by the property owner, contractor, and the selected third party Construction Code Official (CCO).
2. A copy of the approved Zoning Permit.
3. Three (3) sets of construction plans and documentation reviewed, duly noted approved by the CCO. If State Regulations require a design professional seal and certification for the adequacy of the structure, the seal and signature of the design professional shall be clearly shown on the plan together with the approval of the CCO together with a sequence of events for the construction.
4. Contractor's Certificate of Insurance.
5. Certificate of Insurance for CCO (Inspector) together with the categories certified by the Commonwealth of Pennsylvania, Department of Labor and Industry to perform the inspections and certification number of CCO.
6. For new home, commercial or other building construction, a copy of the Walnutport Authority approved water and sewer allocation shall be included with the application.

Upon receipt of the correctly prepared permit application and building plans, with revisions, if directed by the Building 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 Building 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 Third party 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 following inspection sequence shall be adhered to:

1. Footer
2. Foundation
3. Plumbing under slab
4. Plumbing rough-in
5. Electrical rough-in
6. Mechanical rough-in
7. Framing
8. Electrical Final

9. Mechanical Final
10. Plumbing Final
11. Final Inspection of Completed Construction
12. Any additional inspections required by PA Labor and Industry for Commercial, Institutional or other buildings.

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.

CERTIFICATE OF OCCUPANCY (CO)

A CO will be issued only when all permit fees and associated costs determined by the Borough Council have been paid in full by the OWNER/APPLICANT. In addition, all inspection reports (pass or fail) shall be approved and submitted in writing to the Borough, signed by the CCO. Should it be found by the BCO that any inspection reports are missing, the CO will not be issued until the required written inspection reports have been submitted and accepted by the Borough. BCO forwards all administrative fees to the Borough Secretary on a regular basis for payment.

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
	Footing #1	_____	_____	_____
	Footing #2	_____	_____	_____
	Footing #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	_____	_____	_____

<p>Name of Agency: Alfred Benesch & Company</p> <p>Address: 400 One Norwegian Plaza P. O. Box 1090 Pottsville, PA 17901</p> <p>Contact person: Christopher G. Bentz</p> <p>Telephone: 570.622.4055</p>	<p>Name of Agency: Cowan Associates, Inc.</p> <p>Address: 120 Penn-Am Drive P. O. Box 949 Quakertown, PA 18951</p> <p>Contact person: Michael R. Smith</p> <p>Telephone: 215.536.7075 ext. 133</p>	<p>Name of Agency: Associated Building Inspections, Inc.</p> <p>Address: Lincoln Office Building 1248 West Main Street, Suite 23 Ephrata, PA 17522</p> <p>Contact person: Randy B. Maurer</p> <p>Telephone: 877.721.4224</p>
<p>Name of Agency: Certified Inspection Service, LLC</p> <p>Address: 1945 Little John Lane Allentown, PA 18103</p> <p>Contact person: John Burkhardt</p> <p>Telephone: 610.740.9539</p>	<p>Name of Agency: Blue Mountain Inspection Service</p> <p>Address: 6 Old State Road New Ringgold, PA 17960</p> <p>Contact person: Carl E. Faust</p> <p>Telephone: 570.943.2577</p>	<p>Name of Agency: CodeMaster Inspection Services, Inc.</p> <p>Address: 1209 Hausman Road, Suite B Allentown, PA 18104</p> <p>Contact person: Sean Boyle</p> <p>Telephone: 484.223.0763</p>
<p>Name of Agency: Base Engineering</p> <p>Address: 1044 North Quebec Street Allentown, PA 18109-1606</p> <p>Contact person: Michael J. Metzger</p> <p>Telephone: 610.437.0978</p>	<p>Name of Agency: Lehigh Valley Inspection Services</p> <p>Address: P. O. Box 423 Orefield, PA 18069</p> <p>Contact person: John Brezan</p> <p>Telephone: 610.395.3827</p>	
<p>Name of Agency: Spotts, Stevens and McCoy, Inc.</p> <p>Address: 1047 North Park Drive P. O. Box 6307 Wyomissing, PA 19610</p> <p>Contact person: Sean Corey</p> <p>Telephone: 610.621.2000</p>	<p>Name of Agency: Barry Isett and Associates</p> <p>Address: 85 South Route 100 and Kessler Lane P. O. Box 147 Trexlerstown, PA 18987</p> <p>Contact person: Richard K. Fain</p> <p>Telephone: 610.398.0904</p>	

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.