

# **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
	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	_____	_____	_____

Name of Agency: Alfred Benesch & Company Address: 400 One Norweigan Plaza PO Box 1090 Pottsville, PA 17901 Telephone: 570-622-4055	Name of Agency: Blue Mountain Inspection Service Address: 6 Old State Road New Ringgold, PA 17960 Telephone: 570-943-2577	Name of Agency: Keycodes Inspection Agency Address: PO Box 391 Bethlehem, PA 18016 Telephone: 610-866-9663
Name of Agency: Keller Zoning & Inspection Service Address: 21 N Broad Street Nazareth, PA 18064 Telephone: 610-759-8227	Name of Agency: Lehigh Valley Inspection Services Address: PO Box 423 Orefield, PA 18069 Telephone: 610-395-3827	Name of Agency: Cowan Associated, Inc Address: 120 Penn-Am Drive PO Box 949 Quakertown, PA 18951 Telephone: 215-536-7075 ext 133
Name of Agency: Base Engineering Address: 1044 North Quebec Street Allentown, PA 18109-1606 Telephone: 610-437-0978	Name of Agency: Barry Isett and Associates Address: 85 South Route 100 and Kessler Lane PO Box 147 Trexlertown, PA 18987 Telephone: 610-398-0904	Name of Agency: Associated Building Inspections Inc Address: Lincoln Office Building 1248 West main Street Suite 23 Ephrata, PA 17522 Telephone: 877-721-4224

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

updated April 2018