

# UPPER SAUCON TOWNSHIP

## APPLICATION INSTRUCTIONS

### UNIFORM CONSTRUCTION CODE BUILDING PERMIT

Listed below are some basic instructions for building permit application submission. These instructions are in addition to completion of the basic application that is attached to this cover sheet. If you have any questions, please contact:

- **Keycodes Inspection Agency - 610-866-9663**

#### RESIDENTIAL BUILDING PERMIT APPLICATIONS

- All residential building permit applications must be submitted with four (4) complete sets of building plans. These plans should include all architectural and structural details, including door and window schedules, along with plumbing, mechanical and electrical details and specifications.
- Four (4) copies of a plot plan (or 4 extra grading plans) for each project must also be submitted – these can be simple 8-1/2" x 11".
- Residential building plans may not be required to be prepared by a design professional, however all building plans must be drawn to a minimum of a 1/4" scale.
- An Energy Conservation Code compliance certificate or equivalent must be submitted with all applications for new construction.
- Be advised, that the UCC permits a 15 business day review period for all residential building permit applications. **No work shall begin on any project until a building permit has been issued.**
- A copy of the approval letter for erosion and sedimentation control from the Lehigh County Conservation District should also be submitted, if applicable.
- A Certificate of Workman's Compensation Insurance or Affidavit must be submitted with the application.

#### NONRESIDENTIAL BUILDING PERMIT APPLICATIONS

- All nonresidential building permit applications must be submitted with four (4) complete sets of building plans. These plans should include all architectural and structural details, along with plumbing, mechanical, electrical, fire protection and accessibility details and specifications.
- **ALL NEW BUILDING, ADDITION AND STRUCTURAL ALTERATION PLANS FOR NONRESIDENTIAL PROJECTS MUST BE PREPARED, STAMPED AND SEALED BY EITHER A REGISTERED ARCHITECT OR A LICENSED PROFESSIONAL ENGINEER LICENSED IN THE COMMONWEALTH OF PENNSYLVANIA.**  
There is no exception to this law regardless of project size.
- Four (4) site plans for each project must also be submitted.
- Full engineering data and calculations must be submitted with all nonresidential building permit applications as listed above. These would include, but are not limited to: fire protection calculations, HVAC ventilation schedules, plumbing fixture unit calculations, fuel gas pipe sizing calculations, etc.
- An Energy Conservation Code compliance certificate or equivalent must be submitted with all applications for all new construction.
- A copy of the approval letter for erosion and sedimentation control from the Lehigh County Conservation District should also be submitted, if applicable.
- Be advised, that the UCC permits a 30 business day review period for all nonresidential building permit applications. **No work shall begin on any project until a building permit has been issued.**
- A Certificate of Workman's Compensation Insurance must be submitted with the application.

Upon issuance of a building permit, a permit placard along with supporting documentation will be returned to the permit applicant upon payment of permit fees. The documentation will detail all required inspections that are specific to the project for which the permit has been issued. Any questions concerning the inspection schedule should be directed to Keycodes.

Building Permit # \_\_\_\_\_

(Date Stamp)

# UPPER SAUCON TOWNSHIP UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION

## LOCATION OF PROPOSED WORK OR IMPROVEMENT:

PROPERTY ADDRESS: \_\_\_\_\_ Tax PIN \_\_\_\_\_

PROPERTY OWNER (if different than applicant): \_\_\_\_\_

Lot # \_\_\_\_\_ Subdivision/Land Development: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PRINCIPAL CONTRACTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

## TYPE OF WORK OR IMPROVEMENT: (Check All That Apply)

- |  |                                   |                                     |                                     |                                     |                                     |
|--|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> New Building  | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair     | <input type="checkbox"/> Demolition | <input type="checkbox"/> Renovation |
| <input type="checkbox"/> Change of Use | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Electrical | <input type="checkbox"/> Fire Alarm | <input type="checkbox"/> Sprinkler  |
| <input type="checkbox"/> Other _____   | <input type="checkbox"/> Deck     | <input type="checkbox"/> AG Pool    | <input type="checkbox"/> IG Pool    | <input type="checkbox"/> Basement   | <input type="checkbox"/> Patio      |

DESCRIBE THE PROPOSED WORK: \_\_\_\_\_  
\_\_\_\_\_

TOTAL SQUARE FOOTAGE OF PROJECT: \_\_\_\_\_

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: \_\_\_\_\_

## BUILDING/SITE CHARACTERISTICS

Mechanical: Indicate type of Heating/Ventilating/Air Conditioning (i.e., electric, gas, oil, etc.): \_\_\_\_\_  
 Water Service:  Public  Private  
 Sewer Service:  Public  Private Grinder Pump:  Yes  No

## FLOODPLAIN CERTIFICATION

Is the site located within an identified flood hazard area?  YES  NO  
 Will any portion of the flood hazard area be developed?  YES  NO  N/A  
 Lowest Floor Level: \_\_\_\_\_

Building Permit # \_\_\_\_\_

(Date Stamp)

Owner/Agent verifies that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program, the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3, and Section 510 of the Upper Saucon Township Zoning Ordinance.

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 building code requirements adopted by the Municipality. The property owner and applicant assume 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 Municipality or any other governing body. 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 registered design professional employed in connection with the proposed work. By signing this application, agent or registered design professional of the owner or lessee represents that s/he is authorized by the owner or lessee to sign the application on his or her behalf.

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provision(s) of the code(s) applicable to such permit. To the best of my knowledge and belief, all information on this application is true, correct, and complete and with the understanding that any false statement is subject to the penalties of 18 Pa. C.S.A. Section 4904, relating to "Unsworn Falsification to Authorities".

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME OF APPLICANT

**TOWNSHIP USE ONLY**

**OTHER DOCUMENTS/FEEES/APPROVALS REQUIRED**

- Zoning Permit # \_\_\_\_\_ Date: \_\_\_\_\_ Fee \$ \_\_\_\_\_
- Grading Permit # \_\_\_\_\_ Date: \_\_\_\_\_ Fee \$ \_\_\_\_\_
- Tree Removal Permit # \_\_\_\_\_ Date: \_\_\_\_\_ Fee \$ \_\_\_\_\_
- Ground Source Heat Pump Permit # \_\_\_\_\_ Date: \_\_\_\_\_ Fee \$ \_\_\_\_\_
- On-Lot Sewage Disposal Permit # \_\_\_\_\_ Date: \_\_\_\_\_ Fee \$ \_\_\_\_\_
- Sewer Connection Permit # \_\_\_\_\_ Date: \_\_\_\_\_ Fee \$ \_\_\_\_\_
- Water Connection Permit # \_\_\_\_\_ Date: \_\_\_\_\_ Fee \$ \_\_\_\_\_
- Curb Cut Permit # \_\_\_\_\_ Date: \_\_\_\_\_ Fee \$ \_\_\_\_\_
- Workers Compensation Insurance Expiration Date: \_\_\_\_\_
- Transportation Impact Fee \_\_\_\_\_ Date: \_\_\_\_\_ Fee \$ \_\_\_\_\_

**BUILDING PERMIT APPROVAL**

BUILDING PERMIT WITHDRAWN Date: \_\_\_\_\_

BUILDING PERMIT DENIED: Date: \_\_\_\_\_

BUILDING PERMIT APPROVED: Date: \_\_\_\_\_ Permit # \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date Expires: \_\_\_\_\_ Fee \$ \_\_\_\_\_

CODE ADMINISTRATOR: \_\_\_\_\_

Building Permit # \_\_\_\_\_

(Date Stamp)

# ZONING PERMIT APPLICATION

## LOCATION OF PROPOSED WORK OR IMPROVEMENT:

Property Address: \_\_\_\_\_ Tax PIN \_\_\_\_\_

Lot # \_\_\_\_\_ Subdivision/Land Development: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email \_\_\_\_\_

Property Owner (if different than applicant): \_\_\_\_\_

Owner Address: \_\_\_\_\_

## PROPOSED USE:

Describe proposed use, including size and any other information necessary to determine compliance with the Zoning Ordinance:

\_\_\_\_\_

Will work proposed necessitate tree removal? (Check One)  YES  NO

*\*ALL APPLICATIONS FOR WHICH TREE REMOVAL IS REQUIRED MUST INCLUDE A TREE REMOVAL PERMIT\**

**ON THE REVERSE SIDE OF THIS FORM OR ON A SEPARATE ATTACHMENT, PROVIDE A PLOT PLAN DEPICTING THE EXISTING STRUCTURES, PROPOSED WORK, AND DISTANCES TO PROPERTY LINES. APPLICATIONS THAT DO NOT INCLUDE THIS INFORMATION WILL BE CONSIDERED INCOMPLETE.**

To the best of my knowledge and belief, all information on this application is true, correct, and complete and with the understanding that any false statement is subject to the penalties of 18 Pa. C.S.A. Section 4904, relating to "Unsworn Falsification to Authorities".

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**\*\*\*By signing this application, the property owner does hereby authorize the Upper Saucon Township Zoning Officer or other Township officials to enter the property if necessary to confirm compliance with the Zoning Ordinance\*\*\***

### TOWNSHIP USE ONLY

Proposed Use: \_\_\_\_\_

Zoning District: \_\_\_\_\_

SETBACKS      REQUIRED:      PROPOSED:

Front:      \_\_\_\_\_      \_\_\_\_\_

Side (Each):      \_\_\_\_\_      \_\_\_\_\_

Rear:      \_\_\_\_\_      \_\_\_\_\_

Notes:

Zoning Permit # \_\_\_\_\_ Date Issued: \_\_\_\_\_

ZONING OFFICER: \_\_\_\_\_ Fee \$: \_\_\_\_\_