



UCC CONSTRUCTION PERMIT APPLICATION INSTRUCTIONS

Dear West Penn Township Construction Permit Applicant,

I have enclosed the following applications to obtain a West Penn Township UCC Construction Permit.

BUILDING/FIRE CODE APPLICATION **MECHANICAL/PLUMBING/ELECTRICAL APPLICATION**

Building Fire Mechanical Plumbing Electrical

Please complete the upper portion (general information) of the enclosed applications and the specific building technical information on the form as indicated above. Three sets of plans are required to be submitted with the completed application and plans for commercial projects must be sealed and signed by a design professional.

Non-residential construction may require Land Development Plan approval prior to approval of Zoning/UCC Permit Applications.

The fees associated with the application are listed on the attached Building Permit Fee Schedule. Please review the paragraph regarding municipal and state administrative fees. 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 and results in additional fees being required, no Occupancy Permit will be issued by West Penn Township until all fees have been paid in full.

Incomplete or missing application information and/or incomplete plan submittals will delay permit processing.

A West Penn Township Zoning Permit and other approval requests may be required as part of the proposed construction activities. The issuances of UCC Construction Permits do not individually authorize the start of construction until all other required permits are approved.

If you have any questions regarding the UCC Construction Applications please do not hesitate to contact us at 570.366.9534.

Very truly yours,

ARRO Consulting, Inc.

**ALL APPLICATIONS MUST BE FORWARDED VIA E-MAIL OR MAILED TO
WEST PENN TOWNSHIP, 27 MUNICIPAL ROAD, NEW RINGGOLD, PA 17960**

ARRO Consulting, Inc.
1239 Centre Turnpike, Orwigsburg, PA 17961
Phone 570.366.9534 Fax 570.366.9537
Shannon.darker@arroconsulting.com

PERMIT APPLICATION

Non UCC _____

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Building Permit _____ Fire Protection Permit _____

Municipality _____ County _____

Construction Site Location _____ Date Received _____

Owner _____ Tenant _____

Address _____ Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Phone # _____ Cell # _____ Phone # _____ Cell # _____

Email _____ Email _____

Describe Proposed Work in Detail: _____

BUILDING PERMIT

Contractor _____

(if owner put same as above)

Address _____

City _____ State _____ Zip _____

Phone # _____ Cell # _____

Email _____

HIC # _____

Federal Employee# _____

(Certification of Insurance for Worker Compensation needed or sign exemption form)

State Classification _____

New Residential _____ Other Residential _____

New Commercial _____ Other Commercial _____

of Stories _____ Height of Structure _____

Total SQ FT _____

Use Group _____ Type Const. _____

Description of Work: _____

Other: _____

Estimate Total Costs For All Work: _____

FIRE PROTECTION PERMIT

Contractor _____

(if owner put same as above)

Address _____

City _____ State _____ Zip _____

Phone # _____ Cell # _____

Email _____

HIC # _____

Federal Employee# _____

(Certification of Insurance for Worker Compensation needed or sign exemption form)

State Classification _____

New Residential _____ Other Residential _____

New Commercial _____ Other Commercial _____

Sprinkler System: _____

Alarm System: _____

Commercial Cooking Equip.: _____

Other: _____

Estimate Total Costs For All Work: _____

I hereby acknowledge that I have read this application and state the above is correct to comply with all Municipal ordinances and state laws regarding construction.

Signature: _____
Owner () Contractor () Owner Representative ()

CODE OFFICIAL USE ONLY

UCC Building Fee: _____

Plan Review Fee: _____

Admin Fee: _____

State Fee: _____

Total Cost: _____

FP Fee: _____

Plans Approved

Plans Approved with Comments

Code Official: _____

State Cert. #: _____

Date: _____

PERMIT APPLICATION

Non UCC _____

Page ___ of ___

Mechanical Permit _____ **Plumbing Permit** _____ **Electrical Permit** _____

Municipality _____ County _____

Construction Site Location _____ Date Received _____

Owner _____ Tenant _____

Address _____ Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Phone # _____ Cell # _____ Phone # _____ Cell # _____

Email _____ Email _____

Describe Proposed Work in Detail: _____

MECHANICAL / PLUMBING PERMIT

Contractor _____ (if owner put same as above) Water: Public _____ On-lot _____
Sewer: Public _____ On-lot _____

Address _____ **Technical Site Data**

City _____	State _____	Zip _____	No.	Size	Fixture/Equip.	No.	Size	Fixture/Equip.
Phone # _____	Cell # _____				Water Closet			Boiler Furnace
Email _____					Urinal/Bidet			Sewer Lat/Conn
HIC # _____					Bathtub			Backflow Prev.
Federal Employee# _____					Lavatory			HVAC
(Certification of Insurance for Worker Compensation needed or sign exemption form)					Shower			Kitchen Hood &
State Classification _____					Sink			Exhaust System
New Residential _____ Other Residential _____					Dishwasher			Refrig. Units
New Commercial _____ Other Commercial _____					Washing Mach.			Heat Pumps
					Hose Bib			Fire Dampers
					Water Heater			Water Connect.

Estimate Total Costs For All Work: _____ Others: _____

ELECTRICAL PERMIT

Contractor _____ (if owner put same as above) **Technical Site Data**

Address _____	City _____	State _____	Zip _____	No.	Size	Fixture/Equip.	No.	Size	Fixture/Equip.
Phone # _____	Cell # _____					Lighting Fixture			Range
Email _____						Receptacles			Dishwasher
HIC # _____						Switches			Garbage Disp.
Federal Employee# _____						Detectors			HVAC
(Certification of Insurance for Worker Compensation needed or sign exemption form)						Motor-Fraction.			Emergency &
State Classification _____						Comm. Devices			Exit Lights
New Residential _____ Other Residential _____						Alarm Dev./Sys.			Heater
New Commercial _____ Other Commercial _____						Pool Bonding.			Central AC Unit
						Service			Signs
						Sub-Panels			Survey Fee.

Estimate Total Costs For All Work: _____

I hereby acknowledge that I have read this application and state the above is correct to comply with all Municipal ordinances and state laws regarding construction.

Signature: _____

Owner () Contractor () Owner Representative ()

CODE OFFICIAL USE ONLY

	<u>Mechanical</u>	<u>Plumbing</u>	<u>Electrical</u>	<input type="checkbox"/> Plans Approved
UCC Fee:	_____	_____	_____	<input type="checkbox"/> Plans Approved with Comments
Plan Review Fee:	_____	_____	_____	
Admin Fee:	_____	_____	_____	Code Official: _____
State Fee:	_____	_____	_____	State Cert. #: _____
Total Cost:	_____	_____	_____	Date: _____
Non-UCC Fee:	_____	_____	_____	

PLAN SUBMISSION REQUIREMENTS FOR NEW CONSTRUCTION

1. The three (3) sets of plans and specifications signed and sealed by the designer must be provided along with the completed permit applications.
2. **Site plans must show building footprint and distances from lot lines, street right-of-ways and finished grades.**

Building Plans

- Front, rear and side elevations
- Footing/foundation diagram
- Garage/living area separation walls
- Window and Door schedule
- Design loads and design calculations
- Location of smoke and/or heat detectors
- "R" value of wall and ceiling insulation

Plumbing Plans

- Connection details based on Township Codes
- Isometric diagram of water supply system with fixtures, locations and water supply fixture units (WSFU) values
- Isometric diagram of sewage collection system with fixtures, location and value

Mechanical Plans

- Location and equipment size
- Air distribution and return system
- Ventilation and exhaust
- Combustion air requirements for all new appliances
- Gas piping diagram

Electrical Plans

- Location of all devices including lighting, receptacles, switches appliances, transformers, panels and sub panels
- Size and type conductors
- Panel and sub panel schedule

Home owners are permitted to draw their own plans. All plans must be to scale.