



UCC CONSTRUCTION PERMIT APPLICATION INSTRUCTIONS

Dear UCC Construction Permit Applicant(s),

I have enclosed the following applications to obtain a 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 discipline technical information on the form as indicated above.

- **Two (2) sets of plans** are required to be submitted with the completed application and supplement information.
 - **RESIDENTIAL** – Homeowners are permitted to draw their own plans. All plans must be legible.

Plan requirements must confirm to UCC codes. Site plans (if applicable) must show building footprint and distances from lot lines, street rights-of-way and finished grades. Must submit manufacturer' specifications of all appliances.

The fees associated with the application are listed on the attached 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 or construction is started prior to issuance of permits, additional fees may be required, no Occupancy Permit will be issued until all fees have been paid in full. All fees are non-refundable.

The issuances of UCC Construction Permits do not individually authorize the start of construction until all other required permits are approved and obtained.

PLEASE NOTE THE FOLLOWING:

1. Obtain E&S Approval, when required from the Schuylkill Conservation District (570-622-3742).

When is an Erosion and Sediment Control (E&SC) Plan needed?

- As per the Chapter 102 Erosion and Sedimentation Control Regulations, development of an erosion and sediment control plan is required for all earth disturbances of 5,000 square feet or greater, earth disturbances in High Quality or Exceptional Value watersheds, or if other DEP permits require it. This would also include timber harvesting activities, which must submit a timber harvest E&SC plan.
- Projects having less than 5,000 square feet of earth disturbance are still required to develop, implement, and maintain erosion and sediment control best management practices (BMPs). They are only exempt from having a written plan. Additionally, persons proposing timber harvesting activities or road maintenance that disturb twenty-five (25) or more acres must apply for an Erosion and Sediment Control Permit.

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



- Projects that disturb 1 acre or more require a National Pollutant Discharge Elimination System (NPDES) permit for Stormwater Discharges Associated with Construction Activities. As part of this permit, an approved E&SC plan is required.
2. Obtain a Public Sewage Permit or-On-lot Sewage Disposal Permit.
 3. Obtain a Driveway Permit from Township/Borough and/or PennDOT.
 4. Obtain an approved Zoning Permit from Township/Borough/County.
 5. The Zoning and/or Building Permit shall expire within six months if the permitted work has not begun or after two (2) years if the work has not been completed.
 6. Additional permit requests may be required as part of the proposed construction activities and issuance of other permits required by the township/borough.
 7. The Building Officer will make compliance inspections during the construction process to determine compliance with all permits and ordinances. **Right of entry for inspection of the improvements is a condition attached to all permits issued.**
 8. If compliance is confirmed by inspection, a Use and Occupancy Certificate shall be issued. It is unlawful to use and/or occupy any structure, building, and/or land or portion thereof without this certificate.
 9. Failure to present true and correct information on any and all applications may result in the revocation of all permits.
 10. Incomplete or missing application information and/or incomplete plan submittals will delay permit processing.
 11. Once the permit is approved, the approved information will be **forwarded via email** unless specified otherwise. The issued permit must be posted in a conspicuous place on the premises.

ALL APPLICATIONS AND FEES CAN BE FORWARDED TO:

**ARRO Consulting, Inc.
1239 Centre Turnpike
Orwigsburg, PA 17961**

If you have any questions regarding the UCC Construction Applications, please do not hesitate to contact us at **570.366.9534** or **shannon.darker@arroconsulting.com**

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PERMIT APPLICATION

Non UCC _____

Page ___ of ___

Building Permit _____ Fire Protection Permit _____

Municipality _____ County _____

Construction Site Location (Full Address) _____

Tax Map Parcel ID# _____

Owner _____

Application Contact _____

Company Name _____

Application Company _____

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: _____

(Reasonable Fair Market Value)

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: _____

(Reasonable Fair Market Value)

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.

Print Name: _____ Signature: _____

Owner () Application Contact () Contractor () Owner Representative ()

CODE OFFICIAL USE ONLY

UCC Building Fee: _____

Plan Review Fee: _____

Admin Fee: _____

State Fee: _____

Total Cost: _____

FP Fee: _____

Total UCC: _____

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 (Full Address) _____

Tax Map Parcel ID# _____

Owner _____

Application Contact _____

Company Name _____

Application Company _____

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.
_____	_____	Water Closet	_____	_____	Boiler Furnace
_____	_____	Urinal/Bidet	_____	_____	Sewer at/Conn
_____	_____	Bathtub	_____	_____	Backflow Prev.
_____	_____	Lavatory	_____	_____	HVAC
_____	_____	Shower	_____	_____	Kitchen Hood &
_____	_____	Sink	_____	_____	Exhaust System
_____	_____	Dishwasher	_____	_____	Refrig. Units
_____	_____	Washing Mach.	_____	_____	Heat Pumps
_____	_____	Hose Bib	_____	_____	Fire Dampers
_____	_____	Water Heater	_____	_____	WaterConnect.

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 _____

Estimate Total Costs For All Work: _____

Others: _____

(Reasonable Fair Market Value)

ELECTRICAL PERMIT

Contractor _____
(If owner put same as above)

Technical Site Data

Address _____

No.	Size	Fixture/Equip.	No.	Size	Fixture/Equip.
_____	_____	Lighting Fixture	_____	_____	Range
_____	_____	Receptacles	_____	_____	Dishwasher
_____	_____	Switches	_____	_____	Garbage Disp.
_____	_____	Detectors	_____	_____	HVAC
_____	_____	Motor-Fraction.	_____	_____	Emergency &
_____	_____	Comm. Devices	_____	_____	Exit Lights
_____	_____	Alarm Dev./Sys.	_____	_____	Heater
_____	_____	Pool Bonding.	_____	_____	Central AC
_____	_____	Unit	_____	_____	Signs
_____	_____	Service	_____	_____	Survey Fee.
_____	_____	Sub-Panels	_____	_____	

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 _____

Estimate Total Costs For All Work: _____

Others: _____

(Reasonable Fair Market Value)

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.

Print Name: _____ Signature: _____

Owner () Application Contact () Contractor () Owner Representative ()

CODE OFFICIAL USE ONLY

Mechanical Plumbing Electrical

Plans Approved
 Plans Approved with Comments

UCC Fee: _____
Plan Review Fee: _____
Admin Fee: _____
State Fee: _____
Total Cost: _____
Non-UCC Fee: _____

Code Official: _____
State Cert. #: _____
Date: _____

PENNSYLVANIA WORKERS COMPENSATION INSURANCE COVERAGE AFFIDAVIT OF EXEMPTION

Basis for exemption is (please check one):

- The Contractor for this building permit is a sole proprietorship without employees
- The Contractor is a corporation, and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Workers' Compensation Act. Please explain: _____
- All of the contractor's employees on the project are exemption religious grounds under Section 304.2 of the Workers' Compensation Act. Please explain: _____
- Owner is the contractor _____
- Other. Please explain: _____

Please be aware of the following requirements under the Pennsylvania Workers' Compensation Act:

- ⇒ Any subcontractors used on this project will be required to carry their own workers' compensation coverage.
- ⇒ Violation of the Workers' Compensation Act or the terms of this information form will subject the contractor to a stop-work order and other fines and penalties as provided by law.

My signature on behalf of or as the contractor as stated on this form constitutes my verification that the statements contained here are true.

Signature _____ Date _____

Name (Please Print) _____

Title _____

Name of Company _____

Address _____

Phone _____

RESOLUTION No. 1 of 2024
WEST PENN TOWNSHIP - UCC PERMIT FEE SCHEDULE

The following permit fee schedule establishes the base permit fees for all types of construction permits. A 25% municipal administration fee must be added to all base fees listed below (minimum fee of \$35.00). A State administration fee pursuant to PA DCED (currently \$4.50) must also be added to each construction project.

Mechanical & Plumbing:

All appliances and fixtures including, but not limited to sinks, water closet, bathtub, shower, washing machine, hose bibb, floor drain, dish washer, drinking fountain, water heater, air handlers and any fuel burning device (gas, oil, wood, or coal)

Plumbing ----- \$110.00 plus \$22.00 per a fixture/appliance

Utility service connections (water or sewer), boiler, grease traps, sewer pumps, refrigeration units, water cooled air conditioners, etc.

Mechanical ----- \$110.00 per a fixture/appliance
 Minimum Fee \$140.00

Building Fee Schedule

Residential

New Construction.....\$110.00 plus .22 per sq. foot of GFA*

Additions.....\$110.00 plus .22 per sq. foot of GFA*

Alterations & repairs.....2.4% of construction cost. Any additional inspections which may be required due to the scope of the work will be negotiated with the applicant during the plan review process and prior to the issuance of a permit.

Swimming pools (includes required fence) (Requires separate electrical permit)
 In-ground pool \$275.00
 Above ground pool \$175.00
 Pool electrical\$110.00

Demolition\$150.00

 Manufactured Homes \$460.00

Utility & miscellaneous use groups not identified above 2% of construction cost
 (decks, fences, towers, concrete slabs, retaining walls, solar panels, etc.)

Minimum fee..... \$165.00

All use groups other than Residential

New Construction & additions.....\$110.00 plus .28 per sq. foot of GFA*

Alterations.....2.8% of construction cost. Any additional inspections which may be required due to the scope of the work will be negotiated with the applicant during the plan review process and prior to the issuance of a permit.

Demolition.....	\$0.02 per sq. ft. (\$195.00 Minimum)
Signs.....	\$110.00 plus \$2.55 per sq. ft.
Minimum fee.....	\$140.00

*GFA - Gross floor area defined as the total square footage of all floors thin the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor to ceiling height of 6'6" or more.

Electrical Fee Schedule

Service and Feeders

200 AMP or less.....	\$140.00
201 AMP to 400 AMP.....	\$140.00
Over 400 AMP.....	\$27.00 per 100 Amp
Sub-feeders or Sub-panels.....	1/4 of above fees
Over 600 volts.....	double above fees

Residential Flat Rate Inspections

2 trip maximum

100 Amp service and max 100 devices.....	\$230.00
200 Amp service and max 200 devices.....	\$265.00
over above limits use individual fee calculations	

Modular/Mobile homes, 1 trip, service & feeder.....\$140.00

Minor Alterations and Service

max 15 devices..... \$140.00

Rough Wire

All switches receptacles and lighting outlets

1 to 25.....	\$27.00
each additional 10.....	\$17.00

Finished Wiring

All switches, receptacles and lighting outlets

1 to 25.....	\$27.00
each additional 10.....	\$17.00

Heating, Cooling, Cooking, Appliances, Equipment

Motors, Generators, Transformers, Capacitors, Etc.

less than 1/3 hp, kw, kva use finished wiring fee

over 1/3 hp, kw, kva

1/3 to 1.0.....	\$22.00
1.1 to 5.0.....	\$27.00
5.1 to 10.0.....	\$27.00
10.1 to 30.0.....	\$33.00
30.1 to 50.0.....	\$38.00
50.1 to 100.0.....	\$44.00

over 100 @ \$1.00 per hp, kv, kva

over 600 volts, 2x above fees

Signaling, Communication and Alarm Systems

1 to 10 devices.....	\$60.00
each additional device.....	\$2.00

Minimum Fee.....\$140.00

Fire: All use groups except one and two family

Sprinklers.....\$70.00 plus \$0.30 per sprinkler head
Standpipe..... \$110.00 Each
Wet/Dry/Carbon Dioxide.....\$160.00 up to 100lbs. (\$0.80 each pound over)
Commercial Cooking System.....\$195.00 per system (hood, duct & suppression)

Plan Review Fee Schedule

For Buildings with an estimated construction value up to \$3,000,000.00 the Building Plan Review fee is: 0.0013 of the estimated value. (\$330.00 Minimum)

For Buildings with an estimated construction value over \$3,000,000.00 up to \$6,000,000.00 the Building Plan Review fee is: \$3,950.00 plus 0.0005 of the estimated value over \$3,000,000.00

For Buildings over \$6,000,000.00 the fee is: \$5,450.00 plus 0.0004 of the valuation over \$6,000,000.00

The Plan Review Fee for: Electrical, Mechanical and Plumbing are computed at 30% of the Building Plan Review fee for each discipline (\$295.00 Minimum)

Plan Submission Requirements

All construction and site plans must be included with submittals and shall include a copy of all plans in an electronic format. Submittals not accompanied by electronic format construction and site plans will be required to pay the cost associated with scanning the paper documents.

Stormwater Plan Review

All Stormwater plans shall be submitted with the plans when required. The Stormwater Plan Review Escrow Fee is: \$800.00

Commencing Activities Prior to the Issuance of Permits or Submittal of Plans

Activities commenced prior to the issuance of permits or submittal of plans required by West Penn Township pursuant to the Pennsylvania Uniform Construction Code shall be subject to a sixty percent (60%) administrative fee.

Re-Inspections

All other inspections and re-inspections not listed will be invoiced to the property owner/contractor at the rate of \$120.00/hour.

Construction Not Covered Above

Any construction, not specifically cited above, requiring a permit and inspection shall be associated with the closest specific construction type indicated.

WEST PENN TOWNSHIP MUNICIPAL OFFICIALS

Attest: _____ Date: _____
(Secretary)