



UCC Construction Permit Application – Detailed Quick Guide

Submit Applications and Fees To:

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

 **Phone:** (570) 366-9534

 **Email:** permitting@arroconsulting.com

Step 1 – Complete the Application

1. General Information:

- Complete the general information section at the top of the applicable permit application forms.
- Include property owner name, property address, mailing address (if different), and contact information.
- Provide contractor information, including business name, address, contact number, and license or registration information if applicable.
- All information may be submitted **electronically**, and **paper copies** may be requested as needed.

2. Technical Sections:

- Fill out all relevant technical sections based on the work you are performing.
- These may include **Building**, **Fire Protection**, **Mechanical / Plumbing**, or **Electrical** sections.
- **Electrical inspections**, fill in general information, sign and date, and provide the **PPL work order number**.
- Ensure all fields are completed accurately for each type of work being proposed.

3. Owner-Contractor Relationship:

- If the property owner is doing the work themselves, write "**Self**" in the contractor section.
- If a contractor has not been chosen yet, write "**TBD**" (to be determined).
- This indicates that the property owner is responsible for the work instead of a hired contractor.

Step 2 – Prepare Scope of Work & Submit Plans

All permit applications must include a clear and complete **Scope of Work** and relevant **construction plans**.

Items Required to be Included:

1. Site Plan (if applicable):

The site plan should show the location and layout of the proposed construction. Include:

- Building and/or structures footprint and overall dimensions.
- Distances (setbacks) to property lines, streets, and all other existing buildings or structures.
- Existing and proposed finished grade elevations.

2. Scope of Work Description:

Provide a detailed written description of all proposed work. This should include:

- A list of materials to be used.

- Any modifications to existing buildings/structures.
- Any mechanical, plumbing, or electrical systems involved.
- Details regarding any demolition, additions, or accessory structures.

3. **Manufacturer Specifications:**

- Include the manufacturer's specification sheets for all proposed equipment, appliances, and fixtures (e.g., HVAC units, boilers, generators, water heaters, pool equipment).
- This helps verify code compliance and safety requirements.

4. **Plan Requirements:**

Submit **two (2) complete sets** of plans along with your application:

- **Residential Projects:**
 - Plans may be submitted **electronically or as hard copies**.
 - Homeowners may submit hand-drawn plans if they are neat, legible, and drawn to scale.
- **Non-Residential Projects:**
 - **Two (2) copies of plans are required. Smaller projects** may be submitted **electronically**, while **larger plans** must be submitted as **hard copies**.
 - Plans must be **sealed and signed** by a licensed design professional (architect or engineer).
- Depending on the project scope, **additional plans or documents** may be requested during review.

Step 3 – Fee Information

1. The attached **Fee Schedule** is provided for your reference.
2. After your application and plans are reviewed, **ARRO Consulting** will notify you of the **total fee amount** due.
3. **Payment Requirements:**
 - All permit fees must be **paid in full** before any permits are approved and issued.
 - All Payments are **non-refundable and must be paid by check or money order**.
4. **Important:**
 - **Do not begin any work** until all permits (UCC as well as other permits) have been issued.
 - Any work started without a valid permit will incur **the penalty in accordance with the fee schedule** and may trigger **stop-works orders** and further **enforcement actions**.

Step 4 – Obtain Other Required Permits (If Applicable)

You must verify and obtain any additional required permits or approvals. These may include:

1. **Land Development Plan:**
 - Required for **non-residential projects** or projects that alter existing site development.
2. **Erosion & Sediment (E&S) Control Approval:**
 - Contact the **Schuylkill Conservation District** at (570) 622-3742 for verification of the below general requirements.
 - Projects that have less than 5,000 square feet of earth disturbance are required to develop, implement, and maintain erosion and sediment control best management practices (BMPs).
 - Projects that disturb 1 acre or more require a National Pollutant Discharge Elimination System (NPDES) permit for Stormwater Discharges Associated with Construction.
3. **Sewage Permits:**
 - Either a **public sewage connection permit** or an **on-lot sewage (septic) permit** must be obtained and approved prior to building permit issuance.

4. **Water Permits:**
 - Either a **public water connection permit** or a **well permit** must be obtained and approved prior to building permit issuance.
5. **Driveway Permit:**
 - Obtain from the relevant authority:
 - Township or Borough (for local roads), or
 - **PennDOT** (for state roads or highways).
6. **Zoning Permit:**
 - Obtain from the **Township, Borough, or County** where the property is located.
 - Proof of zoning approval or permit must be submitted with your construction permit application.

Step 5 – Permit Review & Timeframes

Once all required documentation and plans have been received, your application will be reviewed for compliance with the **Uniform Construction Code (UCC)** and local ordinances.

- **Residential Applications:**
Reviewed within **15 business days** of receiving a complete submission.
- **Commercial Applications:**
Reviewed within **30 business days** of receiving a complete submission.

Important Notes:

- Missing information or incomplete plan submittals will delay the review process.
- Permits **expire** if:
 - Work has **not started within 6 months** of permit issuance, or
 - Work has **not been completed within 2 years** of permit issuance.

Step 6 – After Approval

Once your application is approved and all fees are paid, you will receive the following materials (via email or your preferred contact method):

- **Letter of Instruction:** Details required inspections, sequencing, and next steps.
- **Official Permit Placard:** Must be **posted on-site** in a visible location throughout construction.
- **Copy of Approved Application, Plans, and any additional supplement information:** Keep these on-site for inspector reference.
- **Payment Receipt or Check Stub:** Proof of payment for your records.

Step 7 – Inspections

- The **Building Officer** will conduct all required inspections throughout the construction process.
- Inspections verify compliance with the issued permits, the Pennsylvania Uniform Construction Code, and local ordinances.
- **Permit holders** must provide access to the construction site for all scheduled inspections.
- **Right of Entry:** Granting inspection access is a **condition for all permits** issued under the UCC.

Step 8 – Certificate of Occupancy & Use

- After all, required inspections have been completed and compliance confirmed, a **Certificate of Occupancy & Use** will be issued (**as applicable**).
- This certificate signifies that the building or structure is compliant with the application submission.
- **Do not occupy or use the building** before receiving the official certificate. Doing so may result in violations or penalties.
- If a Certificate of Occupancy & Use is **not required**, the final inspection is evidence of permit closing out.

Applicant Submission Checklist

Before submitting your permit application electronically or hard copy, confirm that all required materials are included:

- All applicable forms fully completed and signed
- Sets of legible, scaled plans attached
- Site plan includes footprint, setbacks, and grading details
- Manufacturer specifications attached for all equipment/appliances
- Workers' Compensation coverage form or exemption affidavit included
- All other required permits obtained:
 - Zoning
 - Sewage
 - Water
 - Driveway
 - Land Development Plan
 - Erosion & Sediment (E&S) Control
- All information is accurate, complete, and truthful

Note: Submitting false or incomplete information may result in permit denial, revocation, or enforcement actions.

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 _____

Of Stories _____ Height of Structure _____

City _____ State _____ Zip _____

Total SQ FT _____

Phone # _____ Cell _____

Use Group _____ Type Const. _____

Email _____

Description of Work: _____

HIC # _____

Federal Employee# _____

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

State Classification:

New Residential _____ Other Residential _____

Other: _____

New Commercial _____ Other _____

Commercial _____

Estimate Total Costs For All Work: _____

(Reasonable Fair Market Value)

FIRE PROTECTION PERMIT

Contractor _____
(If owner put same as above)

Address _____

Sprinkler System: _____

City _____ State _____ Zip _____

Alarm System: _____

Phone # _____ Cell _____

Email _____

HIC # _____

Federal Employee# _____

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

State Classification:

New Residential _____ Other Residential _____

Commercial Cooking Equip.: _____

New Commercial _____ Other _____

Other: _____

Commercial _____

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: _____

Plans Approved

Plan Review Fee: _____

Plans Approved with Comments

Admin Fee: _____

Code Official: _____

State Fee: _____

State Cert. #: _____

Total Cost: _____

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

<p>Contractor _____ (If owner put same as above)</p> <p>Address _____ City _____ State _____ Zip _____ Phone # _____ Cell # _____ Email _____ HIC # _____ Federal Employee# _____ (Certification of Insurance for Worker Compensation needed or sign exemption form)</p> <p>State Classification New Residential _____ Other Residential _____ New Commercial _____ Other Commercial _____</p>	<p>Water: Public _____ On-lot _____ Sewer: Public _____ On-lot _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Technical Site Data</th> </tr> <tr> <th>No.</th> <th>Size</th> <th>Fixture/Equip.</th> <th>No.</th> <th>Size</th> <th>Fixture/Equip.</th> </tr> </thead> <tbody> <tr> <td>Water Closet</td> <td>_____</td> <td>Boiler Furnace</td> <td>_____</td> <td>_____</td> <td>Sewer at/Conn</td> </tr> <tr> <td>Urinal/Bidet</td> <td>_____</td> <td>Backflow Prev.</td> <td>_____</td> <td>_____</td> <td>HVAC</td> </tr> <tr> <td>Bathtub</td> <td>_____</td> <td>Kitchen Hood &</td> <td>_____</td> <td>_____</td> <td>Exhaust System</td> </tr> <tr> <td>Lavatory</td> <td>_____</td> <td>Refrig. Units</td> <td>_____</td> <td>_____</td> <td>Heat Pumps</td> </tr> <tr> <td>Shower</td> <td>_____</td> <td>Washing Mach.</td> <td>_____</td> <td>_____</td> <td>Fire Dampers</td> </tr> <tr> <td>Sink</td> <td>_____</td> <td>Hose Bib</td> <td>_____</td> <td>_____</td> <td>WaterConnect.</td> </tr> <tr> <td>Dishwasher</td> <td>_____</td> <td>Water Heater</td> <td>_____</td> <td>_____</td> <td></td> </tr> </tbody> </table>	Technical Site Data		No.	Size	Fixture/Equip.	No.	Size	Fixture/Equip.	Water Closet	_____	Boiler Furnace	_____	_____	Sewer at/Conn	Urinal/Bidet	_____	Backflow Prev.	_____	_____	HVAC	Bathtub	_____	Kitchen Hood &	_____	_____	Exhaust System	Lavatory	_____	Refrig. Units	_____	_____	Heat Pumps	Shower	_____	Washing Mach.	_____	_____	Fire Dampers	Sink	_____	Hose Bib	_____	_____	WaterConnect.	Dishwasher	_____	Water Heater	_____	_____	
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ELECTRICAL PERMIT

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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

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

ARRO CONSULTING, INC.

RESIDENTIAL FEES

BUILDING / MISCELLANEOUS	
Plan Review	\$ 0
New Construction, Additions, Decks & Porches	\$100 plus \$0.20 per square foot (sq. ft.) of Gross Floor Area (GFA) ¹ (\$120 minimum / \$250 minimum)
Alteration & Repairs (if applicable)	1.2% of construction cost (\$120 minimum)
Miscellaneous Use of Groups – shed, fence, retaining wall, tank & tower, solar structure, and windmill	1.75% of construction cost (\$120 minimum)
Demolition	\$120
In Ground Pools	\$400
Above Ground Pools / Spa	\$200
Pool Electric (Both Inground & Aboveground)	\$120
Note 1: Gross Floor Area (GFA) includes square footage of the following: a) area within exterior walls including basements, garages and attics, b) patio/porch with roof, c) decks, d) covered walkways and e) parking areas, sidewalks and concrete pads.	

MECHANICAL & PLUMBING	
<u>PLUMBING FIXTURES</u> : sinks, lavatories, water closets, hose bibs, hydrants, dishwashers, water heaters, washing machines, bathtubs, sewer/sump pumps, etc.	\$17 per fixture (\$120 minimum)
<u>MECHANICAL APPLIANCES</u> : Boilers, Furnaces, HVAC units, Air handlers, Refrigeration systems, Fireplace, etc.	\$90 (\$120 minimum)
<u>UTILITY SERVICE CONNECTIONS</u> – Sewer / Water	\$120 per connection

RESIDENTIAL FEES

ELECTRICAL	
New Construction & Addition (Including Devices) (200 AMP max)	\$300 for Service, Rough and/or Final
Mobile (Manufactured) & Modular (Industrialized) Homes / Pole Building / Detached Garage	\$240 for Service, Rough and/or Final
Electric Inspection and/or Service Upgrade: UCC/Non-UCC (200 AMP maximum)	\$180
Service Upgrade: UCC/Non-UCC (>200 AMP)	\$25 per 100 Amps (\$180 minimum)
Rough Wiring	\$0.60 per device (\$120 minimum)
Finished Wiring	\$0.60 per device (\$120 minimum)
Miscellaneous Equipment: motor, transformer, capacitor, sub panel, unit/wall/baseboard heater, battery, etc.	\$1.50 per HP, KV, KVA, etc. (\$30 minimum per unit)
Solar Panels	\$15 per panel (\$300 minimum)
Alarm Systems (Fire / Burglar / Security)	\$120 plus \$2.00 per device
Residential Sprinklers	\$120 plus \$2.00 per head
Generator / Transfer Switch	\$5 per KW, KV, KA (\$120 minimum)
EV Charger	\$180 per device

GENERAL / MISCELLANEOUS	
Certificate of Occupancy (CO) Reissue Fee	\$120 per request
Consultation Rate	\$120 per hour
In-Residence Child-Care Center – Fire & Panic Inspection	\$180
NOTE:	
<ul style="list-style-type: none"> • Fees for pre-permit plan reviews and site visits may be charged at hourly rate of \$120/hour. • Re-inspections will be billed at \$120 per hour, plus any applicable expenses. • Working without permits will result in fees that are twice the standard base rate for each discipline, plus applicable expenses. • Failure to provide access for a scheduled inspection will result in charges at the hourly rate, in addition to any applicable expenses. 	

COMMERCIAL FEES

BUILDING	
New Construction (all buildings) and Additions	\$120 plus \$0.30 per square foot (sq. ft.) of Gross Floor Area (GFA) ² (\$250 minimum)
Alteration, Renovations and Repairs	2.4% of overall project cost (\$240 minimum)
Miscellaneous – shed, deck, tower, fence, retaining wall, tank, silo, concrete slab, and windmill. (Solar Panels – See Electrical)	2.0% of overall project cost (\$240 minimum)
Signs	\$120 plus \$2.50 per sq. ft. (per side) (\$240 minimum)
Demolition	\$120 plus \$0.02 per sq. ft. (\$200 minimum)

Note 2: Gross Floor Area (GFA) includes square footage of the following: a) area within exterior walls including basements, garages and attics, b) patio/porch with roof, c) decks, d) covered walkways and e) parking areas, sidewalks and concrete pads.

MECHANICAL & PLUMBING	
PLUMBING FIXTURES: sink, lavatory, water closet, hose bib, hydrant, dishwasher, water heater, washing machine, bathtub, sewer/sump pump, floor drain, drinking fountain, etc.	\$17 per fixture ³ (\$180 minimum)
Commercial Cooking Hoods	\$240
MECHANICAL APPLIANCES: Fuel Burning Device, Boiler, Furnace, HVAC unit, Heat Pump, Air Handler, Refrigeration system/ unit, Fireplace, etc.	\$135 per unit (\$180 minimum)
Chimney / Vent / Duct Work / Gas Piping	2.0% of construction (\$180 minimum)
Grease Traps / Interceptor / Sewer/Sump Pump / Back Flow Preventer (3" or larger)	\$180
UTILITY SERVICE CONNECTIONS – Sewer / Water	\$180 per connection

Note 3: Fee for projects with 200 plumbing fixtures or more can be calculated as 2% of project cost.

ELECTRICAL

High Voltage / Private Elec. Service	1.2% of Project Cost
Service / Feeders / ATS: 200 AMP (maximum)	\$240
Services / Feeders / ATS: >200 AMPS	\$35 per 100 AMP (\$240 minimum)
Rough Wiring	\$0.75 per device ⁴ (\$125 minimum)
Finished Wiring	\$0.75 per device ⁴ (\$125 minimum)
Miscellaneous Equipment: motor, transformer, capacitor, sub panel, fused disconnect, unit/wall/baseboard heater, battery, UPS, etc.	\$2.00 per HP, KV, KVA, etc. (\$25 minimum per unit)
Wireless Signaling, Communication, WIFI and Alarm Systems	\$180 plus 2.00 per device
Solar Panel (Including all plan reviews and inspections.)	\$1000 plus \$2 per panel
Generator / Transfer Switch	\$7.50 per KW, KV, KA (\$240 minimum per unit)
EV Charger	\$300 per device
Note 4: Fee for projects with 1,500 electrical devices or more can be calculated as 2% of project cost.	

FIRE

Signaling Communication and Alarm Systems	\$180 plus \$2.00 per device
Sprinkler Systems	\$180 plus \$2.00 per device
Fire Pump	\$300 per device
Standpipe / Riser / Sprinkler Main Systems	\$150 per \$100,000

BUILDING PLAN REVIEW

Total Project Cost: \$0.01 to \$3 million	0.0013 times the Total Project Cost <i>(\$360 minimum)</i>
Total Project Cost: >\$3 million to \$5 million	\$3,900 plus 0.00055 times the \$ amount over \$3 million
Total Project Cost: >\$5 million	\$5,000 plus 0.0005 times the \$ amount over \$5 million
ELECTRICAL, MECHANICAL, PLUMBING and FIRE Plan Reviews	25% of Building Plan Review Fee for each category <i>(\$240 minimum)</i>

GENERAL / MISCELLANEOUS

Certificate of Occupancy (CO) Reissue Fee	\$180 per request
Consultation Rate	\$140 per hour
Child Care Center – Fire & Panic Inspection	\$300

NOTE:

- Fees for pre-permit plan reviews and site visits may be charged at hourly rate of \$140/hour.
- Re-inspections will be billed at \$140 per hour, plus any applicable expenses.
- Working without permits will result in fees that are twice the standard base rate for each discipline, plus applicable expenses.
- Failure to provide access for a scheduled inspection will result in charges at the hourly rate, in addition to any applicable expenses.

RESOLUTION NO. 1 OF 2026
WEST PENN TOWNSHIP, SCHUYLKILL COUNTY, PENNSYLVANIA

WHEREAS, West Penn Township has opted, by Ordinance, to enforce the Uniform Construction Code and applicable regulations mandated by the Commonwealth of Pennsylvania; and,

WHEREAS, the enabling legislation requires West Penn Township to appoint an inspector, a Building Code Official and adopt a schedule of fees to be charged for such services;

NOW, THEREFORE, be it resolved by the West Penn Township Board of Supervisors as follows:

1. West Penn Township hereby appoints ARRO Consulting, Inc. ("ARRO") and Lehigh Engineering, LLC ("Lehigh") as the Building Code Officials (BCO) for enforcement under Pennsylvania UCC and as the Township inspector under the Pennsylvania UCC.

2. The Township specifically adopts the fee schedules for ARRO and Lehigh as attached hereto; provided, however, that, a surcharge of five (5%) percent of the applicable fee (minimum surcharge of \$50.00 and maximum of \$500.00) shall be imposed and collected by West Penn Township at the time all fees are due in order to defray West Penn Township's costs of administration. In addition, the Pennsylvania Uniform Construction Code requires that all code agencies collect a \$4.50 surcharge for every permit issued. Said fees may be changed from time to time by West Penn Township Board of Supervisors as circumstances require.

3. Said Inspector and Administrator shall have all rights of enforcement and are hereby appointed as an Agent of Enforcement and has the authority to act in the name of the Township.

4. These appointments may be terminated upon a thirty (30) day notice by either party.

5. All Resolutions, or parts of Resolutions, insofar as they are inconsistent herewith, shall be and the same are hereby repealed.

6. If any section or part of a section of this Resolution shall be declared invalid, such invalidity shall not affect the remaining parts or sections of this Resolution. It is hereby declared to be the legislative intent that this Resolution would have been enacted as if such invalid section, or portion thereof, had not been included therein.

7. This Resolution shall take effect immediately adoption thereof.

DULY ADOPTED this 5th day of January, 2026, by the Board of Supervisors of West Brunswick Township, Schuylkill County, Pennsylvania, in lawful session duly assembled.

BOARD OF SUPERVISORS OF
WEST PENN TOWNSHIP

By: A. J. P.
Anthony J. Prudenti, Chairman

By: K. Kester
Kyle Kester, Supervisor

ATTEST:

Katie Orlick
Katie Orlick, Secretary

By: T. Ackerman
Thomas Ackerman, Supervisor