



30 Holland Street
Tamaqua, PA 18252
570-225-6459
bill@hometownms.com

UCC CONSTRUCTION PERMIT APPLICATION INSTRUCTIONS

Dear West Penn Township UCC Construction Permit Applicant(s),

The following applications to obtain a UCC Construction Permit are included in this packet.

BUILDING/FIRE CODE APPLICATION Building Fire

MECHANICAL/PLUMBING/ELECTRICAL APPLICATION Mechanical Plumbing Electrical

Please **complete** the upper portion (general information) of the enclosed applications and the specific discipline technical section on the form(s) pertaining to the scope of work on the form.

- ****Two hardcopy sets of plans** are required to be submitted with the completed application and supplement information. An electronic copy of the plans is requested to be e-mailed to either of the Hometown Municipal Services, LLC contacts below.
- **Residential Plans** – Homeowners are permitted to draw their own plans. All plans must be legible.
- **Non-Residential Plans** – Plans must be sealed and signed by a design professional.

****Additional plans may be requested based on the scope of project.**

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. The applicant must submit manufacture specifications for all appliances (boilers, heat pumps, etc.).

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.** Plans will not be reviewed until all fees are received. 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. Non-residential construction may require Land Development Plan approval prior to approval of UCC Permit.
2. Contact the Schuylkill Conservation District at 570-622-3742 to determine if an E&S Plan and/or approval is required.

Typically, an Erosion and Sediment Control (E&SC) Plan is needed for:

- 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.
 - 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.
3. When applicable, obtain an On-lot Sewage Disposal Permit and Water Well Permit.
 - a. Brior Environmental – Rob Fugate 215-327-8984
 4. When applicable obtain a Driveway Permit from the Township or PennDOT.
 - a. Township representative – Hometown Municipal Services, LLC
 5. When applicable obtain a Street Excavation Permit from the Township or PennDOT.
 - a. Township representative – Hometown Municipal Services, LLC
 6. When applicable, obtain an approved Zoning Permit from the Township.
 - a. Township representative – Hometown Municipal Services, LLC
 7. Copies of the applicable above approvals/permits must be provided with or as a supplement for UCC permitting.

8. 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.
9. Additional permit requests may be required as part of the proposed construction activities and issuance of other permits required by the township.
10. 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.**
11. 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.
12. Failure to present true and correct information on any and all applications may result in the revocation of all permits.
13. Incomplete or missing application information and/or incomplete plan submittals will delay permit processing.
14. Once the permit is approved, the approved information will be **forwarded via email** unless specified otherwise. The issued permits must be posted in a conspicuous place on the premises.

UCC, ZONING AND DRIVEWAY APPLICATIONS AND FEES MUST BE FORWARDED TO THE TOWNSHIP BUILDING OR TO:

**Hometown Municipal Services, LLC
30 Holland Street
Tamaqua, PA 18252**

If you have any questions regarding the UCC Construction Applications, please do not hesitate to contact us at **570-710-3688 / ray@hometownms.com or 570-225-6459 / bill@hometownms.com**

PERMIT APPLICATION

Non UCC _____

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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)

Of Stories _____ Height of Structure _____

Address _____

Total SQ FT _____

City _____ State _____ Zip _____

Use Group _____ Type Const. _____

Phone # _____ Cell _____

Description of Work: _____

Email _____

HIC # _____

Other: _____

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: _____
(Reasonable Fair Market Value)

FIRE PROTECTION PERMIT

Contractor _____
(If owner put same as above)

Sprinkler System: _____

Address _____

Alarm System: _____

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 _____

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: _____

Plans Approved

Plan Review Fee: _____

FP Fee: _____

Plans Approved with Comments

Admin Fee: _____

Code Official: _____

State Fee: _____

Total UCC: _____

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 _____
 Company Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone # _____ Cell # _____
 Email _____

Application Contact _____
 Application Company _____
 Address _____
 City _____ State _____ Zip _____
 Phone # _____ Cell # _____
 Email _____

Describe Proposed Work in Detail: _____

MECHANICAL / PLUMBING PERMIT

Contractor _____ <small>(If owner put same as above)</small>	Water: Public _____ On-lot _____ Sewer: Public _____ On-lot _____					
Address _____	<u>Technical Site Data</u>					
City _____ State _____ Zip _____	No.	Size	Fixture/Equip.	No.	Size	Fixture/Equip.
Phone # _____ Cell # _____	_____	_____	Water Closet	_____	_____	Boiler Furnace
Email _____	_____	_____	Urinal/Bidet	_____	_____	Sewer at/Conn
HIC # _____	_____	_____	Bathub	_____	_____	Backflow Prev.
Federal Employee# _____ <small>(Certification of Insurance for Worker Compensation needed or sign exemption form)</small>	_____	_____	Lavatory	_____	_____	HVAC
State Classification _____	_____	_____	Shower	_____	_____	Kitchen Hood &
New Residential _____ Other Residential _____	_____	_____	Sink	_____	_____	Exhaust System
New Commercial _____ Other Commercial _____	_____	_____	Dishwasher	_____	_____	Refrig. Units
Estimate Total Costs For All Work: _____ <small>(Reasonable Fair Market Value)</small>	_____	_____	Washing Mach.	_____	_____	Heat Pumps
	_____	_____	Hose Bib	_____	_____	Fire Dampers
	_____	_____	Water Heater	_____	_____	WaterConnect.
	_____	_____	Others: _____			

ELECTRICAL PERMIT

Contractor _____ <small>(If owner put same as above)</small>						
Address _____	<u>Technical Site Data</u>					
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# _____ <small>(Certification of Insurance for Worker Compensation needed or sign exemption form)</small>	_____	_____	Detectors	_____	_____	HVAC
State Classification _____	_____	_____	Motor-Fraction.	_____	_____	Emergency &
New Residential _____ Other Residential _____	_____	_____	Comm. Devices	_____	_____	Exit Lights
New Commercial _____ Other Commercial _____	_____	_____	Alarm Dev./Sys.	_____	_____	Heater
Estimate Total Costs For All Work: _____ <small>(Reasonable Fair Market Value)</small>	_____	_____	Pool Bonding.	_____	_____	Central AC
	_____	_____	Unit	_____	_____	Signs
	_____	_____	Service	_____	_____	Survey Fee.
	_____	_____	Sub-Panels	_____	_____	
	_____	_____	Others: _____			

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

**HOMETOWN MUNICIPAL SERVICES, LLC
SCHEDULE OF PA UCC FEES**

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)
Alteration & Repairs (if applicable)	1.2% of construction cost (\$120 minimum)
<u>Miscellaneous Use of Groups</u> – 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
<p>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.</p>	

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

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)
<u>Miscellaneous Equipment</u> : 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:

- 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)
<u>Miscellaneous</u> – 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

<u>PLUMBING FIXTURES</u> : 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
<u>MECHANICAL APPLIANCES</u> : 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 the fee may 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)
<u>Miscellaneous Equipment</u> : 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	\$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 the fee may 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 (\$360 minimum)
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 (\$240 minimum)

GENERAL / MISCELLANEOUS

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

NOTES:

- 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.