LIGHT-HEIGEL & ASSOCIATES, INC.

A full service provider of
Pennsylvania Uniform Construction Code (UCC) services.

Uniform Construction Code

Building Permit Application

The completed application and required documents may be submitted to the address below.

Light-Heigel & Associates, Inc.
39 Dock Street
Schuylkill Haven, PA 17972
Attn: Building Codes

Fax: 717-838-3820

QUESTIONS?

Phone: *(800) 257-2190*
E-mail: *Permits@light-heigel.com*

Additional Information available at our web site:
www.light-heigel.com

Why do I need a PA "UCC permit" when I already have my building permit from the township? *The state requires builders to obtain a "state building permit" and the required inspections for most construction projects.*

CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA
Schuylkill County

For municipalities located in Schuylkill County and administered by Light-Heigel & Associates, Inc., new construction and alterations must adhere to the following climatic and geographic design criteria:

Ground Snow Load(1)	Wind Speed (mph)	Seismic Design Category	Concrete Weathering	Frost Line Depth(1)	Termite	Decay
30 psf	90	B	Severe	40”	Moderate To Heavy	Slight To Moderate

Winter Design Temp.	Ice Shield Underlayment Required	Flood Hazards	Climate Zone	Radon Potential	Air Freezing Index	Mean Annual Temp.
0 Deg. Fahrenheit	Yes	Check with Municipality	13	High	1000	55

(1) Set by local jurisdiction.

Note: Use Soil Load-bearing value of 1,500 psf for footing design unless a formal Geo-Technical Report indicates otherwise.

PINE GROVE TOWNSHIP – SCHUYLKILL COUNTY

UCC BUILDING PERMIT APPLICATION

COMPLETENESS CHECKLIST

The individual completing the application should use the checklist below to assure that all items are included in the application package. The Building Codes Officer will confirm that the required items have been included within 5 days of receipt.

- ☐ Completed Application with applicant's name, signature and date
- ☐ Project plans and specifications, (including plot plan) with all required information to verify code compliance **
- ☐ Engineer's Seal on drawings (required for most commercial work and only in residential situations when using non-standard materials or construction techniques)
- ☐ On-Lot Sewage Permit from Sewage Enforcement Officer
- ☐ Letter of intent to serve the project from the public water supplier (if applicable)
- ☐ Municipal Driveway Permit (for access to township roads)
  OR
  PennDOT Highway Occupancy Permit (for access to state or federal roads)
- ☐ Completed Worker's Compensation Insurance Coverage Form
- ☐ Tax Parcel ID number (on application)
- ☐ Completed Fee Schedule Worksheet
- ☐ Total Permit Fee enclosed (made payable to Light-Heigel & Associates, Inc.)

UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION

"QUICK TIPS"

Light Heigel & Associates, Inc. serves **many** municipalities with the PA State Building Codes and the application form is for many types of construction, therefore it is important for you to use the following helpful "***Quick Tips"*** in filling out the Building Permit Application. This will speed the processing of your application.

There are also **Detailed Instructions** included to assist you in this process.

For smaller projects such as swimming pools, hot tubs, porches and decks use the "Small Projects" application pages (11 & 12). For all other work, use the standard application pages (9 & 10). **All subsequent pages must also be completed.**

1. Be sure to **PRINT** legibly.
2. Be sure to **SIGN** the application on **page 13**.
3. Include your **AREA CODE** and **ZIP CODE**.
4. Include your **DAYTIME** contact number *with* **AREA CODE.**
5. Fill out the application with as much information as you know and send it in. If we need more information we will contact you.
6. The permit cannot be issued until **THE FEE** is received. Your township may have an administration fee. If you do not know the fee, your township office will be able to give you that information or please **call 1-888-949-9728** and leave a voice mail message with your name and call back number with area code. Someone will call you back to get the necessary information to calculate your fee.
7. If sending in a check or other information separate from the application, send it to the ***ATTENTION*** *of the* ***BUILDING CODES DEPARTMENT*** and include the ***NAME*** *and* ***ADDRESS*** that is on the permit application to ensure proper credit. If plans are required for your building project, then you must send us **TWO SETS**. One set will be returned to you with comments and the other will be kept in your municipality's permanent file.
8. Plans for **One Story Additions:** You can complete the "Addition example worksheet". This is sufficient for construction documents. The worksheet can be downloaded from our website, picked up at one of our regional offices or we can mail you one if you would prefer. **Call 1-888-949-9728** and leave a clear message including your name, address and that you would like an "Addition Worksheet".
9. In regard to **Worker's Compensation** for self builders and self-employed contractors. You are only required to *Sign* the bottom of the *Affidavit* that states you are exempt. However, self-employed contractors are required to provide us with a copy of their liability insurance.

INSTRUCTIONS FOR COMPLETING UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION

*Use the **SMALL PROJECTS APPLICATION - pages 11 & 12** (Pools, hot tubs, porches, decks)*
*Use the **STANDARD APPLICATION - pages 9 & 10** (All other construction)*

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Site Location – Provide the physical address of the location where the permitted activities will occur. Provide the county, municipality, address, tax parcel and lot number (if applicable).

Directions to Site Location – Provide street name and house number. Include landmarks and approximate distances from the nearest intersecting road, house color, which side of road, etc.

TYPE OF WORK OR IMPROVEMENT

Check the appropriate box for all types of work to be done. Describe in detail what work will be done on provided space. Describe where in the structure (if not a new construction) work will be completed and estimated time until completion.

ESTIMATED VALUE OF CONSTRUCTION

List the fair market value of construction. If project utilizes a Contractor, please provide contractor's written estimate.

DESCRIPTION OF BUILDING USE

Residential: Choose single-family home or two-family home. If in townhouses, choose two-family home.

Non-Residential: List the use of new construction (i.e. restaurant, warehouse, school, etc.). List the use group (see Chapter 3 of the International Building Code).

BUILDING / SITE CHARACTERISTICS

List the number of dwelling units that exist or are proposed on the property. List the primary method chosen to calculate the energy rating of the building envelope. Calculations indicating energy compliance must be provided with application submission (for both residential and commercial projects).

Check the appropriate box if the structure will have water, sewer, fireplace, elevator/etc., sprinkler system, pressure vessels for a water heater, or refrigeration system for air conditioning. Elevators, lifts & escalator require L&I approval and inspections.

BUILDING DIMENSIONS

List the gross square footage of the structure that will be constructed, or the square footage to be remodeled under the permit.

List the number of stories, height of structure above the ground surface (grade) and the largest open floor space within the structure.

FLOODPLAIN

Check the appropriate box if the site is located in the floodplain or if any portion of the site in the floodplain will be developed. Floodplain maps are available at the Township or Federal Emergency Management Agency's (FEMA) website.

CONSTRUCTION PLANS AND SPECIFICATIONS / SITE PLAN

Submit two (2) complete sets of drawings and plans that contain the information listed below.

Drawings and plans must be submitted on minimum 18"x24", or maximum 30"x42" paper. All sheets are to be the same size and sequentially labeled.

Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media.

Plans will not be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

Please Note: A separate submittal of plans is required for each building or structure.

Floor plans with:

A. Location and size of walls, windows, doors and stairs.
B. Beams and headers, with supports and attachments.
C. Ceiling joist directions, size and spacing
D. Electrical receptacles, switches, lights and smoke detectors.
E. Plumbing fixture details including but not limited to sprinkler details

Foundation/first floor framing plan with:

A. Specific wall footing width and depth.
B. Foundation wall size and construction type.
C. Floor slab details.
D. Pier and footing sizes with dimensions for their location and spacing.
E. Girder sizes and locations, floor joist direction, size, spacing and species.
F. Crawlspace vent calculations, access door size and location.
G. Anchor bolts location and spacing.

Roof framing showing:

A. Direction, size and spacing of rafters as well as special ridges or support for vaults, cathedral areas and valleys
B. Roof vent calculations and roof coverings

Elevation views

A. Show grade elevations relative to building foundation
B. Show exterior decks, porches, and steps

Building Cross-section

A. Representative cross section with framing members and insulation called out

Miscellaneous information:

A. Insulation values for floors, walls and ceilings.
B. Attic access, elevations, and calculated areas for finished floor spaces and garage.
C. Species and grade of framing members.

NOTE: All structural information must comply with Pennsylvania UCC – International Residential Code, 2009 Edition. Structural elements not found in the IRC must either be sealed by a professional engineer or architect, registered in the State

of Pennsylvania, or comply with other professionally recognized evaluation services such as NES.

SITE PLAN (*Required in municipalities without zoning permits)*

The scale of the plot plan should be sufficient to show the development and adjacent areas and allow the municipality and approving agency to easily identify the required information.

A. North arrow, date, lot number and plat, address and street name fronting proposed structure.
B. Lot lines and size of lots in acres.
C. Existing, streets, roads, access roads, highways, etc. which are in or adjacent to the project site.
D. Building setback requirements mandated by local or county subdivision ordinances
E. Location of proposed structure(s) and any existing structure(s) on the site clearly dimensioned in relation to lot lines, corners.
F. The location and dimensions of any existing utility easements (sewer, water, etc),
G. Show the location of all proposed underground utilities, including water, sewer, gas and electrical
H. Any surface water (ponds, detention facilities, lakes, streams) on the property or within 50 ft. of the proposed building.
I. Contact Light-Heigel for additional site plan requirements if the project involves any of the following:
    1. Retaining walls over 4'
    2. Construction in a floodplain
    3. Wetlands

SIGNATURE PAGE - page 13

This page must be signed and submitted with the completed application and fee.

WORKER'S COMPENSATION INSURANCE COVERAGE- page 14

Applicants must submit a Worker's Compensation Insurance Coverage worksheet as evidence that coverage exists (if no hired workers work on the structure, fill in Section C. Exemption). Include this completed worksheet with the permit application submittal package.

RESIDENTIAL FEE SCHEDULE WORKSHEET- page 15

1. Fill in the individual lines for each section.
2. For homes less than 2000 Square feet finished floor area, **use SECTION A OF THE RESIDENTIAL FEE WORKSHEET**.
3. For homes between 2,000 and 5,000 square feet of finished floor area, **ADD SECTIONS A AND B OF THE RESIDENTIAL FEE WORKSHEET.** Fees for homes in this category will be assessed $0.35/square foot over 2,000 (up to a maximum of 5,000 SF). This total will then be added to the sum of the applicable inspection fees in section A.
   EXAMPLE: 3000 SF single family home
   Section A inspection Total: $830
   Section B additional SF fee = (total finished floor area – 2000) X $0.35 = $350.00
   Total Permit Subtotal = Section A total + Section B total = $1,180.00
4. For homes in excess of 5,000 SF, **use SECTION C ONLY OF THE RESIDENTIAL FEE WORKSHEET.** The permit fee is calculated at $0.42 per Square Foot.
5. Contact your Municipality to see if an Administration Fee is being charged. If so, add it on the appropriate line.
6. Total the permit fee worksheet.
7. Completed worksheet and payment should be attached to Permit Application.

8. Payment must be made, in full, at time of application submission. If payment is not received the application will be deemed incomplete and a building permit will not be released until payment is received.

   Payment may be by money order or personal check, made payable to:
   Light-Heigel & Associates, Inc.
   Send to the regional office address on the cover page of this application package.

   All returned checks will be assessed a $25.00 service charge.

PLEASE NOTE:
If sending any documents separate from the permit application, please send it to the attention of ***The Building Codes Department*** with the ***Name and Address*** that is on the application.

UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION

PLEASE PRINT LEGIBLY

LOCATION OF PROPOSED WORK OR IMPROVEMENT

County:_____ Township or Borough:_____ Tax Parcel #:_____

Site Address:_____ City & Zip:_____

Subdivision/Land Development:_____ Lot #_____

Directions to Work Site: _____

_____

_____

Owner:_____ Area Code & Phone #_____ Cell #_____

Complete Mailing Address:_____

Principal Contractor:_____ Area Code & Phone # _____

Mailing Address:_____ Cell #_____

Architect/Designer/Engineer_____ Area Code & Phone #_____

Mailing Address:_____ Fax # _____

The *Building Permit* and *Occupancy Permit* should be sent to….. ☐ Owner ☐ Contractor (please check)

TYPE OF WORK OR IMPROVEMENT

☐ New Building ☐ Addition ☐ Alteration ☐ Change of Use ☐ Relocation

Describe the proposed work: _____

_____

*ESTIMATED FAIR MARKET VALUE OF CONSTRUCTION $*_____

DESCRIPTION OF BUILDING USE

RESIDENTIAL

☐ One-Family Dwelling

☐ Two-Family Dwelling

NON-RESIDENTIAL *(COMMERCIAL ONLY)*

Specific Use: _____

Use Group: _____

Change in Use: ☐ YES ☐ NO

If YES, Indicate Former: _____

BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units: _____ Existing, _____ Proposed

Mechanical: Indicate Type of Heating/Ventilating/Air Conditioning (*electric, gas, oil, etc.*) _____

Fireplace(s): Number _____ Type of Fuel _____ Type Vent _____

Energy: Indicate method chosen to confirm energy code compliance.

☐ Design by Total Building Envelope (RESCheck / COMCheck or equal)

☐ Design by PA Alternative Res. Energy Provisions

☐ Other (specify) _____

Does or will your building contain any of the following:

Water Service: ☐ Public ☐ Private

Sewer Service: ☐ Public ☐ Private

Elevator/Escalators/Lifts/Moving walks: ☐ YES ☐ NO

Sprinkler System: ☐ YES ☐ NO

Pressure Vessels (water heater): ☐ YES ☐ NO

Refrigeration Systems (air conditioning): ☐ YES ☐NO

BUILDING DIMENSIONS

Existing Building Area: _____sq. ft.
Proposed Building Area: _____sq. ft.
Total Building Area: _____sq. ft.

Number of Stories: _____
Height of Structure Above Grade: ___ft.
Area of the Largest Floor: _____sq. ft.

FLOODPLAIN

Is the site located within an identified flood hazard area? (*Check one*) ☐ YES ☐ NO
Will any portion of the flood hazard area be developed? (*Check one*) ☐ YES ☐ NO ☐ N/A

If checked yes, applicant must submit certification that lowest floor elevation is at or above the design 100-year flood elevation, as required in the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically *Section 60.3*. All living spaces and mechanical equipment shall be placed above the 100-year flood elevation.

Note: The National Flood Insurance Program recommends that residential and non-residential structures be elevated 1.5' above the 100-year flood elevation. Many municipalities have adopted all or part of these recommendations in their zoning ordinances, in which case the most restrictive regulation will apply.

Lowest Floor Level: _____

CONSTRUCTION PLANS AND SPECIFICATIONS

Are construction plans and/or specifications attached, illustrating elevations, floor plans, electrical, plumbing, mechanical layouts, energy code compliance data, design loads and calculations, window and door schedule, typical cross sections, typical footer and foundation details, etc.?

☐ YES ☐ NO

SITE PLAN

Is a site plan attached, showing the size and location of the new construction and existing structures on the site and the structure's distance from the property lines?

☐ YES ☐ NO

WORKER'S COMPENSATION INSURANCE COVERAGE

All applicants are required to submit evidence of Worker's Compensation Insurance Coverage or an exemption form as directed by PA ACT 44. Complete and attach the Worker's Compensation Insurance Coverage Worksheet on page 13.

Note: Contractor may fax or mail Workman's Compensation Insurance Coverage directly to Light-Heigel. Be sure to include the job name on the fax. Fax # 717-838-3820

☐ Worker's Compensation Insurance Coverage Worksheet attached.

UNIFORM CONSTRUCTION CODE
"SMALL PROJECTS" BUILDING PERMIT APPLICATION

PLEASE PRINT LEGIBLY

To be completed in lieu of regular permit application – For decks, porches and pools

LOCATION OF PROPOSED WORK OR IMPROVEMENT

County:_____ Township or Borough:_____ Parcel number: _____

Site Address:_____ City & Zip:_____

Directions to Work Site: _____

_____

_____

Owner:_____ Area Code & Phone #_____ Cell #_____

Complete Mailing Address:_____

Principal Contractor:_____ Area Code & Phone # _____

Mailing Address:_____ Cell #_____

TYPE OF WORK OR IMPROVEMENT

Describe the proposed work: _____

_____

CONSTRUCTION PLANS AND SPECIFICATIONS

For **Above Ground** Pools:
No additional documentation is necessary for an above the ground pool. Only a *Final* inspection is required.

For **In Ground** Pools:
Please include a copy of the pool installer's technical quote/spec sheet. The inspections that are required are: *Footing inspection, Electrical bonding and a Final inspection.*

Are plans and/or specifications attached?

☐ YES ☐ NO

For **Porches** and **Decks**:
These do require construction documents. We need to know the overall dimensions of the porch or deck and the size and placement of the structural members. The required inspections include a *Footing inspection and a Framing/Final inspection. The railings need to be in place for the Final inspection.*

Are plans and/or specifications attached? ☐ YES ☐ NO

ESTIMATED FAIR MARKET VALUE OF CONSTRUCTION $_____

FLOODPLAIN

Is the site located within an identified flood hazard area? (*Check one*) ☐ YES ☐ NO

Will any portion of the flood hazard area be developed? (*Check one*) ☐ YES ☐ NO ☐ N/A

If checked yes, applicant must submit certification that lowest floor elevation is at or above the design 100-year flood elevation, as required in the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically *Section 60.3*. All living spaces and mechanical equipment shall be placed above the 100-year flood elevation.

Note: The National Flood Insurance Program recommends that residential and non-residential structures be elevated 1.5' above the 100-year flood elevation. Many municipalities have adopted all or part of these recommendations in their zoning ordinances, in which case the most restrictive regulation will apply.

SITE PLAN

Is a site plan attached, showing the size and location of the new construction and existing structures on the site and the structure's distance from the property lines?

☐ YES ☐ NO

WORKER'S COMPENSATION INSURANCE COVERAGE

All applicants are required to submit evidence of Worker's Compensation Insurance Coverage or an exemption form as directed by PA ACT 44. Complete and attach the Worker's Compensation Insurance Coverage Worksheet on page 13.

Note: Contractors may fax or mail Workman's Compensation Insurance Coverage directly to Light-Heigel. Be sure to note the job name on the fax. Fax # 717-838-3820

☐ Worker's Compensation Insurance Coverage Worksheet attached.

CERTIFICATION AND/OR ACKNOWLEDGEMENT

Application for a permit must 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.

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.

Authorized Agent Acknowledgement – I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as an authorized agent and agree to conform to all applicable regulations set forth by PA ACT 45.

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 provisions of the code(s) applicable to such permit.

Signature of Owner or Authorized Agent	Print Name of Owner or Authorized Agent
Address, City, State, Zip	Date

WORKER'S COMPENSATION INSURANCE COVERAGE INFORMATION

A. The Applicant or Authorized Agent is

A contractor within the meaning of the Pennsylvania Worker's Compensation Law

☐ YES ☐ NO

If the answer is "yes" complete Section B, if "no" complete section C below.

B. Insurance Information

Name of Applicant _____

Federal or State Employer Identification No. _____

Applicant is a qualified self-insurer for Worker's Compensation. ☐ Certificate Attached

Name of Worker's Compensation Insurer _____

Worker's Compensation Insurance Policy

No. _____ ☐ Certificate Attached

Policy Expiration Date: _____

C. Exemption

I, _____, do attest that I will not employ/hire any other persons for the project for which I am seeking a building permit.

After receipt of the building permit, if I employ any other persons, I will notify this office and provide proof of workers' compensation coverage within three working days.

I understand that failure to comply, will result in a STOP-WORK order and that such order may not be lifted until proper coverage is obtained, as provided by Section 302(e)(4) of the act of June 2, 1915 (P.J. 736), known as the Pennsylvania Workers' Compensation Act, reenacted and amended June 21, 1939 and amended December 5, 1974 and amended July 2, 1993, Act 44.

RESIDENTIAL FEE SCHEDULE WORKSHEET

Please fill in all spaces that pertain to the work being performed. All fees should be submitted with the application. Permit will not be issued until all fees are collected.

A. Individual Inspections (**New homes less than 2000 SF finished living space**, additions, etc.).

		Applicant Pricing	Base Prices
Plan Review	=	_____	$75
Footer Inspection	=	_____	$55
Foundation Inspection	=	_____	$55
Framing Inspection	=	_____	$65
Wallboard Inspection	=	_____	$65
Rough Plumbing/Underslab Inspection	=	_____	$65
Rough Electrical Inspection	=	_____	$65
Rough Mechanical Inspection	=	_____	$65
Sprinkler Inspection	=	_____	$90
Insulation Inspection*	=	_____	$65
Electric Service Cut-In (at request)	=	_____	$65
Final Inspection/Issuance of Certificate of Occupancy	=	_____ (inspex subtotal) _____	$100

B. Homes Exceeding 2,000 SF but not more than 5,000 SF, add $.35/SF to inspex subtotal

(_____ X $0.35) + inspex subtotal =_____
(SF exceeding 2000) (permit fee)

C. Homes Exceeding 5,000 SF (do not add to any other fees)

_____ **X $0.42** **=** _____
(TOTAL FLOOR AREA) (permit fee)

D. Specific Projects (Do not use above pricing schedule)

Hot Tub, Above-ground Pool	=	_____	$75
Deck, Porch, In-ground Pool	=	_____	$125
Deck or porch with roof	=	_____	$150
Residential Addition (2 story or > 200ft^2)	=	_____	$400
Residential Addition (1 story and < 200ft^2)	=	_____	$300
Residential Addition (> 1000ft^2)	=	use section A above	
Mobile Home	=	_____	$200
Double Wide Mobile Home	=	_____	$300
Modular Home	=	_____	$400
Demolition	=	_____	$100
SUBTOTAL	**=**	_____	
Applicable Municipal Fees ***(made payable to the municipality)***	**+**	**$15.00**	
State Fee	**+**	**$4.50**	

TOTAL PERMIT FEE = _____

* A copy of the Insulation Certificate with material invoices may be provided in lieu of inspection.

Above fees are based on typical residential construction. Atypical construction, such as townhouses, foster care, etc., may be charged differently depending on type of construction. Contact the Building Codes Officer.

Payment may be made by money order or personal check made payable to: **Light-Heigel & Associates, Inc.** Send to: The regional office address on the cover page of this application package.

All returned checks will be assessed a $25.00 penalty fee.

EFFECTIVE JANUARY 1, 2009

Concurrent Inspection Refund Option: If an applicant requests all four rough-in inspections (mechanical, plumbing, electrical, framing) concurrently and ALL PASS during the FIRST inspection, a refund of **$65 will be issued to the applicant.

Construction WITHOUT Building Permits: The following fees apply in situations where construction has begun without a building permit and Light-Heigel is directed by the municipality to pursue the violation. Light-Heigel will ONLY pursue these cases with permission from the municipality. These fees will be added directly onto the building permit fee.

Additional Inspections = $65

(these are inspections required as a result of starting construction without a permit)

Notice of Violation/Unsafe Structure = $100

Failed/Additional inspections – permit fees are calculated assuming a set number of inspections. In the event that additional inspections are required due to failed inspections, not ready, lack of access, etc., the permit holder will be billed at the full rate for that type of inspection. A certificate of Occupancy will not be issued until all fees have been paid.