

**INFORMATION FOR APPLICATIONS FOR COMMERCIAL PERMIT
FOR UPPER MACUNGIE TOWNSHIP 8330 Schantz Road
Breinigsville, PA 18031**

1. One completed Application Form signed by the Property Owner or the Owner's Agent.
One completed UCC Plan Review Checklist.
2. Three copies of the Complete Working Drawings, each page must be sealed, signed, and dated by a PA registered design professional including:
 - A. Architectural
 - B. Electrical
 - C. Plumbing
 - D. Mechanical
 - E. Energy, Com Check or PA approved Compliance Form
 - F. Fire Protection, Sprinklers, Alarms
 - G. Fire Suppression systems also require application and calculations, see handout
 - H. Provide a list of all subcontractors
 - I. No Deferrals
3. Certificate of Insurance:
 - A. All contractors and subcontractors must have a Certificate of Insurance showing Liability and Workers' Compensation coverage listing the Township as a certificate holder. An notarized exemption from workers' compensation may be submitted.
4. License:
 - A. The Township requires all plumbers & electricians to have a license issued by the Township to work in the Township.
5. Inspections:
 - A. Inspections are required and done by the Township and an Inspection Schedule will be issued
6. Sewer Allocations:
 - A. New and additional allocations are secured through Lehigh County Authority and Upper Macungie Township Authority.

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FOR UPPER MACUNGIE TOWNSHIP Phone 610-395-4892 x35

Sewer allocation information continued...

- B. The County approves & processes allocations on the first and fifteenth of each month. Submit the paperwork on an Lehigh County Authority form to the Township with some fees due at submittal.
 - C. Check with Upper Macungie Township Authority for procedure.
7. Septic Permits are issued by the S.E.O. at Keystone Consulting Engineers. Phone 610-395-0971
 8. Final Landscaping & Grading with a copy to Keystone Consulting Engineers. Phone 610-395-0971
 9. Submit a Use Review Application and \$50.00 to the Zoning Officer. This is a Use Review fee, it is not for plan review.
 10. Submit the application form and the documentation to the Township. No permit fees are due until the permit is issued. The application goes through Zoning, Building, and Trades reviews prior to issue. Average turn-a-round time is thirty business days.
 11. Applicants will be contacted when the permit has been reviewed, approved or denied, and the fees calculated. It is not necessary to make repeated inquiries about the status of the permit application.
 12. Any existing structure, that is to be demolished, must have a Township Demolition Permit.

PHONE: 610-395-4892 x35 FAX:610-395-9355 E-MAIL: pstark@uppermac.org