



PERMIT PROCESS FOR ALL CONTRACTORS

1. Permit applications are required to be completely filled out with all required fields detailing the scope of work.
2. Contractors are required to submit licenses, workers compensation insurance, and liability insurance certificates listing Upper Macungie Township as the certificate holder.
3. Contractors are to submit three (3) sets of plan specifications for review, including energy compliance, site plan and grading if applicable.
4. If you are a general contractor in charge of a large project it is your responsibility to insure that all sub-contractors submit plans for approval whether the contractor is hired by you or by the tenant. NO WORK SHALL BE PERMITTED UNTIL ALL PLAN SUBMISSIONS ARE REVIEWED AND APPROVED. The Township requires architectural, electrical – including low voltage, plumbing, mechanical, energy compliance, fire protection, alarm systems, suppression systems, where applicable, to be reviewed and approved. Partial submissions will not be accepted, plan accordingly.
5. For Commercial projects a Use Review application is required. This is a Use Review only, not a Certificate of Occupancy or a Building Permit.
6. Submit all documentation and applications to the Township. PLEASE ENSURE THAT ALL NECESSARY INFORMATION/DOCUMENTS ARE PROVIDED AT TIME OF SUBMITTAL FOR THE REVIEW PROCESS. If the application and submissions are incomplete, the plans will not be reviewed. Partial plan submittal will not be accepted and will be returned for correction and resubmitted. Contact the Township with any issues or questions regarding this.
7. All permits are processed in the order received.
8. Please be advised, the process may take up to 15 “business” days from date-of-receipt for the Residential review process and up to 30 “business” days from date-of-receipt for the Commercial review process.
9. The permit applicant will be notified when the permit is complete. At that time, you will be advised of the permit fee required for permit pick-up.
10. Please refrain from calling UMT’s Permit Department for your permit’s status.