



## UCC PERMIT APPLICATION & PERMIT PROCEDURES



Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a residential or nonresidential building, structure or facility OR to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system regulated by the Uniform Construction Code (UCC) shall first apply to Upper Macungie Township, in order to obtain the required permit(s) prior to the start of construction. The procedure to be used for all applications received shall be as follows:

1. It is strongly recommended you contact the Zoning Officer & Building Code Official (BCO) prior to applying for permits at 610-395-4892.
2. Applicant secures a zoning permit from Township (required in most cases). (Applicant cannot begin construction & permits will not be released until BCO determines whether or not a UCC-building permit is required.)
3. Applicant completes UCC application form and attaches 3 sets of plans/construction documents.
4. BCO contacts a PA State Certified Construction Code Official (CCO) or inspector for plan review and approval. (Some plan reviews are conducted in-house.)
5. CCO signs/stamps three (3) sets of plans "APPROVED" and returns to BCO.
6. BCO issues building permit. (1 copy for job site, 1 copy for CCO, original for Township records.)
7. Applicant begins construction outlined in permit(s).
8. Applicant contacts CCO (inspector) for all required inspections.
9. When all inspections are completed, CCO issues inspection report to Township.
10. BCO issues Certificate of Occupancy.

In addition to zoning and/or building permits, depending on the project, the Township may require the applicant obtain any or all of the following: Sewer permit, Well permit, HOP (Highway Occupancy Permit), Site Plan (showing grading, building locations, topography, flood plain info, etc.) and Erosion & Sedimentation Control Plan approval from the Lehigh County Conservation district.

After the permit(s) have been released to the applicant, the applicant may undertake the action specified in the permit. However, it is recommended that applicant waits 30 days to begin construction if there is a possibility of an appeal by another party to challenge the issuance of the permit. (Any commencement of construction or a use within this thirty-day appeal period shall be at the risk of the applicant.)

All construction activity shall be completed within one (1) year from the date of issuance of the building permit, unless an extension is given in writing from the Zoning Officer and/or BCO. Fees are nonrefundable.

(Ordinary maintenance & repairs to existing structures may be made without a permit, if such work does not involve a change in use or an expansion, construction or placement of a structure and does not involve any other activity regulated by Township Ordinances. However, such work may require a permit under the PA UCC (Building Codes) as determined by the BCO.)