

ENGINEERS SURVEYORS BUILDING CODE INSPECTORS MUNICIPAL SERVICES

**LIGHT-HEIGEL
& ASSOCIATES, INC.**

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

Uniform Construction Code

Application Package
ANNUAL PERMIT

Palmyra Borough

LOCAL LIGHT-HEIGEL OFFICE CONTACT INFORMATION:

Light-Heigel & Associates, Inc.
430 East Main Street
Palmyra, PA 17078
Attn: Building Codes
Phone: (717) 838-1351
Fax: (717) 838-3820

FOR ADDITIONAL INFORMATION:

Website: www.light-heigel.com
E-mail: Permits@light-heigel.com

ANNUAL PERMIT:
Application Requirements

Manufacturing facilities and institutions such as hospitals and universities that regularly perform alterations on approved electrical, gas, mechanical and plumbing installations may apply for a single UCC permit that will allow these alterations to be made over a 12-month period.

The municipality may issue an Annual Permit as long as the following conditions are met:

1. The specified installation(s) shall have been approved for code compliance under a previously issued occupancy permit.
2. Submission of one (1) copy of the **APPLICATION FOR ANNUAL PERMIT** and payment of a fee of the amount calculated below (via check or money order made payable to Light-Heigel & Associates). A separate application is required for each covered building, structure or premises.
3. The owner or operator of the building, structure or premises where the alterations will take place must certify that the persons performing the work are normally employed at this site and are “qualified tradespersons,” because they meet one of the following requirements:
 - They have performed similar alterations on the specified systems for at least three (3) years prior to making application; or,
 - They hold a Journeyman’s card in an applicable trade, or are registered apprentices working under the direct supervision of a Journeyman; or,
 - They hold a certification or other qualification issued by the Pennsylvania Department of Labor and Industry, another U.S. state, a national model code agency, a national standards writing organization, or a national association representing persons who work in the electrical, gas, mechanical or plumbing industries.
4. The permit holder must agree to maintain detailed records of all alterations made under the permit and to make these available, upon request, to Township construction code officials.

Annual Permit Fee Schedule

Base Permit Fee	=	\$200.00
Government Surcharge	+	\$4.50
Total Permit Fee	=	\$204.50

TOTAL PERMIT FEE = _____
 Check made payable to: *LIGHT-HEIGEL & ASSOCIATES, INC.*
 FOR OFFICE USE ONLY:
 CHECK # _____ RECEIVED ON _____ BY _____

MUNICIPAL FEE = No fee required.
 Make additional check made payable to the Municipality: *Palmyra Borough*
 FOR OFFICE USE ONLY:
 CHECK # _____ RECEIVED ON _____ BY _____

Uniform Construction Code (UCC)
APPLICATION FOR ANNUAL PERMIT

**Site
of
Annual
Alterations**

Facility Name (e.g., university, mall, company, institution): _____

Building/Tenant Name (or Building Number): _____

Street Number and Name: _____

City: _____

Zip Code: _____

Political Subdivision: _____

County: _____

Tax Parcel ID #: _____

**Installations
to be
Altered**

Electrical
 Mechanical

Gas
 Plumbing

**Previous
Occupancy
Permit
Number(s)**

_____ **File Number** (if occupancy approved by Dept. of Labor & Industry)

_____ **Municipal Permit Number** Dated: _____

Issued by: _____

As the owner/operator of the building, structure or premises where these alterations will occur, I certify that:

1. These alterations will be performed by persons who are regularly employed by me at this location and who are "qualified tradespersons" (as defined in the **REQUIREMENTS FOR ANNUAL PERMIT**).
2. Detailed records of the work performed under the Annual Permit will be maintained and, upon request, be made available to UCC officials.

**Owner/Operator
Certifications**

Name (typed or printed) _____

Mailing Address _____

Phone Number _____

Signature _____

Date Signed _____