



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

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

# Uniform Construction Code Permit Package

For

Washington Township

Local Office contact Information:

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Phone: 570-524-7742 Fax: 570-524-7746  
E-mail: [jeffk@light-heigel.com](mailto:jeffk@light-heigel.com)

Additional Information available at our web site:

[www.light-heigel.com](http://www.light-heigel.com)

(800) 257-2190

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*Providing Answers. Designing Solutions*

**Washington Township**  
**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 commercial work and special residential situations)
- On-Lot Sewage Permit from SEO. Contact: Randy Young (570-648-4484)  
OR
- Letter of intent to serve the project from the public water supplier (if applicable)  
Supplier: Name of Water Co. at Phone #
- Municipal Driveway Permit (for access to local municipality roads)  
OR  
PennDOT Highway Occupancy Permit (for access to state or federal roads)
- Completed Worker's Compensation Insurance Coverage Form
- Completed Fee Schedule Worksheet
- Municipal Fee if required (made payable to Washington Township) = \$ 20.00
- Total Permit Fee enclosed (made payable to Light-Heigel & Associates, Inc.)

Completeness Signature of Building Code Official

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Date Submittal Determined Complete

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# UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION

PLEASE PRINT LEGIBLY

## LOCATION OF PROPOSED WORK OR IMPROVEMENT

County: \_\_\_\_\_ Township, Borough or City : \_\_\_\_\_

Site Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Subdivision/Land Development & Lot#: \_\_\_\_\_ Tax Parcel ID: \_\_\_\_\_

Directions to Work Site: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Principal Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Architect/Designer/Engineer \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

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 \$** \_\_\_\_\_

## BUILDING/SITE CHARACTERISTICS

**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) \_\_\_\_\_

## BUILDING DIMENSIONS

Existing Building Area: \_\_\_\_\_ sq. ft. Number of Stories: \_\_\_\_\_

Proposed Building Area: \_\_\_\_\_ sq. ft. Height of Structure Above Grade: \_\_\_\_\_ ft.

Total Building Area: \_\_\_\_\_ sq. ft. Area of the Largest Floor: \_\_\_\_\_ sq. ft.

## FLOODPLAIN

Is the site located within an identified flood hazard area? (Circle one) YES NO  
Will any portion of the flood hazard area be developed? (Circle 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

**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**

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 # 570-385-5788

**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 Sheet

A. Individual Inspections / Residential Additions (> 1000 sf):

Plan Review	\$100.00	=	_____
Footer Inspection	\$65.00	=	_____
Foundation Inspection	\$65.00	=	_____
Framing Inspection	\$65.00	=	_____
Wallboard Inspection	\$75.00	=	_____
Rough Plumbing Inspection	\$75.00	=	_____
Rough Electrical Inspection	\$75.00	=	_____
Rough Mechanical Inspection	\$75.00	=	_____
Combo Inspections	\$75.00	=	_____
Insulation Inspection	\$75.00	=	_____
Final Inspection / COO	\$100.00	=	_____

Sub Total (Individual) = \_\_\_\_\_

B. SF Home base fee \$770.00 = \_\_\_\_\_

SF Home >2000 SF but <5000 SF + \_\_\_\_\_  
 SF EXCEEDING 2000 (X .35)

SF Home >5000 SF + \_\_\_\_\_  
 DO NOT ADD TO ANY OTHER FEE (X .42)

Sub Total (SF Home) = \_\_\_\_\_

C. Specific Projects:

Decks & Porches	\$150.00	=	_____
In Ground Pool	\$125.00	=	_____
Above Ground Pool	\$75.00	=	_____
Pool & Deck	\$150.00	=	_____
Residential Addition (2 story or > 200 sf)	\$400.00	=	_____
Residential Addition (1 story and < 200 sf)	\$300.00	=	_____
Residential Addition (> 1000 sf)	See Section A		_____
Electrical Service Inspection	\$85.00	=	_____
Manufactured Home (Single)	\$200.00	=	_____
Manufactured Home (Double)	\$300.00	=	_____
Industrialized Home	\$400.00	=	_____
Demolition	\$100.00	=	_____

Sub Total (Specific) = \_\_\_\_\_

Government Surcharge \$4.50 = \$4.50

Total Permit Fee = \_\_\_\_\_

MAKE CHECK PAYABLE TO: LIGHT-HEIGEL & ASSOCIATES, INC.  
 FOR OFFICE USE ONLY: CHECK # \_\_\_\_\_ RECEIVED ON \_\_\_\_\_ BY \_\_\_\_\_

Municipal Fee: = \$20.00  
 MAKE CHECK PAYABLE TO: Washington Township  
 FOR OFFICE USE ONLY: CHECK # \_\_\_\_\_ RECEIVED ON \_\_\_\_\_ BY \_\_\_\_\_