

ENGINEERS SURVEYORS BUILDING CODE INSPECTORS MUNICIPAL SERVICES  
**LIGHT-HEIGEL  
& ASSOCIATES, INC.**

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

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*Uniform Construction Code*

# Application Package Alterations – Small Commercial Projects

## Penn Township

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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**

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FOR ADDITIONAL INFORMATION:

**Website:** [www.light-heigel.com](http://www.light-heigel.com)  
**E-mail:** [Permits@light-heigel.com](mailto:Permits@light-heigel.com)

# ALTERATIONS – SMALL PROJECTS PERMIT

## Application Requirements

Alterations (renovations) that meet the scope of the *International Existing Building Code* and that will be made to a legally occupied building should follow this simplified application process:

1. **Submit one (1) copy of the APPLICATION FOR SMALL PROJECTS PERMIT.**
2. **Submit payment of the amount calculated below** via check or money order made payable to Light-Heigel & Associates. Be sure to accurately detail all of the work to be done under the building permit.

**If you are seeking a permit for a roof replacement and the work will include replacement of some or all of the sheathing, the type and thickness of the existing and replacement material must be specified in your description.**

After reviewing this information, we will either issue a UCC Building Permit or contact you regarding work that appears to fall outside the scope of the International Existing Building Code. If a permit is issued, we will also inform you of inspections that must be passed, before a certificate of occupancy can be issued.

## Alterations Small Projects Fee Schedule

Base Permit Fee	=	\$400.00
Government Surcharge	+	\$4.50
<b>Total Permit Fee</b>	<b>=</b>	<b>\$404.50</b>

**TOTAL PERMIT FEE** = \_\_\_\_\_

Check made payable to: *LIGHT-HEIGEL & ASSOCIATES, INC.*

FOR OFFICE USE ONLY:

CHECK # \_\_\_\_\_ RECEIVED ON \_\_\_\_\_ BY \_\_\_\_\_

**MUNICIPAL FEE** = 20% required.

Make additional check made payable to the Municipality: *Penn Township*

FOR OFFICE USE ONLY:

CHECK # \_\_\_\_\_ RECEIVED ON \_\_\_\_\_ BY \_\_\_\_\_

Payment methods: money order or personal check. All returned checks will be assessed a \$25.00 penalty fee.

Uniform Construction Code (UCC)  
**APPLICATION FOR SMALL PROJECTS PERMIT**

<b>Applicant Information</b>	Applicant Name: _____ Street Number and Name: _____ City: _____ Zip Code: _____ Political Subdivision: _____ County: _____ Daytime Phone Number: _____
<b>Site Information</b>	Facility Name (e.g., university, mall, company, institution): _____ Building/Tenant Name (or Building Number): _____ Street Number and Name: _____ City: _____ Zip Code: _____ Political Subdivision: _____ County: _____ Previous L&I File Number(s): _____ Tax Parcel ID #: _____
<b>Fees</b>	Estimated Construction Cost: \$ _____
<b>Project Data</b>	Describe the proposed alterations in sufficient detail to confirm that the work meets the scope requirement found in Chapter 5 of the <i>International Existing Building Code</i> . Carry over this description to an additional sheet of paper, if necessary, and attach the sheet to this application.

Permit #: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Owner Information</b>	Owner Name _____ Street Address _____ City _____ State _____ Zip Code _____ Phone Number _____
<b>Deferred Submissions</b>	If you are not submitting plans and other documentation for any of the items listed below with is application, check the appropriate box below and indicate this on the first page of each building plan set.  <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Truss Shop Drawings (Certified) <input type="checkbox"/> Sprinkler System

**Fees:**  
Refer to **COMMERCIAL FEE SCHEDULE**

**Applicant's Certification:**

As the owner or the authorized agent of the project for which this application is filed, I certify that:

1. The estimated construction cost and all other information provided as part of this application for a building permit is correct.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with the municipal UCC Building Code Official.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to the municipal UCC Building Code Official.
6. When required, up to 20% of the total cost of any work performed on an area of primary function in an existing building will be expended to provide an accessible route to the area of primary function.
7. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.

Applicant Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_