

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

Uniform Construction Code

**Application Package
Alterations –
Small Commercial Projects**

Penbrook 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

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
Total Permit Fee	=	\$404.50

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: *Penbrook Borough*

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

Applicant Information	Applicant Name: _____ Street Number and Name: _____ City: _____ Zip Code: _____ Political Subdivision: _____ County: _____ Daytime Phone Number: _____
Site Information	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 #: _____
Fees	Estimated Construction Cost: \$ _____
Project Data	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: _____

Owner Information	Owner Name _____ Street Address _____ City _____ State _____ Zip Code _____ Phone Number _____
Deferred Submissions	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 _____