

**UPPER AUGUSTATOWNSHIP  
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)
- Zoning Permit from Zoning Officer  
Contact: Jeff Kanezo at 570-524-7742
- On-Lot Sewage Permit from Sewage Enforcement Officer
- Letter of intent to serve the project from the public water supplier (if applicable)  
Supplier: Pennsylvania-American Water Co. at 800-717-7292
- Municipal Driveway Permit (for access to township roads)  
OR  
PennDOT Highway Occupancy Permit (for access to state or federal roads)
- Completed Worker's Compensation Insurance Coverage Form
- Completed Fee Schedule Worksheet
- \$5.00 Municipal fee added to Fee Schedule Worksheet
- Total Permit Fee enclosed (made payable to Light-Heigel & Associates, Inc.)

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Completeness Signature of Building Code Official

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Date Submittal Determined Complete