



**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  
Central Susquehanna Council of Governments

## **West Chillisquaque Township**

### **Local Office Contact Information:**

Light-Heigel & Associates, Inc.

142 Main Street

P.O. Box 120

Montandon, PA 17850

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)

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**430 East Main Street, Palmyra, PA 17078**

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

(800) 257-2190

*Providing Answers. Designing Solutions*

**WEST CHILLISQUAQUE 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 most commercial work and special residential situations)
- On-Lot Sewage Permit from Sewage Enforcement Officer  
Contact: James A. Sanders at 570-922-1218  
OR  
Sewer permit from the Milton Regional Sewer Authority at 742-3424
- Letter of intent to serve the project from the public water supplier (if applicable)  
Supplier: Pennsylvania-American Water Co. at 800-717-7292
- Zoning Permit from Zoning Officer  
Contact: Rich Wolfe at 570-524-0390
- 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

# UNIFORM CONSTRUCTION CODE PERMIT APPLICATION

## LOCATION OF PROPOSED WORK OR IMPROVEMENT

County: \_\_\_\_\_ Municipality: \_\_\_\_\_

Site Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Tax Parcel ID #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Subdivision/Land Development: \_\_\_\_\_  
(REQUIRED)

**Directions to Site:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Principal Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## TYPE OF WORK OR IMPROVEMENT

New Building  Addition  Alteration  Change of Use  Demolition  Relocation

Describe the proposed work: \_\_\_\_\_

\_\_\_\_\_

**ESTIMATED FAIR MARKET VALUE OF CONSTRUCTION:** \$ \_\_\_\_\_

## BUILDING/SITE CHARACTERISTICS

**Number of Residential Dwelling Units:** \_\_\_\_\_ Existing, \_\_\_\_\_ Proposed

**Mechanical:** Indicate Type of Heating/Ventilating/Air Conditioning (*electric, gas, oil, etc.*) \_\_\_\_\_

**Fireplace(s):** Number \_\_\_\_\_ Type of Fuel \_\_\_\_\_ Type Vent \_\_\_\_\_

**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.  
Proposed Building Area: \_\_\_\_\_ sq. ft.  
Total Building Area: \_\_\_\_\_ sq. ft.

Number of Stories: \_\_\_\_\_  
Height of Structure Above Grade: \_\_\_\_\_ ft.  
Area of the Largest Floor: \_\_\_\_\_ sq. ft.

**FLOODPLAIN**

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

If checked yes, applicant shall 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, floorplans, 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

**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. (Note: Contractor may fax or mail Workman's Compensation Insurance Coverage directly to Light-Heigel)  
 Worker's Compensation Insurance Coverage Worksheet attached.



## CERTIFICATION AND/OR ACKNOWLEDGEMENT OF RESPONSIBILITY

Application for a permit shall be made by the *owner* or lessee of the building or structure, the *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 also certify that I will bear the responsibility to request a final inspection of the project covered by this permit.

**Pennsylvania Act 45, Sections 403.45 & 403.46 requires that a final inspection be performed. A building, structure or facility may not be used or occupied without a certificate of occupancy. Failure to arrange for your final inspection after the project is completed is a violation that will result in possible legal action from your municipality. This action may include a fine of not more than \$1,000.00 in costs for each day the violation exists (Section 903).**

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 WORKSHEET

(Building Permit Attachment)

A. The Applicant is

A contractor within the meaning of the Pennsylvania Workers Compensation Law

YES

NO

If the answer is "yes" complete Section B, if "no" complete section C below.

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B. Insurance Information

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

Federal or State Employer Identification

No. \_\_\_\_\_

Applicant is a qualified self-insurer for workers compensation.

Certificate Attached

Name of workers compensation Insurer

\_\_\_\_\_

Workers Compensation Insurance Policy

No. \_\_\_\_\_

Certificate Attached

Policy Expiration Date: \_\_\_\_\_

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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 WORKSHEET(COG)

Please fill in all spaces that pertain to the work being performed. All fees shall be submitted with application. Permit will not be issued until all fees are collected.

	<b>Applicant Pricing</b>	<b>Base Prices</b>
<b>Individual Inspections (new homes, additions, etc.)</b>		
Plan Review	= _____	\$95
Footer Inspection	= _____	\$55
Foundation Inspection	= _____	\$55
Framing Inspection	= _____	\$85
Wallboard Inspection	= _____	\$65
Rough Plumbing Inspection	= _____	\$85
Rough Electrical Inspection	= _____	\$85
Rough Mechanical Inspection	= _____	\$85
Insulation Inspection	= _____	\$85
Final Inspection/Issuance of Certificate of Occupancy	= _____	\$65
<b>Specific Projects (do not use above pricing)</b>		
Decks and Porches	= _____	\$125
In Ground Pool	= _____	\$125
Above Ground Pool	= _____	\$85
Pool and Deck	= _____	\$150
Electrical Service Inspection	= _____	\$65
Manufactured Homes-Single	= _____	\$175
Manufactured Homes-Double	= _____	\$275
Industrialized Homes	= _____	\$375
Demolition	= _____	\$100
<b>SUBTOTAL</b>	<b>= _____</b>	
Applicable Municipal Fees <i>(Check instruction for your Municipal Fee)</i>	<b>+ <u>\$5.00</u></b>	
Governor's Center for Local Government Services Surcharge	<b>+ <u>\$4.00</u></b>	
<b>TOTAL PERMIT FEE</b>	<b>= _____</b>	

Above fees are based on typical residential construction. Atypical construction, such as townhouses, foster care, etc., may be charged differently depending on type of construction. Contact the Building Codes Officer.

Small projects may be eligible for a \$55.00 plan review. Check with the Building Code Officer.

Payment may be made by money order or personal check made payable to: **Light-Heigel & Associates, Inc.** Send to: Light-Heigel & Associates, Inc., 142 Main Street, P.O. Box 120, Montandon, PA 17850. All returned checks will be assessed a \$25.00 penalty fee.

Any additional fees not listed incurred by the Building Code Officer will be charged to the client.

Other services provided at **no charge** to the Client: Telephone calls and correspondence with client and contractor; Mileage to site for inspections; First class postage.

## **EFFECTIVE JANUARY 1, 2009**

An ADDITIONAL FEE will be charged for re-inspections (INCLUDING FINAL INSPECTIONS).

Construction WITHOUT Building Permits: The following fees apply in situations where construction has begun without a building permit and Light-Heigel is directed by the municipality to pursue the violation. Light-Heigel will ONLY pursue these cases with permission from the municipality. These fees will be added directly onto the building permit fee.

Additional Inspections = \$65

(these are inspections required as a result of starting construction without a permit)

Notice of Violation/Unsafe Structure = \$100

# Climatic and Geographic Design Criteria

## Northumberland County

For municipalities located in Northumberland County and administered by Light-Heigel & Associates, Inc., new construction and alterations must adhere to the following climatic and geographic design criteria:

<b>Ground Snow Load(1)</b>	<b>Wind Speed (mph)</b>	<b>Seismic Design Category</b>	<b>Concrete Weathering</b>	<b>Frost Line Depth(1)</b>	<b>Termite</b>	<b>Decay</b>
30 psf	90	B	Severe	40"	Moderate To Heavy	Slight To Moderate

<b>Winter Design Temp.</b>	<b>Ice Shield Underlayment Required</b>	<b>Flood Hazards</b>	<b>Climate Zone</b>	<b>Radon Potential</b>	<b>Air Freezing Index</b>	<b>Mean Annual Temp.</b>
0 Deg. Fahrenheit	Yes	Check with Municipality	5A	High	1000	55

(1) Set by local jurisdiction.

Note: Use Soil Load-bearing value of 1,500 psf for footing design unless a formal Geo-Technical Report indicates otherwise.

<b>Winter, Design Dry-bulb (°F)</b>	<b>Summer, Design Dry-bulb (°F)</b>	<b>Summer, Design Wet-bulb (°F)</b>	<b>Degree days heating</b>	<b>Degree days cooling</b>
10 Deg. Fahrenheit	89 Deg. Fahrenheit	72 Deg. Fahrenheit	6160	700



# INSTRUCTIONS FOR COMPLETING UNIFORM CONSTRUCTION CODE RESIDENTIAL PERMIT APPLICATION

## **When should you complete the Permit?**

Any owner or authorized agent who intends to construct, enlarge, move, demolish, or change the occupancy of a building or structure.

## **Instructions for Completing the Permit:**

### **LOCATION OF PROPOSED WORK OR IMPROVEMENT**

Site Location – Provide the physical address of the location where the permitted activities will occur. Provide the county, municipality, address, tax parcel and lot number (if applicable).

Provide Owner's, Contractor's and/or Architect/Engineer's name, full address, phone number and other information as applicable.

When providing directions, provide street name and house number. Include landmarks and approximate distances from the nearest intersecting road, color of house, which side of road, etc.

### **TYPE OF WORK OR IMPROVEMENT**

Check the appropriate box for all types of work to be done.

Describe in detail what work will be done on provided space. Describe where in the structure (if not a new construction) work will be completed and estimated time until completion.

### **ESTIMATED VALUE OF CONSTRUCTION**

List the fair market value of construction (not sale value). If project utilizes a Contractor, please use contractor's written estimate.

### **DESCRIPTION OF BUILDING USE**

If residential:

Choose single-family home or two-family home. If in townhouses, choose two-family home.

If commercial:

List use of new construction (i.e. restaurant, warehouse, school, etc.)

List use group (see Chapter 3 of the International Building Code)

### **BUILDING/SITE CHARACTERISTICS**

List the number of dwelling units that are existing and/or proposed on the property.

List the primary method chosen to calculate the energy rating of the building envelope.

Calculations indicating energy compliance must be provided with application submission (for both residential and commercial projects).

1. PA Alternative Energy Compliance Method – A prescriptive method for complying with the Energy Code that specifies insulation values for walls, ceilings, and floors in tables and texts.

2. RESCHEK – An energy compliance method utilizing a computer program to design the total building envelope. The program permits tradeoffs between components available from the Department of Energy.



Check the appropriate box if the structure will have water, sewer, fireplace, elevator/etc., sprinkler system, pressure vessels for a water heater, or refrigeration system for air conditioning. Elevators, lifts & escalator require L&I approval and inspections.

### BUILDING DIMENSIONS

List the square footage of any existing structures (for additions and remodeling) and the square footage of all new construction based on total 1<sup>st</sup> floor dimensions.

List the number of stories, height of structure above the ground surface (grade) and the largest open floor space within the structure.

### FLOODPLAIN

Check the appropriate box if the site is located in the floodplain or if any portion of the site in the floodplain will be developed. Floodplain maps are available at the Township or Federal Emergency Management Agency's (FEMA) website.

### CONSTRUCTION PLANS AND SPECIFICATIONS / SITE PLAN

Submit two (2) complete sets of drawings and plans that contain the information listed below. Drawings and plans for residential construction must be submitted on minimum 8-1/2"x11", or maximum 11"x17" paper. Commercial plans must be on 24"x36" paper. All sheets are to be the same size and sequentially labeled. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media. Plans will not be accepted that are marked preliminary or not for construction, that have red lines, cut and paste details or those that have been altered after the design professional has signed the plans.

**Please Note:** A separate submittal of plans is required for each building or structure.

#### Floor plans with:

- A. Location and size of walls, windows, doors, and stairs.
- B. Beams and headers, with supports and attachments.
- C. Ceiling joist directions, size, and spacing.
- D. Electrical receptacles, switches, lights, and smoke detectors.

#### Foundation/first floor framing plan with:

- A. Specific wall footing width and depth.
- B. Foundation wall size and construction type.
- C. Floor slab details.
- D. Pier and footing sizes with dimensions for their location and spacing.
- E. Girder sizes and locations, floor joist direction, size, spacing and species.
- F. Crawlspace vent calculations, access door size and location.
- G. Anchor bolts location and spacing.

#### Roof framing showing:

- A. Direction, size, and spacing, of rafters as well as special ridges or support for vaults, cathedral areas and valleys.
- B. Roof vent calculations and roof coverings.



Elevation views

- A. Show grade elevations relative to building foundation.
- B. Show exterior decks, porches, and steps.

Building Cross-section

- A. Representative cross section with framing members and insulation called out.

Miscellaneous information:

- A. Insulation values for floors, walls and ceilings.
- B. Attic access, elevations, and calculated areas for finished floor spaces and garage.
- C. Species and grade of framing members.

**NOTE: All structural information must comply with Pennsylvania UCC – International Residential Code, 2006 Edition. Structural elements not found in the IRC must be sealed by a professional engineer or architect registered in the State of Pennsylvania, or comply with other professionally recognized evaluation services such as NES.**

**SITE PLAN:**

Site Plan as required by the zoning office is acceptable.

The scale of the plot plan should be of sufficient size to show the property and adjacent areas and allow the municipality and approving agency to easily identify the required information.

- a. North arrow, date, lot number, address and street name fronting proposed structure;
- b. Lot lines and size of lots in acres;
- d. Existing, streets, roads, access roads, highways, etc. which are in or adjacent to the project site;
- d. Building setback requirements mandated by local or county subdivision ordinances;
- e. Location of proposed structure(s) and any existing structure(s) on the site clearly dimensioned in relation to lot lines and corners;
- f. The location and dimensions of any existing utility easements (sewer, water, etc);
- g. Show the location of all proposed underground utilities, including water, sewer, gas and electrical;
- h. Any surface water (ponds, detention facilities, lakes, streams) on the property or within 50' of the proposed building;
- i. Contact Light-Heigel for additional site plan requirements if the project involves any of the following:
  - i. Retaining walls over 4';
  - ii. Construction in a floodplain;
  - ii. Wetlands.

**WORKER'S COMPENSATION INSURANCE COVERAGE**

Applicants must submit a Worker's Compensation Insurance Coverage Worksheet as evidence coverage exists. If no hired workers work on the structure, fill in Exception Section C. Include this completed worksheet with the permit application submittal package.



**RESIDENTIAL FEE SCHEDULE WORKSHEET**

Fill in the individual lines for each section. Assume all inspections will be performed separately. Contact your Municipality to see if an Administration Fee is being charged. If so, add it on the appropriate line.

Commercial applications must use the Commercial fee schedule and worksheet in order to determine appropriate fee. Completed worksheet and payment shall be attached to Permit Application.

Payment must be made, in full, at time of application submission. If payment is not received the application will be deemed incomplete and a building permit will not be released until payment is made.

Payment may be made only by money order, or personal check payable to Light-Heigel & Associates, Inc. All returned checks will be assessed a \$25.00 penalty fee.

**CERTIFICATION AND/OR ACKNOWLEDGEMENT**

Sign and date the Certification and/or Acknowledgement page.

