

Keller Zoning and Inspection Services
21 North Broad St.
Nazareth, PA 18064
(610)759-8227
Fax-(610)365-2954

COMMERCIAL UCC BUILDING PERMITS AND INSPECTIONS

First Step is to call Municipality

Homeowners and/or Contractor must obtain a **zoning permit** from their appropriate Municipality. A copy of the zoning permit must be submitted prior to issuance of a UCC Building Permit.

Owner and/or Contractor must file a **UCC Building Permit Application(s)** along with documentation as outlined in the Building Plan Submittal Checklist.

After the UCC Permit Application has been reviewed, plans approved and appropriate fees are paid a building permit will be issued and construction may begin.

It is the responsibility of the Owner and /or Contractor to call Keller Zoning and Inspection Services to set up inspections. **A minimum of 48 hours notice is required for each inspection.**

The following Inspections are required (as applicable):

1. First inspection is of the footer-**before** concrete is poured-Rebar and forms (if applicable) must be in place.
2. Foundation
 - A) **Before** Wall is **POURED** with **REBAR** in place.
 - B) Foundation wall **before** back filled. Inspector must be able to see drainage tiles and waterproofing (if applicable).
3. Under slab piping inspection is necessary **before** pouring concrete (if applicable).
4. Framing, Rough electrical, Plumbing, Mechanical and Fire Caulk **must be finished** to receive a framing Inspection.
5. Insulation inspection, **before** wall covering is hung (dry wall, paneling, etc.).
6. Drywall Inspection **after** drywall is hung and **before** spackling is started.
7. Final inspection, all drywall, heating, electrical, and plumbing **must be completed** to receive a **Final Inspection**.

COMMERCIAL BUILDING PLAN SUBMITTAL CHECKLIST

With the completed Application for Plan Review and Building Permit, **three (3) complete sets of Drawings and Specifications must be submitted**. One set of approved drawings will be returned to the applicant and must be kept on the jobsite at all times and available to the Code Inspector. **A copy of the Zoning Permit from your Municipality will be required prior to a Building Permit being issued.**

At a minimum, the site plan must include the location and size of the proposed construction and all existing structures. Proposed finished grades, lot line setbacks and streets must be shown.

All Plans and Specifications must include the following as applicable:

- Building area and height
- Details of safety glazing installation
- Elevations of all sides of building and room ceiling heights
- Complete floor plans with all rooms and spaces labeled and dimensioned
- Size (width and depth) of Footings and Piers along with rebar details
- Size and type of Foundations along with anchor and rebar details
- Type, size and location of all beams, columns and supports
- Concrete floor details (vapor barrier as required)
- Species and grade of all framing lumber
- Size, spacing and direction of floor joists
- Details of framing for all openings in floors and roofs
- Size, type and grade of all sheathing
- Size, grade and spacing of all interior and exterior wall studs
- Size, type and location of all headers
- Size, type and location of interior and exterior wall covering
- Size, direction, and spacing of all roof rafters and ceiling joists. If trusses are used, stamped specification sheets must be submitted and available on the jobsite.
- Pitch, type and details of all roofing and ventilation
- Stairway tread and riser sizes, headroom, height of handrail.
- Fireplace hearth, firebox, distance to combustibles, lintel & chimney construction
- Chimney footing sizes, termination level above roof, flue and thimble size
- Sizes, type and manufacturer of all windows and doors including the "U Factor" – rating sticker must left on windows for final inspection
- Location and type of all wall, ceiling and floor insulation including "R value"(Please indicate Compliance Path used to meet the International Energy Conservation Code and include specific calculations for review).
- Location, size, type and manufacturer of all mechanical equipment including efficiency ratings – ratings must be on equipment for final inspection

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COMMERCIAL UNIFORM CONSTRUCTION CODE PERMIT APPLICATION

LOCATION OF PROPOSED WORK OR IMPROVEMENT

County: _____
Municipality: _____

Site Address: _____
Tax Parcel # _____

Lot # _____ Subdivision/Land Development: _____
Phase: _____ Section: _____

Owner: _____
Ph# _____ Fax # _____

Mailing Address: _____
E-Mail: _____

Principal Contractor: _____
Ph# _____ Fax# _____

Mailing Address: _____
E-Mail _____

Architect: _____ Ph# _____
Fax# _____

Mailing Address: _____
E-Mail: _____

TYPE OF WORK OR IMPROVEMENT (Check One)

____ New Building ____ Addition ____ Alteration ____ Repair
____ Demolition ____ Relocation ____ Foundation Only
____ Change of Use ____ Plumbing ____ Mechanical ____ Electrical

Describe the proposed work:

ESTIMATED COST OF CONSTRUCTION (reasonable fair market value)

\$ _____

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DESCRIPTION OF BUILDING USE (Check One)

Specific Use: _____
Use Group: _____
Change in Use: YES NO
If YES, Indicate Former: _____
Maximum Occupancy Load: _____
Maximum Live Load: _____

BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units: _____ Existing, _____ Proposed
Mechanical: Indicate Type of Heating/Ventilating/Air Conditioning
(i.e., electric, gas, oil, etc.) _____
Water Service: (Check) Public Private
Sewer Service: (Check) Public Private
Septic Permit # _____)
Electric Service Rating: _____
Type of Construction: _____

Does or will your building contain any of the following:

Fireplace(s): Number _____ Type of Fuel _____ Type Vent _____
Elevator/Escalators/Lifts/Moving walks: (Check) YES NO
Sprinkler System: YES NO
Pressure Vessels: YES NO
Refrigeration Systems: YES NO

BUILDING DIMENSIONS

Existing Building Area: _____ sq. ft. NO.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? (Check One) YES NO

Will any portion of the flood hazard area be developed? (Check One) YES NO N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3

Lowest Floor Level: _____

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HISTORIC DISTRICT

Is the site located within a Historic District? _____ YES _____ NO
If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.

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 assumes 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. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall 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.

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

Date

Directions to Site:

