

LEHIGH TOWNSHIP
LIST OF
THIRD PARTY BUILDING INSPECTION AGENCIES

COMPANY

PHONE NUMBER

Commercial & Residential Projects

Keller Zoning & Inspection Service
21 N. Broad Street
Nazareth, PA 18064

Office
610-759-8227

Keystone Electrical Inspectors & Code Consulting
1307 West Lehigh Street
Bethlehem, PA 18016
(Mailing address: P. O. Box 391, Bethlehem, PA 18016)

Office
610-866-9663

Lehigh Valley Inspection Service
P. O. Box 423
Orefield, PA 18069

Office
610-395-3827

PROCEDURE AS FOLLOWS:

The Township's procedure is such that the Applicant/Resident will obtain all applications **prior** to start of any work. This ensures the Applicant/Resident has acquired zoning approval and meets all zoning requirements. The basic steps for the building permit process are as follows:

THE PROPERTY OWNER MUST OBTAIN ZONING APPROVAL PRIOR TO ISSUANCE OF A UCC BUILDING PERMIT.

1. The Applicant shall submit 3 sets of construction drawings.
2. The Applicant shall submit the required deposits (two) to the Township at the time of submitting the zoning & building application forms. (one Township check deposit, one Inspection Company check deposit)
3. The Township will notify the inspection agency for pick-up of construction documents.
4. Upon approval of construction documents, the third-party agency will return the plans to the Township with inspection requirements and balance due, if any.
5. Township personnel will administer all paperwork, collect all permit fees and issue the building & zoning permits.
6. Township personnel will notify the Applicant/Resident that their permit is ready for pick up. Permits will not be issued until all balances are paid in full.
7. A Certificate of Occupancy will not be issued until the final inspection report is received from the inspection agency.