

LEHIGH TOWNSHIP  
LIST OF  
THIRD PARTY BUILDING INSPECTION AGENCIES

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COMPANY

PHONE NUMBER

**Commercial & Residential Projects**

Keller Zoning & Inspection Service  
115 S. Broad Street  
Nazareth, PA 18064

Office  
610-759-8227

Keycodes Inspection Agency  
1307 West Lehigh Street  
Bethlehem, PA 18018

Office  
610-866-9663

**Mailing**

PO Box 391  
Bethlehem, PA 18016

***PROCEDURE AS FOLLOWS:***

The Township's procedure is such that the Applicant/Resident will obtain all applications at the Township Building **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. A completed zoning application & third-party inspection form shall be submitted.
2. A site drawing showing the location of the proposed construction; along with providing the property setbacks shall be submitted.
3. Three (3) sets of construction drawings shall be submitted.
4. The required Township deposit & third-party deposits shall be submitted to the Township at the time of submittal of the zoning & building application forms. (2 separate checks)
5. Upon approval of the construction documents, the third-party agency will return the documents to the Township with inspection requirements & balance due(s), if any.
6. Township personnel will administer all paperwork, collect all permit fees & issue the zoning & building permits.
7. Township personnel will notify the Applicant when the permit is ready for pick up. Please provide an email address on all applications. Permits will not be issued until balances are paid in full.
8. It is the responsibility of the Applicant to schedule the required inspections with the appropriate third-party agency.
9. A Certificate of Occupancy will not be issued until the final inspection report is received from the third-party agency.