



Information Guide for Residential Building Permit Application Packet

Dear Valued Property Owner, Resident, and/or Contractor,

The purpose of requiring a Building Permit is to verify code compliance in construction through the use of established code standards that exist for safety reasons. Below you will find information and guidelines to assist you with completing a Residential Building Permit Application. The current International Residential Code and the Uniform Construction Code (State of Pennsylvania regulations) require that Building Permits be required for new structures or improvements to existing structures. The items of interest that pertain to the Zoning Ordinance are; setbacks of the structure from property lines, height of structures, use of structures and distance from other structures. Please contact the Lower Allen Township Community Development Department or visit our website www.lower-allen.pa.us if you have additional questions concerning completion of the application.

Please read all attached pages carefully, complete and return all required forms!

Failure to read and comply with the following documents may result in a delay in the issuance of a permit. It is to your benefit to carefully read ALL the following.

Pages 3 & 4 – General Permit Application

- ALL required information must be filled out completely, including all date & signature lines and the total cost of the project, or permit application will not be accepted for process.
- Permit application fee must be included with submission. Submit application fee for each type of regulated activity checked below – see published fee schedule. Fees will be credited toward the total permit cost.
- Applicant must be the property owner or authorized agent of the owner.
- Applicant must be a named individual who assumes responsibility for responding to review comments, receipt of invoices, payment of fees, scheduling inspections, and code compliance.
- Please type or print legibly and describe all proposed activities requiring a permit review.
- All building permit contractors must possess a current Lower Allen Township Worker's Compensation Insurance Verification number prior to permit issuance.
- Home Improvement Contractors must be registered with the PA Attorney General's Office of Consumer Protection.

Page 5 – Contractor Listing Sheet

Complete site address, required contractor boxes and permit application contact boxes.

Pages 6 & 7 – Swimming Pool Permit Application Submittal Information

- Please read all pages and submit all required information.

Page 8 – Hot Tub Permit Application Submittal Information

- Please read and check all boxes that apply.

***** Please complete the following items for all new construction: (found on our website)**

- Residential Permit Checklist
- Impervious Coverage Worksheet
- General Application Acceptance Checklist
- Residential Auto Fire Sprinkler Acknowledgment Form
- Zoning Permit Application Checklist

Before Permit Applications are accepted and the Permit Review Procedures can begin, ALL the above steps must be completed.

General Application and Processing Information:

1. Does your plans show the construction design code??
2. Have you provided information on plumbing, electrical, energy (insulation), and mechanical work to be completed??
3. Have you provided 2 complete sets of documentation??
4. Does your plans have adequate detail showing lumber types, sizes, spacing??
5. Does your plan provide documentation on any pre-engineered building members such as roof trusses, floor joist systems or wall systems??
6. Have you completed all zoning, land development, storm water management, highway occupancy, water and sewer requirements??
7. After completing a “completeness review” your application will be forwarded to the residential plan reviewer. The UCC Plan Review has 15 business days to approve/disapprove your application.
8. Upon completion and approval of your application, the total cost will be tallied and the applicant will be contacted. You will be informed of the balance due and any other important information regarding your application.
9. The following inspections will be required for residential projects. The number and type of inspections may vary based on the type and complexity of the project. Footer (before pouring), Foundation (before back filling and after waterproofing has been applied or concrete walls before pouring), Mechanical, Electrical, Plumbing, Insulation, Framing, and Final Use & Occupancy approval.
10. In order to receive a final Use & Occupancy approval the following items shall be completed in their entirety. All mechanical, electrical, and plumbing systems shall be fully functional. Smoke detectors shall be fully operational. All handrails, guardrails, and stairway systems shall be complete. All downspouts shall be in place and final grading shall be complete. All floor sheathing and wall coverings shall be complete. NO occupancy is allowed without the Use & Occupancy Certificate granted by the Code Official.