

ALL APPLICATIONS MUST BE SIGNED BY THE **RECORD OWNER** AND FEES MUST BE PAID PRIOR TO ANY PERMITS BEING ISSUED. RESIDENTIAL PERMITS WILL BE ISSUED OR DENIED WITHIN FIFTEEN (15) DAYS AFTER **ALL** APPLICATIONS ARE SIGNED.

#### INFORMATION ON APPLYING FOR A BUILDING PERMIT

Four (4) copies of the plot plan showing all existing or proposed improvements within that lot. Improvements include all structures, water supply, septic tank, and drain field or central sewer lines, and driveway area. Dimensions must be shown and the same plot plan shall be used for all required permits of the proposal. The building permit application must be accompanied by the filing fee.

#### ADDITIONAL INFORMATION NEEDED FOR ALL RESIDENTIAL AND COMMERCIAL CONSTRUCTION (2009 UCC CODES)

Four (4) sets of construction plans must be submitted indicating all the information of the Code, including the square footage of the total floor area of the structure (living area, basement, finished attic, garage, decks and porches). For commercial structures, the total floor area utilized must be shown. The length, width and height (from average landscaping to the peak, excluding chimneys) of the total structure is also needed. The application must be signed by the builder.

Plumbing fixtures must be identified on the construction plans. Any unit accepting wastewater which is separately P-trapped and required to be located within two (2) feet of a vent, trapped separately, or is a mechanized device must be identified as a plumbing fixture on the permit application. The plumber must complete the application and be registered for the current year with the Township prior to the review by the Building Inspector.

The electrician must complete the application and be registered for the current year with the Township prior to the review by the Building Inspector.

The mechanical contractor must complete the application prior to the review by the Building Inspector.

Sewerage Permits - Four (4) copies of the design must be submitted, which includes all the information that is requested on the back of the first sheet of the sewage application.

Driveway Permits - If the driveway abuts a State road, you must apply for a permit at the Penn D.O.T. office on Lehigh Street east of I-78 between Emmaus and Allentown. If the driveway abuts a Township Road, a Township permit is required. The driveway must be staked on both sides about ten (10) feet off the public cartway.