

Memo

TO: Applicant

RE: Western Cumberland Council of Governments'
Uniform Construction Code (UCC) Program

Land Use Permit Instructions

You have just obtained and completed a UCC application and your municipality has confirmed your paperwork is in order, but the process is not yet complete. The following steps outline the permitting and inspection procedure.

- 1) **Please take the attached paperwork to West Pennsboro Township,** 2150 Newville Road, Carlisle. Their office is open Monday through Friday 8 a.m. to 4 p.m. The building inspector will pick up your application and plan there to review it.

Once the inspector reviews the application and plans and determines they meet the Code requirements, and returns it to West Pennsboro Township, you will receive a phone call notifying you that your permit is ready to be picked up as well as the amount of the UCC fee.

- 2) **Pick up your permit & land use placard at West Pennsboro Township and pay the UCC fee.** Your placard will now contain a UCC stamp and your building plan will contain a red stamp from Middle Department Inspection Agency (MDIA) indicating it has been reviewed and the placard/permit may be issued.
- 3) **Proceed with construction & post the land use placard on the job site.** The entire land use application and building plan with the red MDIA approval stamp must be available at the job site at all times.
- 4) **Call Middle Department Inspection Agency for inspections at the appropriate times (please see attached list of inspections for your project).** MDIA inspector, *Raul Rampulla* may be contacted at 717-538-3324 between 7 a.m. and 9 a.m. Monday through Friday. Upon final inspection MDIA will issue a florescent

green final inspection sticker. This sticker must be brought to the issuing municipality for the Certificate of Occupancy.

- 5) **Call the issuing municipality to obtain a Certificate of Occupancy.**
The florescent green final inspection sticker will be affixed to the Certificate of Occupancy. This final step completes the process and closes out the land use permit.

**Municipality: Attach applicable inspection checklist for this project.*

UNIFORM CONSTRUCTION PERMIT APPLICATION

LOCATION OF PROPOSED WORK OR IMPROVEMENT

County: _____ Municipality: _____

Site Address: _____

Tax Parcel #: _____ Lot # _____

Owner: _____ Phone # _____

Mailing Address: _____

Principal Contractor: _____ Phone # _____

Mailing Address _____

Fax # _____ Email _____

Architect: _____ Phone # _____

Mailing Address _____

Fax # _____ Email _____

TYPE OF WORK OR IMPROVEMENT (Check One)

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

Describe the proposed work: _____

ESTIMATED COST OF CONSTRUCTION \$ _____

DESCRIPTION OF BUILDING USE (Check one)

RESIDENTIAL
 One-Family Dwelling
 Two-Family Dwelling

NON-RESIDENTIAL
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 (electric, gas, oil) _____

Water Service: _____ Public _____ Private _____

Sewer Service: _____ Public _____ Private (Septic Permit # _____)

Does or will your building contain any of the following:

Fireplace(s): Number _____ Type of Fuel _____ Type Vent _____

Elevator/Escalators/Lifts/Moving walks: _____ Yes _____ No _____

Sprinkler System: _____ Yes _____ No _____

Pressure Vessels: _____ Yes _____ No _____

Refrigeration Systems: _____ Yes _____ No _____

BUILDING DIMENSIONS

Existing Building Area: _____ sq. ft. Number 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? _____ Yes _____ No _____

Will any portion of the flood hazard area be developed? _____ 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: _____

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 Agent

Print Name of Owner or Agent

Date: _____ Permit # _____

Directions to Site: _____

