

Uniform Construction Code (UCC-State) Permit Process

Western Cumberland Council of Governments (WCCOG)

Step 1 – Obtain all necessary paperwork

- Affidavit of Exemption
- Two (2) complete sets of the Site Plan
- Two (2) complete sets of the permit application and construction plans.

Step 2 – Submit all paperwork, plans, and drawings to the local municipality

- Complete a Zoning/Land Use Application (if applicable) from the Municipality in which the project is located. The municipality will issue a Zoning/Land Use Placard.

Step 3 – Submit two (2) complete sets of paperwork, plans, drawings, and placard to West Pennsboro Township

- All of the original paperwork and the placard issued by the municipality, along with a copy of the complete set, must be submitted to West Pennsboro Township, which oversees the permit process for the Western Cumberland COG.

Step 4 – MDIA Review

- Once your information is logged in, MDIA (3rd party inspection agency) will pick up your project information at the West Pennsboro Township Office.
- After reviewing your project information, the MDIA inspector will return your packet of information to West Pennsboro Township.

Step 5 – Notification for Permit Pick-Up

- You will receive notification from West Pennsboro Township when your permit is approved and ready for pick-up. You will receive one complete set of plans with your placard, which has a UCC stamp on it.
- West Pennsboro Township will inform you of the permit cost when they notify you.

Step 6 - Payments

- a) All payments will need to be paid by check or cash. Payments should be made payable to: "WCCOG".
- b) If payment is being mailed, please include the site address and send it to:
West Pennsboro Township
UCC Permit Dept.
2150 Newville Road
Carlisle, PA 17015

Once you have obtained your UCC-State permit, call the Middle Department Inspection Agency's inspector for inspections at the appropriate times (please see attached fee sheet & list of inspections for your project).

MDIA inspectors are:

Residential: Chuck Bibleheimer – 717-580-3199

Commercial: Joe Crider – 717-580-9446

Once your project is completed, you must call the MDIA inspector for a **final inspection**. MDIA will issue your Use & Occupancy certificate to the municipality in which the project is located. The U&O certificate will then be mailed to the applicant listed on the permit.

If you have questions, please contact West Pennsboro Township at 717-243-8220.

Permit Application

Number _____



Customer Number if known

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MDIA Office _____

Location of Proposed Work or Improvement

Municipality* _____ County* _____

Site Address* _____ Tax Parcel # _____

City _____ State Zip code _____

Lot # _____ Subdivision/Land Development _____ Phase _____ Section _____

Owner* _____ Phone #* _____ Fax # _____

Mailing Address* _____ E-Mail* _____

City _____ State Zip code _____

Principal Contractor* _____ Phone #* _____ Fax # _____

Mailing Address* _____ E-Mail* _____

City _____ State Zip code _____

Design Professional/Architect* _____ Phone # _____ Fax # _____

Mailing Address _____ E-Mail* _____

City _____ State* Zip code _____

Type of Work or Improvement* (Select all that apply)

- New Building Addition Alteration Repair Demolition Relocation Energy
 Foundation Only Change of Use Plumbing Mechanical Electrical Fire Protection

Describe the proposed work

Estimated Cost of Construction* (reasonable fair market value. Must be entered.)

a. Structural Cost \$ _____

Installation(s) not included in above cost

b. Electrical \$ _____

c. Plumbing \$ _____

d. Heating, Air Conditioning \$ _____

e. Other _____ \$ _____

Total Cost of Project (a+b+c+d+e) \$ _____

Description of Building Use *(Select One)

Residential

- One-Family Dwelling (R-3)
- Two-Family Dwelling (R-2)
- Multi-Family (R-2)
- Hotels (R-1)

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 (i.e., electric, gas, oil, etc.) _____

Water Service: (Select) Yes No

Sewer Service: (Select) Yes No Septic Permit # _____

Does or will your building contain any of the following:

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

Elevator/Escalators/Lifts/Moving walks: (Select) 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 Largest Floor: _____ sq.ft.

FLOODPLAIN

Is the site located within an identified flood prone area? (Select One) Yes No

Will any portion of the flood prone area be developed? (Select One) Yes No N/A

Owner/Agent shall verify that any proposed construction 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 (d).

HISTORIC DISTRICT

Is the site located within a Historic District? Yes No

If any construction is 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 Authorized Agent*

Print Name of Owner or Authorized Agent*

Address*

Date*

Designated Municipal Official

Date*

Directions to Site:

* Indicates required field.