

BUILDING PERMIT PROCEDURE

A building permit is required for all new construction including renovations, alterations and interior structural renovations.

THE TOWNSHIP ENFORCES THE 2009 PA UNIFORM CONSTRUCTION CODE

Three (3) copies of the plot plan showing all existing and 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. You can check with the Township Office to see if there is a plot plan on file. The property owner is responsible for the accuracy of the plot plan.

All applications must be signed by the record owner and contractors, and all filing fees paid, prior to any applications being reviewed. Residential permits will be issued or denied within fifteen (15) days after all applications are signed.

Each contractor must obtain the appropriate permits for the work to be done. The plumbing/electric and mechanical contractors must be **current** registered contractors with the STATE of PA under the HOME IMPROVEMENT CONSUMER PROTECTION ACT and provide their HIC# on the application. (Example: PA123456)

PLANS AND SPECIFICATIONS

Three (3) copies of all plans and specifications must be submitted with the application for a building permit. Cross section drawings, giving structural details as outlined below, must be included:

- a. **DIMENSIONS** – Show all dimensions of all proposed structures- height (ground level to highest point of roof), width, and length. Give overall floor plan showing interior layout and dimensions.
- b. **FOUNDATION AND FOOTING** – Illustrate foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings. Show size and type of materials used for walls, i.e. block and foundation wall. Indicate thickness and PSI (pounds per square inch) of concrete and/or other submaterials. Indicate location and the insulation ratings required for footings, crawl spaces and/or slabs.
- c. **MAIN BEAMS** – On plans give a description of materials used and column supports. Spans between columns must be indicated. If using manufactured beams, I-joist or trusses, specifications are required and must be reviewed with the plan.
- d. **FLOORS** – On plans indicate joist direction, span, size, spacing, bridging, and anchorage to foundation. Show type and thickness of subfloor. If using manufactured floor trusses, structural plans must be sealed by engineer or architect.
- e. **WALL** – On plans indicate wall plates, stud size and spacing, type and placement of bracing, details of exterior materials, and door and window headers. Indicate the

- location of all wall insulation, its thickness and R ratings (including basement walls). Indicate span of cantilever. Show railings and/or guards with height and spacing of all balusters where needed.
- f. CEILING & ROOF FRAMING – On plans indicate size, spacing, direction, and span of joists. Roof rafters must show pitch, size, span, and spacing. Indicate spacing of collar ties. Show type, thickness and R rating of ceiling insulation. Roof sheathing and type of roof materials should be shown. Indicate attic ventilation. If using manufactured roof trusses, structural plans must be sealed by engineer or architect.
 - g. ATTACHING TO EXISTING STRUCTURE – On plans indicate method of attachment of items B through F above of the proposed structure to the existing structure, if applicable.
 - h. INTERIOR – On plans indicate type and thickness of materials to be used on interior walls and ceilings.

ADDITIONAL INFORMATION

REVIEW – The application will be reviewed by the Building Code Official and Zoning Officer for compliance with all building codes and Township ordinances.

PERMIT GRANTED – Work may not start until a permit has been approved and fees paid. Permit cards are to be displayed so as to be visible from the street.

FEES – Permit fees must be submitted when picking up the approved permit.

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.

All projects that involve any amount of earth disturbance must include Erosion & Sedimentation Controls. Projects that disturb between 5,000 sq. ft. and 1 acre of earth will be required to have an Erosion & Sedimentation plan submitted and reviewed by the Township Engineer. Plan review and inspection fees will apply. Projects that exceed 1 acre of disturbance will require a NPDES Permit. NPDES Permits are issued by the Lehigh County Conservation District.