

UCC PERMIT APPLICATION & PERMIT PROCEDURES

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a residential or nonresidential building, structure or facility or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system regulated by the Zoning Ordinance and/or the Uniform Construction Code (UCC) shall first apply to the Washington Township Zoning/Building Office, in order to obtain the required permit(s) prior to the start of construction.

The procedure to be used for all applications received shall be as follows:

1. It is strongly recommended you contact the Zoning Officer/Building Code Official (BCO) prior to applying for permits.
2. Applicant completes a Zoning permit from the Township (required in most cases).
3. Applicant completes Uniform Construction Code (UCC) application form, attaches 3 sets of construction documents/plans, and submits directly to the Township office for BCO review.
4. BCO contacts a PA State Certified Construction Code Official (CCO) or inspector for plan review and approval.
5. CCO reviews plans for compliance with UCC. When approved, the CCO signs and stamps three (3) sets of plans "APPROVED."
6. CCO returns two (2) sets of plans with CCO fees to BCO for processing.
7. BCO issues Building Permit. (1 copy for job site & 1 original for Township records)
7. Applicant secures permit and begins construction outlined in permit(s).
8. Applicant contacts CCO for all required inspections (Instructions will be attached to issued permit).
9. When all inspections are completed, CCO issues inspection report to BCO.
10. BCO & Zoning Officer issue Certificate(s) of Occupancy.

The BCO will assign the plan review to a CCO based on Township policy to review plans and inspect the construction activity. The applicant is responsible for any revised plan review and/or re-inspection fees incurred by the Township. The Township charges fees per type of project in accordance with the Washington Township fee schedule.

In addition to zoning and/or building permits, depending on the project the Township may require the applicant obtain any or all of the following prior to final approval: Septic permit, Driveway Permit, HOP (Highway Occupancy Permit), Site Plan (showing grading, building locations, topography, flood plain info, etc.), and/or grading plan.

All construction activity shall be started within six (6) months & completed within one (1) year from the date of issuance of the building permit, unless an extension is given in writing from the BCO. Fees are nonrefundable.