

Invoice for Permit Should  
be Sent to:

- Owner  
 Applicant  
 Contractor

Covington Township  
East Hill Road  
Covington, PA 16917

Phone: (570) 659-5439

Fax: (570) 659-0216

**Please Note: Before our office will issue ANY Permit, we will need approval from your municipality, Township or Borough.**

## COMMERCIAL APPLICATION UCC BUILDING PERMIT

<b>County:</b>		<b>Municipality:</b>	
<b>Applicant Name(s):</b>		<b>Owner Name(s)</b> <input type="checkbox"/> (Check if same as Applicant)	
<b>Site Address:</b>		<b>Owner's Mailing Address</b> <input type="checkbox"/> (Check if same as Site Address)	
<b>Phone:</b>	<b>Fax:</b>	<b>Cell:</b>	
<b>Email: Address:</b>		<b>Property Tax Map/Control Number (from tax bill):</b>	
<b>General/Main Contractor Name and Address: (if applicable)</b>		<b>Phone:</b>	
		<b>Cell:</b>	
		<b>Email:</b>	
<b>Architect's Name and Address: (if applicable)</b>		<b>Phone:</b>	
		<b>Cell:</b>	
		<b>Email:</b>	
<b>Type of Construction:</b>	<input type="checkbox"/> I – A or B (Non-Combustible)	<input type="checkbox"/> II – A or B (Non Combustible)	
	<input type="checkbox"/> III – A or B (Combustible or Non-Combustible)	<input type="checkbox"/> IV – Heavy Timber	
	<input type="checkbox"/> V – A or B (Wood Framed)		
<b>Type of Project:</b>			
<input type="checkbox"/> New Structure	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolition <input type="checkbox"/> Relocation
<input type="checkbox"/> Change of Occupancy (Use)	<input type="checkbox"/> Replacement	<input type="checkbox"/> Sign	<input type="checkbox"/> Equipment (Utility)
<input type="checkbox"/> Other: _____			
<b>Type of Existing Occupancy (Use):</b>		<b>Group Number: 1 2 3 4 5</b>	
<input type="checkbox"/> A- Assembly	<input type="checkbox"/> B - Business	<input type="checkbox"/> E - Educational	<input type="checkbox"/> F – Factory
<input type="checkbox"/> H- High Hazard	<input type="checkbox"/> I- Institutional	<input type="checkbox"/> M – Mercantile	<input type="checkbox"/> R – Residential
<input type="checkbox"/> S – Storage	<input type="checkbox"/> U – Utility		
<b>Total square feet of Conditioned Area</b>		<b>Total square feet of Unconditioned Area</b>	
<b>Sq. ft.</b>		<b>sq. ft.</b>	
<b>Estimated construction cost (All structures and attachments – DO NOT include land, sewer or well)</b>			<b>\$</b>

Describe the proposed project/work to be performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant is responsible to obtain the following permits when required:

N/A	Obtained or Applied For	All Sections must be marked
Street or driveway cut or Occupancy (Municipal, County or PennDot # _____ On lot or municipal sewer connection # _____ Conservation District – More than 5,000 sq. ft. of land disturbance _____ Any work in a Floodway or Floodplain (DEP) # _____ *** County or Local Zoning # _____ Local Municipal Permit (Land use, Assessment or other) # _____ Subdivision or multiple dwellings on single lot – Planning Commission # _____ Other _____		

\*\*\* Zoning must be approved by Covington Township prior to building permit being issued

<<Failure to submit the proper drawings may result in “Rejected” documents and delay in the permit process>>

Two sets of drawings will be required prior to issuance of permit. Minimum size of drawings is 18”x24”. Professional drawings complete with a PA Licensed Architect or Engineer seal are only required when the project scope extends beyond the International Residential Code. Depending on the nature of the project, the following table describes what must be included on the drawings:

Type of Drawing	Items to be included on Drawing
Site Plan	Structure location on property and distance to other buildings, lot lines, utilities, steep banks, roads, rights of way, etc.
Foundation	Type and size of all footings, walls, slabs, drainage, etc. NOTE: Footing depth from finished grade to bottom of footing shall be 54”.
Floor Plan (All Levels)	Must include all levels – Finished and Unfinished. Include bedrooms, kitchen, bathrooms, windows, doors, decks, etc.
Structural	Size, length and spacing of studs, joists, rafters, sheeting, beams and headers of all levels. NOTE: All framing lumber must be graded except for projects that do not require a UCC permit. Floor, wall and roof sheeting does not have to be graded.
Electrical	Include every circuit location with receptacles, lighting, smoke detectors and service and wire sizes and types. Indicate Ground Fault Circuit Interrupters and ARC-Fault for bedrooms.
Plumbing	Include location of all fixtures, drains, supplies and vent pipe size, type and length.
Mechanical	Include location and type of water heaters, heating and cooling systems and ventilation.
Energy	Include type of insulation and R-value for ceiling, all walls including basement and slab, if needed.
Accessibility	Include location and type of all accessibility features with detailed dimensions.
Fire Protection	Include location and type of all fire protection equipment and features

**FLOOD PLAIN**

Is the site located within an identified flood hazard area? (Check One)  YES  NO  
 Will any portion of the flood hazard area be developed? (Check One)  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*

**SURVEYORS CERTIFICATE ON ELEVATION** \_\_\_\_\_ Lowest Floor Level: \_\_\_\_\_

## APPLICANT'S CERTIFICATION

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction 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, right-of-ways, 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: \_\_\_\_\_

**NOTE:**                    **24-hour minimum advanced notice REQUIRED to assure timely inspection.**  
**Please call Mike Stoudt 570-638-5500 or Covington Township at 570-659-5439**  
**to schedule inspections, or about questions on new building codes.**

# PLOT PLAN

1. This page shall be used for the drawing of a site plan for all major construction and in such other cases as the Building Inspector deems necessary,
2. The site plan shall show the location and size of the lot, locations and sizes of the buildings and structures upon the premises (both existing and proposed and their relationship to adjoining premises and public roads.
3. Locate and label clearly and distinctly all buildings and structures, show widths and depths of all yards, show names of all roads and indicate north with a north arrow.
4. If the principal building or structure is to be served by an on-site sewage disposal system a sketch of the system shall be shown.
5. Show location and layout of off-street parking and/or loading and report number of spaces.
6. Attach a location map.



Locate all structures with a solid line.  
 Locate proposed structures with a broken line.

DESCRIPTION \_\_\_\_\_  
 \_\_\_\_\_

Zone District \_\_\_\_\_ Date \_\_\_\_\_