

The Building Code Permit Process

A Building Code Permit is required whenever your construction project will need to be inspected to ensure that it meets the standards of the Pennsylvania Uniform Construction Code (UCC). The UCC covers all aspects of construction: framing, electric, plumbing and mechanical. Any project that will affect any of these systems must have a Building Code Permit issued by Code Administrators, Inc.

The property owner will first contact their local municipality and complete all required permit applications and, if applicable, will then proceed with applying for a Building Code Permit. The permit application(s) will require basic information about the project, such as who will perform the work, what work will be done and how the work will be done. The application(s) will also ask you to submit sketch plans and other documentation for review. If a Building Code Permit is required and the construction plans do not comply with the UCC code or any other related permit requirements or Ordinances, an official will help you adjust your plan to meet the requirements for a permit.

To receive a permit you will have to pay the required permit fees. These fees help to defray the cost of the resources spent on the application(s), review and inspection process by Code Administrators and the municipality. These fees also give you access to the code official's knowledge and experience when you have questions about the construction project.

When issued, post the permit(s) at the construction site so to be visible from the street. Work must be performed in accordance with the approved plans and code. Any proposed changes to the original approved plans need to be brought to the attention of the municipality and the code official. Some changes will require review and approval of revised plans.

Work must begin within 6 months of permit issuance. Once the work begins, Code Administrators will inspect each phase of the construction, that is; footings, foundation, framing, electrical, mechanical, plumbing and final inspection. It is the responsibility of the permit applicant to schedule the inspections with Code Administrators. Typically, you should give Code Administrators at least two days advance notice for an inspection. If the code official finds that some work does not meet code, they will inform you and advise what needs to be done to bring the work up to acceptable compliance standards.

When the work is done, a final inspection is conducted by a code official. After receiving final approval from Code Administrators, an application for a Use & Occupancy Certificate must be completed by the applicant and returned to the township office. Within 10 days of receipt of the Use & Occupancy Certificate Application, the Zoning Officer will make a secondary final inspection to ensure all zoning requirements have been met. If all requirements of the Zoning Ordinance are approved, you will then be issued a Certificate of Use and Occupancy. The newly constructed area may only be occupied or used after the issuance of a Certificate of Use and Occupancy. This Certificate formally marks completion of the project with the knowledge that it meets the required standards of the Building Code and any local codes.

B u i l d i n g C o d e C o n t a c t I n f o r m a t i o n

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