



Township of Bethlehem

Department of Planning and Economic Development
Zoning and Construction Division
Offices of the Zoning Officer and Building Code Official

ZONING and PA UNIFORM CONSTRUCTION CODE (UCC) PERMIT APPLICATION

I. Zoning Permit Section

Date Received _____

Ins. Addendum Y N

A Zoning Permit and/or UCC Permit must be secured to: (a) construct, alter, erect, or enlarge any building or structure, and (b) to establish a new use, change of use, or change of occupancy of any building or structure.

All Relevant Sections of this form must be completed or application will not be accepted for review.

A. LOCATION OF PROPOSED WORK/IMPROVEMENT OR USE CHANGE

1. County: Northampton
2. Municipality: Township of Bethlehem
3. Zoning District: _____
4. Job Site Address/Street/City/Zip: _____
5. Tax Parcel ID #: _____
6. Subdivision/Land Development: _____
7. Owner: _____
8. Owner's Full Mailing Address: _____
9. Owner's Phone Number: _____
10. Owner's E-Mail and Fax: _____

B. PURPOSE/TYPE OF WORK OR IMPROVEMENT (Check numbers of categories that apply)

1. New Building or Structure (Principal or Accessory) –New Homes, Decks, Pools, Fences, Sheds, Patios, etc..
2. Change of Use (Existing Building/Structure)
3. Home Occupation Minor/Major
4. Change of Occupancy (Existing Building/Structure)
5. New Use (Within Existing Building/Structure)
6. Addition to Existing Building or Structure
7. Alteration to Existing Building or Structure
8. Demolition/Razing of Existing Building or Structure

Note: If items 1., 5., 6., 7 and/or 8. are checked, relevant UCC Permit requirements are applicable. See Section II.

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C. DESCRIPTION OF PROPOSED WORK/IMPROVEMENT OR USE CHANGE

1. Attach two copies of a site plan showing, at a minimum, the following:
 - a. Width, depth and area of lot/site including existing property lines.
 - b. All buildings and structures (existing and proposed), including dimensions.
 - c. Distance of buildings from property lines (include front, rear, and side yard).
 - d. Adjoining streets, alleys, easements, and/or rights of ways.
 - e. North Point.
 - f. Existing and proposed grading if further required by Township Ordinances.
 - g. If construction is proposed and is subject to UCC, all information required by UCC Title 34, "Labor and Industry", Sections 403.62a.(e) and 403.42a.(h) concerning information to be shown on drawings as part of a permit application.
2. Site plans are not required for "Changes in Occupancy".
3. Fully completed Bethlehem Township Certification of Insurance Addendum must be provided.
4. A fully Engineered and sealed grading plan is required if a new home or any non-residential principal structure/building is proposed.
5. Complete Part II. Section C. 4. and 5. of this application.
6. Complete Part II. Section D. of this application.
7. If this application is for or includes a "New Use", "Change of Use", or Home Occupation provide a detailed description below. Attach additional sheets to this application as is necessary:

II. UCC Construction Permit Section

A. CONTRACTOR/DESIGN PROFESSIONAL IDENTIFICATION

All items must be completed, if not applicable, write, not applicable (Note: DESIGN PROFESSIONAL MANDATORY FOR NON-RESIDENTIAL PROJECTS PER SECTION B.3 BELOW)

1. General Contractor _____
2. Contractor's Mailing Address _____
3. Contractor's Phone No. _____
4. Contractor's E-Mail _____
5. Architect/Engineer _____
6. Architect/Engineer's Mailing Address _____
7. Architect/Engineer's Phone No. _____
8. Architect/Engineer's Fax No. _____
9. Architect/Engineer's E-Mail _____
10. PA License # _____

LICENSE SEAL (ink stamp here)

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B. PROPOSED WORK AND/OR IMPROVEMENT – Complete the relevant Section Below.

(TWO COMPLETE SETS OF WORKING DRAWINGS and RELEVANT SPECIFICATIONS FOR THE WORK AND/OR IMPROVEMENT(S) MUST BE SUBMITTED AS PART OF THIS APPLICATION!)

1. SINGLE FAMILY RESIDENTIAL DWELLING UNITS - R-3 Use Groups Only :

- a. Type of primary heating/air conditioning (check one):
 - Gas
 - Oil
 - Electric
 - Solid (Wood, coal, etc..)
 - Solar
 - Other _____
- b. Will the Contractor or the Owner install any (check one):
 - Wood Stove
 - Coal Stove
 - Fireplace Insert
 - Solar Apparatus not shown on the plans
 - Short Wave Antennae
 - Satellite Television/Communications Dish
- c. Type of proposed sanitary sewage disposal (check one):
 - Township Public Sewerage (Note: Separate Permit must be obtained from the Bethlehem Township Municipal Authority prior to any Zoning and/or Construction Permit being issued)
 - On-Lot Sewage Disposal (Note: Separate Permit from Township Sewage Enforcement Officer must be secured prior to the issuance of a Zoning and/or Construction Permit)
- d. Type of proposed potable water service (circle one):
 - Bethlehem City Water Service (Note: Applicant is responsible for obtaining approval from the City for such service)
 - Easton Suburban Water Service (Note: Applicant is responsible for obtaining approval from the City for such service)
 - Privately owned on-lot Well Service (Note: The Township does not regulate well design, placement, water quality and/or quantity)
- e. Provide any other information or description of the use that would be useful in assisting staff with review of the application (i.e. full description of use, materials to be stored, etc.)

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B. PROPOSED WORK AND/OR IMPROVEMENT (Continued) – Complete the relevant Section Below.

2. RESIDENTIAL DWELLING ADDITIONS, REMODELING, RENOVATING AND/OR ERECTING/RENOVATING ANY ACCESSORY STRUCTURE THERETO.

See UCC Sections 403.1.(b) and 403.62.(c), as amended, for Construction Permit Exemptions Regarding Residential Projects. Most minor work/repairs are exempt from “Construction” Permitting. However, a “Zoning” permit may be required.

a. Type of Work (check all that apply):

- Minor Work (Single Trade)
- Building Addition
- Repair / Replacement (explain) _____
- New Roofing or Roofing Repair > 25 percent of the existing roof surface
- Shed (only if greater than 500 square feet in size)
- Small Job (Value of \$5,000 or less)
- Demolition
- Detached Garage (only if greater than 500 square feet in size)
- Other (explain) _____

b. If the type of work is not minor (single trade) what other trades or subcodes are involved? (check all that apply):

- Building
- Electrical
- Plumbing
- Heating/Ventilation/Air Conditioning
- Fire Protection
- Other (explain) _____

c. Construction/Building Dimension Information. Please complete the following:

- i. Existing Building Area _____ square feet
- ii. Proposed Building Area _____ square feet
- iii. Total Building Area _____ square feet
- iv. Number of Stories _____ (see Zoning Ordinance for definition)
- v. Height of Structure Above Grade _____ feet
- vi. Area of Largest Floor _____ square feet

d. Provide any other information or description of the use that would be useful in assisting staff with review of the application (i.e. full description of use, materials to be stored, etc.)

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B. PROPOSED WORK AND/OR IMPROVEMENT (Continued) – Complete the relevant Section Below.

3. NON-RESIDENTIAL NEW BUILDING, ADDITION, REMODELING, RENOVATING AND/OR ERECTING/RENOVATING ANY ACCESSORY STRUCTURE THERETO.

a. Proposed Use Group (Check all that apply):

- A-1 B H-1 I-1 M R-3 U
 A-2 E H-3 I-2 R-1 R-4 Other _____
 A-3 F-1 H-4 I-3 R-2 S-1
 A-4 F-2 H-5 I-4 R-3 Adult S-2

b. Type of Work (Check all that apply):

- New Building
 Minor Work (Single Trade)
 Building Addition
 Repair / Replacement (explain) _____
 New Roofing
 Renovation
 Small Job (Value of \$5,000 or less)
 Demolition
 Other (explain) _____

c. If the type of work is not minor (single trade) what other trades or subcodes are involved? (Check all that apply):

- Building Electrical Plumbing Heating/Ventilation/Air Conditioning
 Fire Protection Fire Detection Other (explain) _____

d. Type of construction per Chapter 6 of the International Building Code (Check all that apply)

- IA IB IIA IIB IIIA IIIB IV VA VB Tent

e. Fire Suppression (Check one): Full Partial None

Fire Detection/Alarm (Check one): Full Partial None

f. Construction/Building Dimension Information. (Complete the following)

- i. Existing Building Area _____ square feet
ii. Proposed Building Area _____ square feet
iii. Total Building Area _____ square feet
iv. Number of Stories _____ (see Zoning Ordinance for definition)
v. Height of Structure Above Grade _____ feet
vi. Area of Largest Floor _____ square feet
vii. Proposed Interior Renovation _____ square feet

g. Description of the use that would be useful in assisting staff with review of the application (i.e. full description of use, materials to be stored, name of water service provider, etc.)

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C. SPECIAL REQUIREMENTS AND DOCUMENTATION (Required for all projects)

1. Does this construction involve modular units built in a factory? Yes No . If “Yes”, submit a letter from a licensed design professional certifying that construction within the modular unit(s), or the full assembled modular building that are hidden from view will fully comply with all requirements of the PA UCC.
2. Is this construction regulated by the Health Care Facilities Act? Yes No . If “Yes”, submit 1 copy of approval letter from the Pennsylvania Department of Health.
3. Is this construction exempt from energy code requirements? Yes No . If “Yes”, 1 copy of letter indicating that the building or structure will use neither electricity nor fossil fuels, and thus is exempt per ASHRAE 90.1, Section 2.3 (B). If “No”, submit 1 copy of the COM/RES-Check documentation or a completed Pennsylvania Department of Labor and Industry Energy Code Prescriptive Compliance Report (UCC-14) for review and processing.
4. Is project in a flood prone or hazard area? Yes No . If “Yes” submit 1 copy of one of the flood hazard certifications as mandated in section 1612.5 of the International Building Code.
5. Will any portion of a flood prone or hazardous area be disturbed? Yes No . If “Yes”, provide documentation and information demonstrating compliance with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978) and the Township of Bethlehem Flood Plain Development Ordinance.
6. Are any of the International Building Code (Chapter 17) special inspections or structural observations required? Yes No . If “Yes”, please submit a completed Pennsylvania Department of Labor and Industry Special Inspections Observations Statement (UCC-6)
7. Will an alternative construction method or material be used on the project? Yes No If “Yes”, submit a signed statement indicating that the proposed method or material meets the requirements of 34 PA Code Section 403.44 (UCC).
8. Is this application for “phased approval”? Yes No If “Yes”, submit a letter signed by the design professional and owner acknowledging that the issuance of a permit for phased construction provides no assurance that the Township will grant approval of any subsequent UCC permits needed to complete the construction, and that the design professional and owner will ensure that the building/structure fully complies with all UCC requirements before occupancy.
9. Will the new use/building involve the storage, handling and use of Hazardous Materials of Hazardous Materials? Yes No If “Yes”, list all materials on a separate sheet and provide all current MSDS Sheets each material.
10. If applicable, has the supporting Site Plan and/or Land Development Plan been approved by the Township of Bethlehem? Yes No If “Yes”, provide plan recording Date _____ and the Plan Book # _____ and the Page # _____. If “No”, contact the Township of Bethlehem Planning Department at 610.814.6440 for further direction.

D. ESTIMATED COST (Required for all projects Zoning and UCC)

- 1. Building _____
- 2. Plumbing _____
- 3. HVAC _____
- 4. Electrical _____
- 5. Fire Detection _____
- 6. Fire Suppression _____
- 7. Other _____

E. COMPLETE THIS SECTION WITH APPLICABLE SUBCONTRACTORS' NAMES, ADDRESSES, PHONE NUMBERS, FAX NUMBERS AND E-MAIL

- 1. Electrical Contractor _____
Address _____
Phone _____
Fax _____
e-mail _____

- 2. Plumbing Contractor _____
Address _____
Phone _____
Fax _____
e-mail _____

- 3. HVAC/ Mechanical Contractor _____
Address _____
Phone _____
Fax _____
e-mail _____

- 4. Fire Protection (Detection/Suppression) _____
Address _____
Phone _____
Fax _____
e-mail _____

- 5. Other Contractor _____
Address _____
Phone _____
Fax _____
e-mail _____

III. Applicant's Understanding and Certification in Lieu of Sworn Oath

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.

A. UNDERSTANDING

NOTICE: In addition to a zoning/construction permit, you may need to make other applications and obtain other permits for the development you propose, including but not limited to, depending on location of your premises, for an on-lot sewage permit and/or connection to a public sewer connection permit, water connection permit, and/or Land development approval, prior to being able to commence construction. Further, following construction and prior to your placing into use the proposed structure/building, you will need to procure an Occupancy Permit.

NOTICE: The contractor and/or owner are prohibited by law from employing any individual to perform work pursuant to this zoning/building permit unless contractor provides proof of worker's compensation to Bethlehem Township. (See Insurance Addendum Form) Contractor and/or owner are also prohibited by law to building or remodeling under subject Permit from engaging the services of a subcontractor unless subcontractor maintains worker's compensation insurance coverage as to subcontractor's employees. Failure of Contractor and/or owner or the Applicant for this Permit to maintain worker's compensation insurance according to law of Commonwealth of Pennsylvania, and as to said insurance, naming Bethlehem Township as a named certificate holder, requires stoppage of all construction/work under Zoning/Construction Permit issued and such Permit may be revoked.

NOTICE: In addition to a construction/zoning permit, if the subject property does or will require access to a public road or street, and/or will require improvement/change of existing driveway access to a public road or street: If such public road or street is under the jurisdiction of the Commonwealth of Pennsylvania, you must obtain a Highway Occupancy Permit pursuant to Act No. 428 of 1945, as amended, known as the "State Highway Law"; Application for such Highway Occupancy Permit as to a Commonwealth road or street must be made to, with and processed by the Pennsylvania Department of Transportation. If such road or street is under the jurisdiction of Bethlehem Township, you must apply for and obtain a Driveway Permit from the Township. For Township Driveway Permits, contact the Township Public Works office at 610.814.6442

NOTICE: Property owner is responsible for determining if property is subject to private covenants or private plan restrictions and compliance with the restrictions. Private covenants may be more restrictive than zoning regulations. Issuance of a Zoning/Construction permit does not constitute compliance with private covenants or restrictions. Permits issued in violation of any private covenants or restrictions are the sole responsibility of the property owner or their authorized representative.

NOTICE: No building permit will be issued for any application for any project requiring Site Plan and/or Land Development approval by the Township of Bethlehem Board of Commissioners until such time that said plan and any supporting Developer's Agreements are duly recorded at the County of Northampton Office of Recorder of Deeds.

B. CERTIFICATION and FURTHER UNDERSTANDING

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents the Bethlehem Township Zoning Ordinance, as amended and PA Act 45 (Uniform Construction Code), as amended and any additional approved building code requirements adopted by the Township of Bethlehem. The property owner and/or applicant responsible for locating all property lines, setback lines, easements, rights-of way, flood prone areas, etc and showing such on the plan documentation. 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 Township of Bethlehem or any other governing body that may or may not have been identified. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

I/We permit the Township's Zoning Officer, the Code Administrator or the Code Administrator's authorized representative to have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the ordinances and code(s) applicable to such permit, and understand the procedure for notifying the Jurisdiction for the required inspections.

Furthermore, as the owner or the authorized agent of the project for which this application is filed, I certify that:

1. The estimated construction cost and all other information provided as part of this application for a building permit is correct and accurately indicative of the cost of the project.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from the Township of Bethlehem.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code, as amended, standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with the Township of Bethlehem.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to the Township of Bethlehem.
6. When required, up to 20% of the total cost of any work performed on an area of primary function in an existing building will be expended to provide an accessible route to the area of primary function.
7. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405., as amended.

I/We do hereby agree to observe and adhere to any and all provisions of the Bethlehem Township Zoning Ordinance and/or Building Code and UCC Requirements, and do further agree and understand that my failure to do so shall constitute a violation as to any Permit issued per this Application, which violation shall cause any Permit to become Null and Void, and revocable by Bethlehem Township via its Zoning Officer and/or Code Administrator or other designated agent.

I/We hereby certify that as applicants, owners, contractors, agents or others that I/we completed and read the foregoing Application and that the information and statements in this application and other representations contained in all accompanying plans are made a part of this application and are true and correct to the best of our knowledge and belief. This statement and verification are made subject to the penalties of 18 PA.C.S.A. Section 4904 relating to un-sworn falsifications to authorities, which provides that if I/we knowingly make false statements or averments, I/we may be subject to criminal penalties.

If applicant is an agent of the Owner, he/she hereby certifies that he/she has the authority, under the penalty of 18 PA.C.S.A. Section 4904 relating to un-sworn falsifications to authorities, to act on behalf of the owner.

APPLICANT(S) NAME(S) _____

STREET ADDRESS _____

CITY _____

STATE _____

ZIP CODE _____

PHONE _____

APPLICANT(S) SIGNATURE(S) _____

SIGNATURE DATE _____

TOWNSHIP USE ONLY:

_____ 1 ST Denial	Permit No. _____
_____ 2 nd Denial	Fees _____ (Township)
_____ 3 rd Denial	_____ (Electric)
_____ 4 th Denial	_____ (UCC)
_____ Correction List	_____ (Traffic Impact, if applicable)
_____ Sanitary Sewer	_____ (Recreation Impact, if applicable)
_____ On-Lot Sewage	_____ (BTMA)
	_____ Total