



**SUBMIT ALL APPLICATIONS AND MATERIALS, INCLUDING UCC APPLICATIONS TOGETHER WITH LAND USE APPLICATION**

<b>APPLICATION FEE SCHEDULE</b>	<p>LAND USE: \$40</p> <p>UCC (Uniformed Construction Code) BUILDING PERMIT: See PA Municipal Code Alliance Schedule of Fees.</p> <p>NON-UCC BUILDING PERMIT: \$10 PER \$1,000 IN COST UP TO \$10,000 (MAX \$100 PERMIT FEE)</p> <p align="center">*Projects that involve both UCC and non-UCC components are required only to obtain a UCC building permit.</p> <p>SIGNS: \$25 PER SIGN</p> <p>STORMWATER, MINOR (Under 800 SF): \$25</p> <p>STORMWATER, MAJOR (Over 800 SF): \$50</p> <p>FENCE: \$10 PER \$1,000 IN COST UP TO \$10,000 (MAX \$100 PERMIT FEE)</p> <p>CERTIFICATE OF APPROPRIATENESS: No fee</p>
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<b>ADDITIONAL APPLICATIONS FOR CERTAIN PROJECTS</b>	<ul style="list-style-type: none"> <li>• <b>UCC BUILDING PERMIT:</b> Visit our building code contractor <a href="http://pacodealliance.com">pacodealliance.com</a> for information on UCC building permit requirements.</li> <li>• <b>STORMWATER:</b> Any exterior structure or improvement that changes the footprint of a building, driveway, walkway, gravel pad, etc. including pools, sheds, and parking areas requires a stormwater permit. Applications can be found on the Borough website under 'Permits &amp; Licenses.'</li> <li>• <b>HIGHWAY OCCUPANCY PERMIT (HOP):</b> Any improvement or repair that involves work in the Borough Right-of-Way, including sidewalk, curb cuts or work in the area of an existing curb cut, utility replacement/repair at the street, other utility and street work.</li> <li>• <b>CHANGE OF USE AND OCCUPANCY:</b> Any change from one use to another, such as professional office to retail, residential to lodging, etc.</li> <li>• <b>SIGNS:</b> All signs, including portable a-frame signs require permits. Sign requirements can be found in the Borough's Code of Ordinances at <a href="https://ecode360.com/27355877">https://ecode360.com/27355877</a>.</li> <li>• <b>SHORT-TERM LODGING:</b> Additional application form required for lodging uses.</li> <li>• <b>FLOODPLAIN:</b> Additional documentation may be required for projects located in the Floodplain or Floodway.</li> </ul> <p align="center"><b><u>ALL APPLICATIONS CAN BE FOUND ON THE BOROUGH WEBSITE UNDER 'PERMITS &amp; LICENSES'.</u></b></p>
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<b>REQUIRED APPLICATION MATERIALS</b>	<ul style="list-style-type: none"> <li>• CLEAR SCOPE OF WORK ON LAND USE APP</li> <li>• COA CHECKLIST</li> <li>• DETAILED DESCRIPTION OF PROJECT OR CHANGE INCLUDING EXISTING USE AND PROPOSED USE(S) EXISTING AND PROPOSED MATERIALS.</li> </ul> <p>EXAMPLES:</p> <ul style="list-style-type: none"> <li>* "Conversion of former residential unit to commercial lodging/ Airbnb unit"</li> <li>* "Replace existing asphalt shingle roof with standing seam metal in red"</li> <li>* Installation of 4'x2' wooden hanging sign from existing brackets with lettering "MY BUSINESS"</li> </ul>	<p><u>CHANGE OF USE AND/OR OCCUPANCY</u></p> <ul style="list-style-type: none"> <li>• PROVIDE A CLEAR SCOPE OF WORK ON THE LAND USE APP. EXAMPLES: <i>Proposed conversion of former retail space into professional offices.</i> <i>Proposed conversion of one side of residential duplex into vacation rental (one unit only).</i></li> <li>• REQUIRES CERTIFICATE OF USE &amp; OCCUPANCY APPLICATION AND ALL REQUIRED SUPPLEMENTARY MATERIALS, INCLUDING FLOOR PLAN/SKETCH.</li> </ul>
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<b>PROJECTS REQUIRING UCC PERMITTING</b>	<p>Examples of work that require a UCC building permit:</p> <ul style="list-style-type: none"> <li>• Any renovation or alteration on a commercial structure, which includes residential structures with 3 units or more.</li> <li>• Structural repair or change to any building, including 1-2 family residences.</li> <li>• Examples include (but are not limited to): <ul style="list-style-type: none"> <li>- Stairs/railings</li> <li>- Framing</li> <li>- Foundation/support/footers</li> <li>- Change in door/window openings</li> <li>- Plumbing, including change in location of plumbing</li> <li>- Pools with water depth greater than 34"</li> </ul> </li> </ul> <p align="center"><b>THE EXAMPLES ABOVE DO NOT COMPRISE A COMPLETE LIST OF PROJECTS REQUIRING UCC PERMITTING. FOR MORE INFORMATION ON UCC PERMITTING REQUIREMENTS, VISIT PACODEALLIANCE.COM.</b></p>	<p><b>PROJECTS REQUIRING NON-UCC PERMITTING</b></p> <p>Non-UCC building permits are issued for work that does not require review, permitting, and inspection through the PA Uniformed Construction Code (UCC). Non-UCC projects are non-structural projects on single-family dwellings or 2-family/duplex dwellings. Projects that involve buildings with a commercial use (including Vacation Rentals) require permitting pursuant to the PA UCC.</p> <p>Examples of work that require a non-UCC building permit:</p> <ul style="list-style-type: none"> <li>• Residential (single or 2-family) roof replacement/repair not involving repair or replacement of framing.</li> <li>• Residential re-siding</li> <li>• Installation of concrete walkway from rear of house to garage</li> <li>• Residential interior renovation not involving framing, stairs, plumbing, etc.</li> <li>• New garage construction under 1000 square feet without sewer/water (plumbing).</li> </ul>
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