



UPPER MACUNGIE TOWNSHIP

Basement Alteration Permit Submittal Guide

All work shall conform to the 2021 International Residential Code.

The following data is required for review of your plans or permit.
Please utilize the checklist below before submitting an application:

- ☐ Provide a scope of work explaining the project with all design details, specifications and plans for each construction discipline.
- ☐ R305 – Confirm the minimum height of the finished basement to be at least 7’ with exemptions for under ducts or beams to a minimum of 6’4”.
- ☐ R310 – Confirm all details for an emergency escape and rescue opening for each basement bedroom or sleeping area.
R310.6 – An emergency and rescue opening is not required where existing basements undergo alterations or repairs except when a sleeping room is created.
- ☐ R302.11 – Provide a framing design with all construction details including fireblocking.
- ☐ R314, R315, E3901 - Provide a design showing the location of all required electrical receptacles, switches, light fixtures, smoke detectors and carbon monoxide detectors or other devices.
- ☐ G2427, M1505.2, R303.10 – Provide a plan showing the mechanical design with all details for ventilation for combustion air for the fuel burning appliances, the location of heating units or grills and the exterior termination location of all exhaust fan ducting.
- ☐ Table N1102.1.2 – Provide a design to meet the minimum energy code requirements for R15 continuous or R19 cavity insulation for basement walls.
- ☐ R313, P2904, NFPA 13D - Provide all details for any required sprinkler system alterations. Installation of new walls shall not diminish the minimum requirements for sprinkler head location or spray pattern. A professional may be required to address sprinkler work.
- ☐ Provide any other details necessary to allow a complete building code compliance review for your project.



UPPER MACUNGIE TOWNSHIP

Bathroom Alteration Permit Submittal Guide

All work shall meet the requirements of the 2021 International Residential Code

Please utilize the checklist below before submitting an application:

- ☐ Provide a scope of work explaining the project with all design details and construction specifications.
- ☐ Provide a plan view of the existing/proposed layout.
- ☐ Provide a plan showing the new design with all construction details:
 - a. Existing penetrations exposed during the new project shall be fire blocked the newest standard.
- ☐ Provide a plan showing the electrical design with all details including the location of all required lighting, exhaust fans, receptacles with 20 amp circuits, underfloor heating, GFCI protection, spa, hot tub or other devices.
- ☐ Provide a plan and plumbing schematic showing the plumbing design with all details including pipe sizes, vent termination compliant to Section P3103 with fixture location and spacing to meet Table R307.1:
 - a. Provide all details for under slab piping previously installed and approved.
- ☐ Provide a plan showing the mechanical design with all details for the location of all heating units or grills and the exterior termination location of all exhaust fans.
- ☐ Provide a design to meet the minimum energy code standards of Table N1102.1.2 for Zone 5:
 - a. Existing walls and ceilings exposed during construction shall be filled to capacity.
 - b. New basement walls shall have R15 continuous or R19 cavity insulation.
- ☐ Provide plans and details to verify the requirements for safety/tempered glazing to meet Section R308.
- ☐ Provide all installation instructions for up-flush type equipment.



UPPER MACUNGIE TOWNSHIP

Residential Emergency Escape Opening Permit Submittal Guide

All work shall meet the requirements of the 2018 International Residential Code

Please utilize the checklist below before submitting an application:

- ☐ R106.1.1 - Provide a plot plan showing the location of the proposed building exit.
- ☐ R106.1.1 - Provide a scope of work explaining the work to be performed with a cross sectional drawing showing all construction design details for the window and well installation.
- ☐ R602.7[1] - Provide the exact sizing and connection details for the header supporting the structure above the new egress window or bulkhead opening.
- ☐ R310 - Provide all design details and net window opening dimensions to confirm compliance for the proposed egress including square footage of the opening, minimum window height & width with maximum sill height above the floor.
- ☐ R106.1.2 – Provide the manufacturer’s product information and model numbers with the installation instructions for the “egress window kit” to be installed including attachment to the primary structure or other details specified by the manufacturer.
- ☐ R310-2.3.2 - Provide your design for drainage of the sump to daylight or to the foundation drainage piping of the home.
- ☐ R310.4 – Provide the product and design if using a recessed window well including the accidental fall and weather protection covering over the well opening.
- ☐ An escape opening under a deck or porch shall have a path to the yard or safety of at least 36 inches high.
- ☐ R105.8 - It is the duty of every person who performs work for the installation or repair of building, structure, electrical, gas, mechanical, or plumbing systems for which this code is applicable to, comply with the code.



UPPER MACUNGIE TOWNSHIP

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

Provide certificates of insurance for ALL CONTRACTORS listed and PA Contractors License Numbers when applicable. Include PPL Job Number, provide descriptions of work on application and include telephone numbers. Follow **APPLICANT INSTRUCTIONS**.

APPLICANT INSTRUCTIONS: For all applications, complete Parts 1, 2, 3, 4 and 5 of this form. If electrical work, complete Part 6. If plumbing work, complete Part 7. If mechanical work, complete Part 8. For other permits (Grading Permits), complete Part 9. Attach Site Plans and Project Narratives.

Application Date: / /	Permit Type: ☐ Building ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Other (See item 9)	Is Owner the Applicant? ☐ Yes ☐ No
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1. PROPERTY INFORMATION

Street Address	Apt. #	Zip Code	PIN Number	Zoning District
Subdivision	Phase	Lot Number	Parcel Type ☐ Residential ☐ Commercial	☐ Industrial ☐ Other

2. OWNER INFORMATION

☐ SAME AS ABOVE

First Name	Last name or Business Name	Phone/Email
Street Address	City	State Zip

3. CONTRACTORS INFORMATION

	NAME OF CONTRACTOR	STREET ADDRESS	CITY	STATE	PHONE NUMBER
Applicant (not owner)					
Architect/Engineer					
General Contractor					
Excavation					
Concrete					
Carpentry					
Electrical					
Plumbing					
Sewer					
Mechanical					
Drywall					
Sprinkler					
Paving					
Fire Alarm					
Other					

4. CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of the responsible jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official'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 APPLICANT

ADDRESS

PHONE/E-MAIL

RESPONSIBLE PERSON IN CHARGE OF WORK

TITLE

PHONE/E-MAIL

SIGNATURE OF PROPERTY OWNER (IF NOT APPLICANT)

5. BUILDING PERMIT APPLICATION

Application For: ☐ New Building ☐ Addition ☐ Alteration ☐ Repair/Replacement ☐ Demolition ☐ Foundation Only ☐ Accessory Building ☐ Temporary Building ☐ Parking Lot ☐ Grading Only ☐ Electrical ☐ Plumbing ☐ Mechanical	Proposed Use: ☐ One Family ☐ Two Family ☐ Townhome ☐ Multi-Family ☐ Place of Assembly ☐ Business (Office) ☐ Educational ☐ Factory or Industrial ☐ Warehouse/Distribution ☐ Institutional ☐ High Hazard ☐ Mercantile (Store)	Construction Type: Structural Frame: ☐ Steel ☐ Masonry ☐ Concrete ☐ Wood ☐ Other Exterior Walls: ☐ Steel ☐ Masonry ☐ Concrete ☐ Wood ☐ Other	Structure Information: Int. Floorspace _____ sq. ft. No. of Units _____ # of Bedrooms _____ # of Stories _____ Building Height _____ ft Gross Area * _____ sq. ft. * Include basement, garage, porch and decks (1st and 2nd floor) Lot Sq. Ft. _____ sq. ft. Bldg Sq. Ft. _____ sq. ft. % Bldg Coverage _____ sq. ft. Est. Start Date _____ Est. Finish Date _____ Construction Cost \$ _____ PA ONE CALL # _____ Date _____
Detailed Description of Proposed Work: _____ _____ _____			

6. ELECTRICAL PERMIT APPLICATION

Electrical Work ☐ Yes ☐ No				Total Service: _____ amps.			
# of Circuits: _____ 2 wire _____ 3 wire _____ 4 wire				Number of Service Outlets: _____ 120 V			
PPL # _____				_____ 240 V			

	Power Devices	No.	Output/Load		Power Devices	No.	Output/Load
1				7			
2				8			
3				9			
4				10			
5							
6				Total Number of Motors			

Utility Service Revisions: _____ _____			
Est. Start _____	Est. Finish _____	Electrical Work _____	Est. Value \$ _____

7. PLUMBING PERMIT APPLICATION

Plumbing Work ☐ Yes ☐ No							
Enter the Number of Fixture Being Installed, Replaced or Repaired							
Tubs/Shower		Laundry Tubs		Sump Pumps		Inside Downspouts	
Shower Stalls		Dishwashers		Grease Traps		Swimming Pools	
Lavatories		Garbage Disposals		Bidets		Standpipes	No. of Outlets
Toilets		Drinking Fountains		Back Flow Preventers		Fire Sprinklers	No. of Heads
Urinals		Floor Drains		Water Pumps		Lawn Sprinklers	No. of Heads
Sinks		Water Softeners		Roof Openings			
Water Heaters		Sewage Ejectors		Parking Lot Drains			
						Total Fixtures:	
Public Water (Y/N)		Public Sewer (Y/N):		Water Service Size (in.):		Water Meter Size (GPD):	
Utility Service Revisions: _____ _____							
Est. Start _____		Est. Finish _____		Plumbing Work _____		Est. Value \$ _____	

8. MECHANICAL PERMIT APPLICATION

Mechanical Work ☐ Yes ☐ No		Total Service: _____ amps.	
Enter the Number of New or Replacement Units			
Forced Air Furnace		Incinerator	
Unit Heater		Boiler/Water Heater	
Gas/Oil Conversion		Coil Unit	
Space Heater		Window A/C Unit	
Gravity Furnace		Split System A/C	
Solid Fuel Appliance		A/C Compressor	
Air Handling Unit			
Heat Pump			
Air Cleaner			
Kitchen Exhaust Hood			
Hazardous Exhaust System			
Electric Furnace			
Type of Heating Fuel (check one)			
☐ Gas ☐ Oil ☐ Electric ☐ Coal ☐ Wood ☐ Other _____			
Utility Service Revisions: _____			
Est. Start _____		Est. Finish _____	
		Mechanical Work	
		Est. Value \$ _____	

9. OTHER REQUIRED PERMIT APPLICATION(S)

Permit Type: _____		
Description of Work: _____		
Est. Start _____	Est. Finish _____	Est. Value \$ _____

10. FEES AND APPROVALS

Approval:	REVIEWER	N/A	DENIAL	DATE	Fees:
☐ PLANNING	_____	☐	☐	_____	☐ Building Permit \$ _____
☐ ZONING	_____	☐	☐	_____	☐ Electrical Permit \$ _____
☐ BUILDING	_____	☐	☐	_____	☐ Plumbing Permit \$ _____
☐ ELECTRIC	_____	☐	☐	_____	☐ Mechanical Permit \$ _____
☐ PLUMBING	_____	☐	☐	_____	☐ Plan Review \$ _____
☐ MECHANICAL	_____	☐	☐	_____	☐ Administration (25%) \$ _____
☐ FIRE	_____	☐	☐	_____	☐ Re-Review Fee \$ _____
					☐ Re-Review Admin Fee \$ _____
☐ Sewer Allocation Fee:	\$ _____	-			☐ PA Act 157 Fee \$ _____ 4.50
☐ Sewer Tapping Fee:	\$ _____	-			☐ Other \$ _____
☐ Other:	\$ _____	-			Total \$ _____
	\$ _____	-			

Approval Conditions:	U.C.CONSTRUCTION TYPE: _____	USE CLASSIFICATION: _____	OCCUPANT LOAD: _____

PERMIT ISSUED BY: _____	TITLE: _____	DATE: _____
If not picked up by the Applicant, Building Permit expires one-hundred and eighty (180) days after approval.		



UPPER MACUNGIE TOWNSHIP

8330 Schantz Road
Breinigsville, PA 18031

p 610.395.4892
f 610.395.9355

UpperMac.org

**** Important Notice to Property Owners ****

The following items contain important information which you can use to protect your property and wallet!

1. Permits and inspections are required for all work completed under the Pennsylvania Uniform Construction Code (UCC) & Township Ordinance. This includes all structural, electrical, plumbing, HVAC and other work. Inspections by our UCC certified inspectors are needed to ensure work being conducted on your property is safe and up to the minimum state & local standards.
2. All work completed on a property is the ultimate legal responsibility of the property owner. Projects completed without permits & inspections, or without permits properly being closed out, can lead to enforcement & violation actions being taken against the property owner.
3. The Township recommends that you withhold final payment for the work completed on your property until you verify that a Certificate of Completion has been issued.
4. Township staff is here to help! Please contact us directly with any questions or concerns about the permit process.

By signing below, you acknowledge reading this document and that you are giving permission for your contractor to submit permit applications on your behalf (if applicable):

Signature

Date

Address: _____

UPPER MACUNGIE TOWNSHIP

8330 SCHANTZ ROAD
BREINIGSVILLE, PA 18031



(610) 395-4892

FAX (610) 395-9355

INSURANCE COVERAGE REQUIRED:

All Contractors performing work in Upper Macungie Township must have proof of insurance to include general liability and workers' compensation coverage.

If your policy does not include workers' compensation coverage, we will need the township's waiver form completed and notarized, the form can be notarized at Upper Macungie Township. You will need a valid form of Identification (such as driver's license). This form can be found in the licensing link on the website. This form should be included with your general liability certificate.

Upper Macungie Township must be listed as certificate holder.

Please forward a copy of your certificate to:

Upper Macungie Township

8330 Schantz Road

Breinigsville, PA 18031

Fax to 610-395-9355

Email: Tantonelli@uppermac.org or Sharons@uppermac.org

If you have any questions, please contact me at 610-395-4892 Extension 125.

Thank you,

Upper Macungie Township

UPPER MACUNGIE TOWNSHIP

8330 SCHANTZ ROAD
BREINIGSVILLE, PA 18031



(610) 395-4892

FAX (610) 395-9355

WORKERS' COMPENSATION INSURANCE COVERAGE CONTRACTORS IN ACCORDANCE WITH PA WORKERS' COMPENSATION REFORM ACT 44

Exemption:

Complete if the Applicant is a contractor claiming exemption from providing Worker Compensation Insurance.

The undersigned swears or affirms that he / she is not required to provide Workers' Compensation Insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

- **Contractor with No Employees** - Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless Contractor provides proof of insurance to Upper Macungie Township.
- **Religious Exemption** under the Workers' Compensation Law.

Print Company Name

Subscribed and sworn before me this
__ day of _____ 20 _____

Print Applicant Name

Signature of Notary Public

My Commission Expires: _____

Address

(Seal)

City/State/Zip Code

County/Municipality

Signature of Applicant

UPPER MACUNGIE TOWNSHIP
8330 SCHANTZ ROAD
BREINIGSVILLE, PA 18031



(610) 395-4892

To: All Electricians/ Plumbers

Re: Township Licensing

Upper Macungie Township requires all Electricians and Plumbers to have a license to engage in work in the Township. The fee due is **\$60 (Sixty Dollars)** and the license expires on **December 31st of the license year.**

Please complete the application and return to the above address with legible copies of the following:

1. Photo Identification (such as a driver's license)
 2. Current Electrical or Plumbing license from another jurisdiction
 3. Cash, check or money order for \$60 payable to Upper Macungie Township
 4. Certificate of Insurance showing General Liability and Workers' Compensation coverage listing Upper Macungie Township as Certificate Holder or Certificate of Insurance and a notarized, original Workers' Compensation coverage exemption form / waiver for the license file only
- ***For Annual License Renewals - Please complete the Application and remit with payment and Certificate of Insurance***
 - **Certificates of Insurance and exemption forms / waivers must be included with each application for permits.**

Thank you,

Permit Department

UPPER MACUNGIE TOWNSHIP
8330 SCHANTZ ROAD
BREINIGSVILLE, PA 18031



(610) 395-4892

FAX (610) 395-9355

I hereby apply for a License to perform work in Upper Macungie Township

Check One:

☐

ELECTRICIAN

☐

PLUMBER

EQUIPPED TO PERFORM SEWER LATERAL INSPECTION – Circle One- Yes or No

Contractor Name: _____

Company Name: _____

Company Address: _____

STREET ADDRESS

CITY

STATE

ZIP CODE

Company Phone: _____

Company Fax: _____

Email for Contact Person: _____

Contractor Signature: _____ Cell Phone: _____

Please have the following documents with you when you **apply** in person or mail legible copies to Upper Macungie Township

- Valid Driver's License or Photo ID
- A current Electrical or Plumber's License
- Certificate of Insurance showing General Liability and Workers' Compensation (with Upper Macungie Township listed as the Certificate Holder)
- OR*
- General Liability Coverage and notarized Workers' Compensation Coverage Exemption Form
- Check or money order made payable to "Upper Macungie Township" in the amount of \$60
- **For Annual License Renewals - Please complete the Application and remit with payment and Certificate of Insurance**

IMPORTANT!

Please be sure to address all correspondence - Attention: LICENSING

FOR OFFICE USE ONLY

☐ Paid Date _____ ☐ Cash ☐ Check# _____ Date Issued: _____

UPPER MACUNGIE TOWNSHIP
8330 SCHANTZ ROAD
BREINIGSVILLE, PA 18031



(610) 395-4892

FAX (610) 395-9355

**WORKERS' COMPENSATION INSURANCE COVERAGE CONTRACTORS IN
ACCORDANCE WITH PA WORKERS' COMPENSATION REFORM ACT 44**

Exemption:

Complete if the Applicant is a contractor claiming exemption from providing Worker Compensation Insurance.

The undersigned swears or affirms that he / she is not required to provide Workers' Compensation Insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

☐ **Contractor with No Employees** - Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless Contractor provides proof of insurance to Upper Macungie Township.

☐ **Religious Exemption** under the Workers' Compensation Law.

Print Company Name

Subscribed and sworn before me this _____ day of _____ **20**__

Print Applicant Name

Signature of Notary Public

My Commission Expires: _____

Address

(SEAL)

City, State, Zip Code

County / Municipality

Signature of Applicant