

**"KNOW THE CODE"**



CodeMaster Inspection Services, Inc.  
1209 Hausman Road, Suite B  
Allentown, PA 18104-9300  
484-223-0763 *phone*  
484-223-0768 *fax*  
[www.codemaster.info](http://www.codemaster.info)

## **UCC Permit Application Procedures**

### How do I apply for a permit?

1. Please complete the CodeMaster Pan Review Application
2. Please provide the scope of work description and/or construction documents/plans.
3. Please provide 3 sets of all documents
4. Review the submittal guidelines for required information.
5. Submit the application and all documents with the appropriate deposit to Allen Township

### What happens after I submit the above information?

1. CodeMaster will pick up the application at the Township office.
2. CodeMaster will review the application and information provided.
3. A CodeMaster representative may contact the applicant if additional information is needed.
4. Approved applications will be returned to the township Building Code Official (BCO) for permit issuance.
5. An invoice will be included with the returned documents for balance due. Payment is due upon permit issuance.
6. A detailed review letter with required inspections will be attached with instructions on when and how to contact CodeMaster for the appropriate inspections for that permit.

Please contact our office anytime with questions 484-223-0763.  
It is our pleasure to serve your building code needs!

CMI # \_\_\_\_\_ (to be filled in by CodeMaster)

# PLAN REVIEW APPLICATION

CHECK ALL THAT APPLY:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> NEW CONSTRUCTION | <input type="checkbox"/> COMMERCIAL  |
| <input type="checkbox"/> RENOVATION       | <input type="checkbox"/> RESIDENTIAL |
| <input type="checkbox"/> ALTERATION       |                                      |

## GENERAL INFORMATION

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

OWNER'S PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

APPLICANT'S PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## PROJECT INFORMATION

USE GROUP: \_\_\_\_\_ PROPOSED WORK: \_\_\_\_\_

CONSTRUCTION TYPE: \_\_\_\_\_

NUMBER OF STORIES: \_\_\_\_\_ ESTIMATED PROJECT COST: \$ \_\_\_\_\_

PROJECT SQ.FT.: \_\_\_\_\_ ACCESSIBILITY COST: \$ \_\_\_\_\_

## SERVICE REQUESTED

- |  |   |
|--|---|
| <input type="checkbox"/> PRELIMINARY PLAN REVIEW   |   |
| <input type="checkbox"/> COMPLETE REVIEW (includes Building, Mechanical, Plumbing, and Electrical) |   |
| <input type="checkbox"/> BUILDING REVIEW   | <input type="checkbox"/> SPRINKLER REVIEW           |
| <input type="checkbox"/> MECHANICAL REVIEW   | <input type="checkbox"/> ENERGY REVIEW              |
| <input type="checkbox"/> PLUMBING REVIEW   | <input type="checkbox"/> ACCESSIBILITY REVIEW       |
| <input type="checkbox"/> ELECTRICAL REVIEW   | <input type="checkbox"/> HAZARDOUS MATERIALS REVIEW |

(A DEPOSIT IS REQUIRED FOR ALL PLAN REVIEW SERVICES)

**Deposit: \$** \_\_\_\_\_ **Check #:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

The information contained in this application is true and accurate to the extent of my knowledge.  
The attached review instructions have been read and are understood.

SIGNATURE: x \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

— INSPECTOR USE ONLY —		
INSPECTOR: _____	DATE: _____	APPROVED / DENIED: _____
INSPECTOR: _____	DATE: _____	APPROVED / DENIED: _____

## PLAN REVIEW DEPOSIT FEES

### COMMERCIAL

New construction or additions to existing buildings (3 or more disciplines)	\$275.00
Renovations or alterations to existing buildings (3 or more disciplines)	\$200.00
Single discipline (each, maximum 2 disciplines)	\$120.00

### RESIDENTIAL AND OTHER

New construction or additions to existing buildings	\$100.00
Renovations or alterations to existing homes; pools, garages, mobile homes, carports, decks and all others	\$50.00

*All deposits are non-refundable*

## RESIDENTIAL PLAN SUBMITTAL GUIDE

CONSTRUCTION PLANS SHALL CONSIST OF THE FOLLOWING:

- **Elevation drawings** — indicate heights and finished grade
- **Floor plans** — indicate all room sizes and label their use; indicate locations and sizes of all windows and doors
- **Foundation plan**
- **Roof framing plan**
- **Cross section of the structure**
- **Plans shall be to scale** — or have all dimensions noted

**PLEASE SUBMIT 3 SETS, UNLESS OTHERWISE INSTRUCTED, OF COMPLETE CONSTRUCTION PLANS THAT INCLUDE THE FOLLOWING:**

1. **All design criteria shall be noted on the plans**
2. **Bathroom and/or powder room fixture layout** — to scale
3. **Safety glass locations** — glass next to stairs, tubs/showers, doors, floors
4. **Fire ratings of walls and/or doors** — garages and/or townhouse separations, exterior walls less than 5 feet from a property line
5. **Basement and sleeping room egress compliance** — type and size of window well if applicable
6. **Stair** — width, landing size and location; step rise and step run
7. **Handrails** — height, size, location
8. **Guardrails** — height, spacing, location
9. **Stair lighting** — over stairs or one at each landing
10. **Ramps** — slope, landings, handrail, guards
11. **Smoke detectors** — type, power source, locations
12. **Soil type on construction site** — check site soil and compare it to the soils table in 2006 International Residential Code, chapter 4
13. **Footing size** — include any interior piers or any other piers
14. **Concrete** — indicate concrete strength for all concrete
15. **Footer** — depth below frost line: 36-inch minimum
16. **Foundation** — type, wall thickness, rebar size and spacing, wall height, height of unbalanced fill
17. **Type of foundation coating** — damp-proofing, water-proofing
18. **Foundation exterior drains** — with stone and an approved filter membrane
19. **Foundation anchoring** — anchor bolts/straps, size and spacing, joist clips, per 2009 International Residential Code, section R404

20. **Sill plate** — type and size
21. **Columns / Posts** — sizes and method of anchoring
22. **Crawl space** — for access, indicate vented or conditioned; indicate method of venting or conditioning
23. **Concrete slab** — thickness, vapor barrier
24. **Floor joists** — size, type, cantilever distances, spacing
25. **Beams** — types, sizes, spans, loading information
26. **Framing around openings** — indicate the number of framing members around an opening in the following systems: floor, ceiling, roof
27. **Floor sheathing** — type and thickness
28. **Wall construction** — stud size and spacing, sheathing type and size, type and location of wall wind bracing
29. **Headers** — size and type of typical headers
30. **Window sill heights** — for any sill height less than 24 inches off the floor and 72 inches or more above the finished grade, the window may not open greater than 4 inches
31. **Interior wall coverings** — size and type of all coverings; moisture resistant wall board is not permitted in shower/tub areas, nor permitted as a tile backer board
32. **Exterior wall coverings** — size and type of all coverings; provide details for masonry installations
33. **Ceiling joists** — size, type, spacing
34. **Bearing walls** — all bearing walls shall be within 1 foot horizontally of the beam or bearing wall below; the loads shall stack
35. **Roof pitches** — indicate pitches of all roofs
36. **Roof rafters** — size, type, spacing; if trusses are to be used, provide the Pennsylvania engineer sealed truss designs
37. **Hip and valley rafters** — indicate size of all hip and valley rafters; all hip and valley rafters shall be posted down to a bearing wall or properly-sized beam where the hip or valley meets the ridge
38. **Rafter ties** — rafter ties shall be 4 feet on center to tie the rafters together where the ceiling joists are not parallel to the rafters
39. **Structural ridge beam** — where ceiling joists are deleted, a properly-sized ridge beam shall be designed
40. **Attic access** — size and location of opening for all attic areas
41. **Roof sheathing** — size, type, thickness
42. **Roof covering** — felt paper, ice guard, type of roofing material
43. **Roof ventilation** — method of ventilation to comply with 1/150 ratio
44. **Fireplaces** — manufactured fireplaces, wood or gas: provide installation instructions; if masonry, provide construction details

45. **Insulation / Energy** — provide information on which energy path will be used, along with design, notes, and/or calculations to support the path — 2009 International Residential Code, chapter 11; 2009 Pennsylvania Alternative Energy Provisions, [www.dli.state.pa.us](http://www.dli.state.pa.us); RES, check [www.doe.gov](http://www.doe.gov)
46. **Heating / Air Conditioning** — provide heating, ventilation, and air conditioning information, locations, and designs, including the type of fuel and efficiencies; all appliances shall be listed and labeled
47. **Gas piping** — type of piping material, appliance loads, pipe sizing
48. **Plumbing** — type of piping and sizing for the water supply and drainage system
49. **Electrical** — indicate locations of all switches, receptacles, lighting outlets, appliance feeds

# REQUIRED COMMERCIAL CONSTRUCTION DOCUMENTS

## PRELIMINARY PLAN REVIEW

— THREE SETS OF THE FOLLOWING:

1. Architectural/engineering design development drawings indicating size of the building, use group, and type of construction; drawings to include building plans and sections with means of egress, fire separation assembly locations and fire protection systems proposed
2. Soiling boring and geotechnical recommendations report
3. Foundation structural calculations

## BUILDING REVIEW

— THREE SETS OF THE FOLLOWING:

1. Site plan, including distance to lot boundary lines, established street grades and proposed finish grades, accessible parking and other locations of public access, plus exterior accessible routes and locations of accessible entrances
2. Fully dimensioned and complete architectural/structural plans indicating:
  - a. Type of construction
  - b. Description of uses and proposed use group(s), previous use in change of occupancy renovations, and design approach for mixed uses (as applicable)
  - c. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, stairs, doors, etc.
  - d. Exit signs/means of egress lighting, including power supply
  - e. Description and details of proposed special occupancies such as covered mall, high-rise, mezzanine, atrium, public garage, etc.
  - f. Adequate details to evaluate fire-resistive construction requirements, including data substantiating required ratings and specifications
  - g. Details of plastic, insulation, and safety glazing installation
  - h. Details of required fire protection systems
  - i. Provisions for required special inspections
3. Structural plans, specifications, and engineering details including soil boring and geotechnical recommendations report with description and proposed soil bearing value, and signed and sealed structural calculations which support the member sizes on the drawings
4. General specifications

## **COMPLETE REVIEW (Building, Mechanical, Plumbing, Electrical)**

— THREE SETS OF THE FOLLOWING:

1. Documentation needed for a building review
2. Complete mechanical plans and specifications
3. Complete plumbing plans and specifications
4. Complete electrical plans and specifications

## **SPRINKLER REVIEW**

— THREE SETS OF THE FOLLOWING:

1. Complete sprinkler plans and calculations, including design calculations, current flow test, working drawings indicating all pipe sizes and the spacing between branch lines and sprinklers on the branch lines, and material/equipment specifications

## **ACCESSIBILITY REVIEW**

— ONE SET OF THE FOLLOWING UNLESS REQUESTED WITH A REVIEW FOR ANOTHER DISCIPLINE, AND THEN THREE SETS ARE REQUIRED:

1. Complete architectural/structural plans to include:
  - a. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, stairs, doors, etc.
  - b. Adequate details and dimensions to evaluate the accessible route to areas required to be accessible, including corridors, doors, protruding objects, maneuvering clearances, clear floor space at fixtures and controls, etc.
  - c. Accessible plumbing facilities and details
  - d. Tactile signage provided
  - e. Details of required fire protection systems
2. General specifications

## **ENERGY REVIEW**

— AN ADDITIONAL SET OF THE FOLLOWING DOCUMENTS IN ADDITION TO ANY DOCUMENTS REQUIRED FOR DISCIPLINES LISTED ABOVE:

1. Complete architectural plans, site plan, and general specifications
2. Design conditions, interior and exterior, consistent with local climate
3. Envelope design method, including supporting calculations and documentation
4. Complete mechanical plans, specifications, and equipment schedules
5. Complete plumbing plans and specifications
6. Complete electrical plans and specifications
7. Interior lighting design method, including supporting calculations and documentation
8. Lighting fixture and control schedules for building interiors and exteriors

## UCC PLAN REVIEW CHECKLIST

### — GENERAL REQUIREMENTS:

All drawings shall be sealed, signed, and dated by an architect or engineer licensed in the Commonwealth of Pennsylvania. The only exception is when all of the following apply:

1. Proposed work only involves remodeling or alterations of an existing building or structure
2. Proposed work does not change the building’s structure or means of egress
3. Person preparing the plans is not compensated for the preparation of the drawings

## Allen Township

**CodeMaster Inspection Services**Residential Building Plan Review/Inspection Fee Schedule  
Valid through December 31, 2016**BUILDING**

Single Family Dwelling (including electric up to 200AMP service, plumbing & HVAC) up to 3,500 sq. ft. - \$20.00 for each additional 100 square feet	\$900.00
Additions up to 500 square feet (excluding plumbing) - \$20.00 for each additional 100 square feet	\$600.00
Renovations or Alterations up to 500 square feet (excluding plumbing) - \$15.00 for each additional 100 square feet	\$450.00
Accessory structure up to 500 square feet (excluding electric, plumbing, HVAC) - \$15.00 for each additional 100 square feet	\$250.00
Manufactured Housing - Mobile or with axle capabilities per unit (including electric) - on piers	\$275.00
Manufactured Housing - Mobile or with axle capabilities per unit (including electric) - with basement	\$475.00
Modular Housing (including electric) - up to 3,500 sq. ft. - \$20.00 for each additional 100 square feet	\$450.00
Deck, Patio or Porch with roof up to 200 square feet - \$10.00 for each additional 100 square feet (including electric)	\$225.00
Deck/Concrete Patio up to 200 square feet - \$12.50 for each additional 100 square feet (excluding electric)	\$175.00
Minor Alteration/Demolition - 1-2 disciplines including 2 inspections	\$150.00
Above-Ground Pool/Spa (including electric)	\$150.00
In-Ground Pool (including electric)	\$300.00

**PLUMBING**

Up to 5 fixtures	\$75.00
Each additional fixture	\$5.00

**HVAC**

For First Unit (including electric) - No plan review included	\$120.00
Each additional unit	\$45.00
First system in existing residence or unit replacement in existing residence including electric and plan review.	\$45.00
Each additional unit	\$20.00

**ELECTRIC**

Service to 200 AMPS	\$100.00
Service to 400 AMPS	\$125.00
Service to 800 AMPS	\$150.00
Minor Alteration - 2 inspections	\$100.00

**Alternative Energy**

Windmill installation - includes plan review, foundation inspection and electrical/final inspection per windmill.	\$120.00
Solar and Photovoltaic Panel System installations either roof or ground mounted including electrical. Base fee plus \$5.00 per panel.	\$150.00

**Residential Construction Notes, Qualifications & Additional Services**

A minimum fee of \$65.00 shall apply for each additional plan review re-submission or for incomplete or denied plans. Inspections only, re-inspections or additional inspections shall be invoiced at \$50.00 each.

An additional minimum fee of \$65.00 shall apply for a Certificate of Completion/Certificate of Occupancy inspection in municipalities where CodeMaster serves as Building Code Official and prior inspections have been conducted by another inspection agency.

Consultation and or attendance at meetings with applicants, Township Officials or Staff, Building Code Board of Appeal meetings or special site visits or meetings shall be invoiced at \$65.00 per hour.

Administrative Costs - Minimum 1 hour @ \$40/hour plus fraction thereof.

CodeMaster may require building plans and specifications to be stamped and/or sealed by a design professional licensed in the Commonwealth of Pennsylvania. This would typically apply to non-conventional type construction or structures

## Allen Township

**CodeMaster Inspection Services**

Commercial Building Plan Review/Inspection Fee Schedule

Valid through December 31, 2016

Building Gross Square Footage	New Construction (3 or more disciplines)			Alterations and Renovations (3 or more disciplines)			1 to 2 Disciplines		
	Inspections	Unit	Plan Review	Inspections	Unit	Plan Review	Inspections	Unit	Plan Review
Change of Occupancy	N/A		N/A	\$200.00		N/A	\$100.00		N/A
Minor Change (1 visit)	\$200.00		N/A	\$200.00		\$100.00	\$110.00		\$100.00
1 to 2,000	\$700.00	Lump Sum	\$400.00	\$550.00	Lump Sum	\$400.00	\$250.00	Lump Sum	\$125.00
2,001 to 5,000	\$0.42	Per SF	\$450.00	\$0.32	Per SF	\$450.00	\$350.00	Per SF	\$150.00
5,001 to 10,000	\$0.38	Per SF	\$600.00	\$0.29	Per SF	\$600.00	\$0.08	Per SF	\$150.00
10,001 to 25,000	\$0.35	Per SF	\$700.00	\$0.26	Per SF	\$700.00	\$0.07	Per SF	\$175.00
25,001 to 50,000	\$0.32	Per SF	\$750.00	\$0.24	Per SF	\$750.00	\$0.06	Per SF	\$175.00
50,001 to 100,000	\$0.27	Per SF	\$800.00	\$0.22	Per SF	\$800.00	\$0.05	Per SF	\$200.00
100,001 to 200,000	\$0.22	Per SF	\$900.00	\$0.18	Per SF	\$900.00	\$0.04	Per SF	\$250.00
200,001 to 300,000	\$0.18	Per SF	\$1,000.00	\$0.13	Per SF	\$1,000.00	\$0.03	Per SF	\$250.00
Over 300,001	Quote		Quote	Quote		Quote	\$0.02	Per SF	\$300.00

**Commercial Construction Notes and Qualifications**

A minimum fee of \$250 shall apply for each additional plan review re-submission or for incomplete or denied plans.

Inspections only, re-inspections or additional inspections shall be invoiced at \$65.00 per hour.

An additional minimum fee of \$65.00 shall apply for a Certificate of Completion/Certificate of Occupancy inspection in municipalities where CodeMaster serves as Building Code Official and prior inspections have been conducted by another inspection agency.

Consultation and or attendance at meetings with applicants, Township Officials or Staff, Building Code Board of Appeal meetings or special site visits or meetings shall be invoiced at \$65.00 per hour

Administrative Costs - Minimum 1 hour @ \$40/hour plus fraction thereof

Solar and Photovoltaic Panel System installations either roof or ground mounted including electrical - Base fee \$300.00 plus \$5.00 per panel.

Windmill installation - includes plan review, foundation inspection and electrical/final inspection at \$120.00 each

All commercial building plans and specifications involving a structural change, a change in the means of egress, or where an individual has been compensated must be stamped and /or sealed by a design professional licensed in the Commonwealth of Pennsylvania.