



ALLEN TOWNSHIP
PROCEDURES AND LIST OF
AUTHORIZED THIRD PARTY BUILDING
INSPECTION AGENCIES

The Township's procedure is such that the Applicant/Resident will obtain all applications at the Township Building PRIOR to the start of any work. **The property owner must obtain ZONING APPROVAL PRIOR TO THE ISSUANCE OF A UCC BUILDING PERMIT.** This ensures the Applicant/Resident has acquired zoning approval and meets all zoning requirements. The steps for the Building Permit process are as follows:

1. The applicant shall submit three sets of construction drawings.
2. The Applicant shall submit all fees associated with the Zoning Permit Application to the Township at the time of submission. Check shall be made payable to "Allen Township".
3. The Township will call the agency for pick-up of construction documents.
4. Upon approval of construction documents, the third party agency will return the plans to the Township with inspection requirements. However, the Applicant/Property Owner is responsible for the scheduling of all necessary inspections with their selected Third Party Inspection Agency.
5. The Township Zoning Officer/Building Code Official will collect the Zoning Permit fee **only payable to Allen Township.** All permit fees associated with the issuance of the *Building Permit* must be paid directly to the Third Party Inspection Agency as selected by the Applicant/Property Owner. A \$100.00 deposit fee shall accompany all submissions for *Building Permits*. The deposit fee shall be made payable to the Third Party Agency as selected by the Applicant/Resident. Additional fees will be charged by the Third Party Agency in accordance with the individual Third Party Agency fee schedules. Building Permits will not be released by the Township until the Township receives confirmation that all review fees have been paid.

6. The Township Zoning Officer/Building Code Official will notify the Applicant/Resident that their Zoning Permit review has been completed. Permits will not be issued until all balances are paid in full, such sewage permit fees or grading permit review fees.
7. It is the responsibility of the Applicant/Resident to schedule all required inspections with the appropriate third party inspection agency!
8. A Certificate of Occupancy will not be issued until the final inspection report is received from the Third Party Inspection Agency.

**Allen Township List of Authorized Third Party Inspection Agencies for
UCC Required Commercial & Residential Applications/Permits (last revised 9/21/15)**

Bureau Veritas North America, Inc.

790A Parkway, Broomall, PA 19008

Phone: 610.543.3925, fax: 610-543-1933

www.us.bureauveritas.com

Code Master Inspection Services, Inc.

1209 Hausman Road, Suite B

Allentown, PA 18104-9300

Phone: 484-223-0763

Keller Zoning & Inspection Service

21 N. Broad Street

Nazareth, PA 18064

Phone: 610-759-8227

Keycodes Inspection Agency

1307 West Lehigh Street

Bethlehem, PA 18018

Phone: 610-866-9663

Lehigh Valley Inspection Service

P.O. Box 423

Orefield, PA 18069

Phone: 610-395-3827