



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

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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](http://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



**Allen Township  
Zoning Permit Application**


Building Code inspections are required for all construction unless otherwise specifically exempted by the Building Code.

**ADDITIONALLY, INCOMPLETE OR INCORRECT ZONING APPLICATIONS WILL BE AUTOMATICALLY DENIED! ALL APPLICATION FEES ARE DUE AT TIME OF SUBMISSION. REVIEW WILL NOT TAKE PLACE WITHOUT THE SUBMISSION OF THE FEE AND THE APPLICATION WILL BE RETURNED TO YOU.**

**SECTION I (to be completed by applicant)**

1. Attach to or indicate on the reverse side, a sketch showing the precise location of all existing structures and identify structures (if any) with all distances between buildings indicated, as well as all dimensions of existing and proposed buildings, distance to property or street lines. The sketch must indicate any information as requested on the reverse side.
2. Name of Applicant: \_\_\_\_\_
3. Address of Applicant: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
4. Name of Property Owner: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
5. Address of Property Owner: \_\_\_\_\_
6. Tax Parcel Number: \_\_\_\_\_ Map, \_\_\_\_\_ Block, \_\_\_\_\_ Lot  
(found on County Tax Bill or property owner's deed)
7. Lot Size: \_\_\_\_\_ (acres)
8. Application is hereby made to (circle one):
  - a. Erect a structure
  - b. Add to an existing structure
  - c. Remodel an existing structure
  - d. Change the use of the property
  - e. Other (explain) \_\_\_\_\_
9. Dimensions and Description of Proposed Work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION II: Site or plot plan – to be completed by applicant or applicant’s representative**



**Plot Plan Requirements**

All of the following must be clearly illustrated and identified on the site plan or noted as not present on the parcel:

1. Property lines with distance bearing information.
2. Existing – proposed easements with distance bearing information.
3. Building setback lines.
4. Proposed house corners. Roof-gutter overhangs, porches, pools, etc must be illustrated.
5. Required buffer yards.
6. Existing woods and proposed extent of clearing.
7. Driveway location, width, and access points.
8. Existing and/or proposed utility locations including but not limited to water lines, sewer laterals, gas lines, electrical lines, proposed and existing septic fields, proposed and existing wells, etc.
9. Sump pump-roof drain line locations, line sizes and discharge points.

SECTION III:

MAXIMUM BUILDING COVERAGE AND MAXIMUM IMPERVIOUS SURFACE COVERAGE CALCULATION SHEET

ALL PERMIT APPLICATIONS FOR BUILDING ADDITIONS, SHEDS AND ACCESSORY STRUCTURES MUST BE ACCOMPANIED BY A PLOT PLAN INDICATING ALL STRUCTURES AND IMPERVIOUS SURFACES THAT EXIST ON THE PROPERTY.

PLEASE COMPLETE THE FOLLOWING:

- A. SQUARE FOOTAGE OF EXISTING HOUSE (footprint only) \_\_\_\_\_
- B. SQUARE FOOTAGE OF CARPORT/GARAGE \_\_\_\_\_
- C. SQUARE FOOTAGE OF SHED OR DETACHED STRUCTURE \_\_\_\_\_
- D. SQUARE FOOTAGE OF DECK OR COVERED PORCH \_\_\_\_\_
- E. SQUARE FOOTAGE OF PROPOSED ADDITION \_\_\_\_\_
- F. **TOTAL SQUARE FOOTAGE OF BUILDING COVERAGE** \_\_\_\_\_  
( A + B + C + D + E )
- H. SQUARE FOOTAGE OF DRIVEWAY \_\_\_\_\_
- I. SQUARE FOOTAGE OF ALL CONCRETE AREAS \_\_\_\_\_  
(EXCLUDING THE PEDESTRIAN SIDEWALK)
- J. SQUARE FOOTAGE OF PROPOSED IMPERVIOUS AREA \_\_\_\_\_  
(1000 sq. ft. of new or replacement impervious requires a grading application and escrow)
- K. **TOTAL SQUARE FOOTAGE OF IMPERVIOUS COVERAGE** \_\_\_\_\_  
( F + H + I + J )
- L. TOTAL SQUARE FOOTAGE OF LOT \_\_\_\_\_

TO COMPUTE THE MAXIMUM SQUARE FOOTAGE OF BUILDING COVERAGE ALLOWED ON A LOT, MULTIPLY THE PERCENTAGE ALLOWED IN YOUR ZONING DISTRICT BY THE TOTAL SQUARE FOOTAGE OF THE LOT (EXAMPLE: A LOT MEASURING 7, 200 SQ. FT. WITH A 30% COVERAGE WOULD HAVE AN ALLOWABLE MAXIMUM BUILDING COVERAGE OF 2,160 SQ. FT.)

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TO COMPUTE THE MAXIMUM SQUARE FOOTAGE OF IMPERVIOUS SURFACE ALLOWED ON A LOT, MULTIPLY THE PERCENTAGE ALLOWED IN YOUR ZONING DISTRICT BY THE TOTAL SQUARE FOOTAGE OF THE LOT (EXAMPLE: A LOT MEASURING 7200 SQ. FT. WITH A 45% COVERAGE WOULD HAVE A MAXIMUM ALLOWABLE IMPERVIOUS SURFACE COVERAGE OF 3240 SQ. FT.)

**SECTION IV: Zoning Ordinance Requirements – to be completed by applicant or applicant’s representative**

- 1. Approximate value of proposed improvements: \_\_\_\_\_
  - 2. Height of the proposed structures: \_\_\_\_\_
  - 3. Is any other part of your property in a floodplain area?     Yes     No
  - 4. Do any neighbors, utilities, etc. have easements or right-of-way(s) on this subject property?     Yes     No
  - 5. Are there any aeronautical or navigational easements on this subject property?  
       Yes     No
  - 6. Will there be any earth disturbance five acres or greater?     Yes     No
- If yes, a copy of the Northampton County Conservation District Permit must be submitted with this application.
- 7. Sewage Permit #/Issuance Date \_\_\_\_\_
  - 8. Highway Occupancy Permit # \_\_\_\_\_
  - 9. Labor and Industry Permit # \_\_\_\_\_
  - 10. Number of off-street parking spaces: \_\_\_\_\_

**SECTION V:**

**PLEASE NOTE: The property owner(s) must sign this application to verify the contractor or tenant has permission from the property owner(s) to do all construction work authorized by the issuance of this permit. Two copies of a site plan with two copies of the appropriate construction documents must accompany this application.**

By signing this application, authorization is granted to any municipal representatives of Allen Township to access the above property as stated within this application and attached sub-trade permit application at any time, without an administrative warrant, to inspect and verify that any proposed use and/or structure contained within this application and/or that exists on the above property complies with all Allen Township zoning and building code ordinances. The application together with the signed site plan and any construction documents is made a part of this application by the undersigned. Furthermore, it is clearly understood and agreed to by the applicant and property owner that the Township office is not responsible for any property dimensions shown on the site plan and establishment of property lines is the sole responsibility of the property owner and applicant. The applicant and property owner also agree they are responsible for the replacement to Township standards of any Township road or infrastructure which is damaged during the building of the permitted structure and understands that the information provided on this application by the applicant(s) and property owner(s) is true and correct to the best of their knowledge or belief, and all information contained in this application becomes part of the public record. The applicant warrants the truthfulness of the information in the application, and that if any of the information provided is incorrect, the permit may be revoked. Furthermore, the application and permit can provide that if the permit is issued wrongfully, whether based on misinformation or an improper application of the code, the permit and certificate of occupancy may be revoked.

Date: \_\_\_\_\_  
Signature of Applicant(s) \_\_\_\_\_  
Print Applicant(s) Name(s) \_\_\_\_\_

Date: \_\_\_\_\_  
Signature of Property Owner(s) \_\_\_\_\_ (Required)  
Print Property Owner(s) Name(s) \_\_\_\_\_ (Required)