



## **UCC PERMITS**

### **Building, Mechanical, Electrical, Plumbing**

Apply online:

<https://eastonpa.portal.opengov.com/categories/1071/record-types/6429>

In accordance with the Uniform Construction Code, anyone who intends to construct, enlarge, alter, repair, move, demolish, or change the use of a building, or to erect, install, enlarge, repair, remove, convert, or replace any electrical, gas, mechanical or plumbing system, shall obtain the required permits. *If you are located Downtown and performing any exterior work or signage this may also require a certificate of appropriateness from the Historic District Commission.*

**Please note the following time frame when submitting permits:**

**15 Business days for residential permits**

**30 Business days for commercial permits**

Permits can be pulled by the contractor or by the property owner. If you have an existing account, make sure to login with your email address and password that you created. If you forgot your password, please RESET it rather than creating a new account with a different email address. The system will send you an email to reset the password. Always check SPAM/JUNK mail folder if you don't see the email in your In box.

#### **Instructions and Navigation Tips**

Answer only the questions with an asterisk (\*), these are required fields and must be completed to move forward. If the required question does not pertain to your project, you can enter a zero (0) or "N/A". It is important to supply as much detail as possible so that the application does not get rejected.

#### **Step 2 of 6**

If you cannot find the property address in the address/parcel search bar, it may be a property that is not within the *City of Easton*. For example, if the property where the work is being done is in Palmer, Forks, Wilson, Williams Twp. Bethlehem, West Easton, and so on, you need to contact that municipality for permits.

Some addresses in the City of Easton are combined addresses, you will need to know how the address is listed with Northampton County; go to: [www.ncpub.org](http://www.ncpub.org)

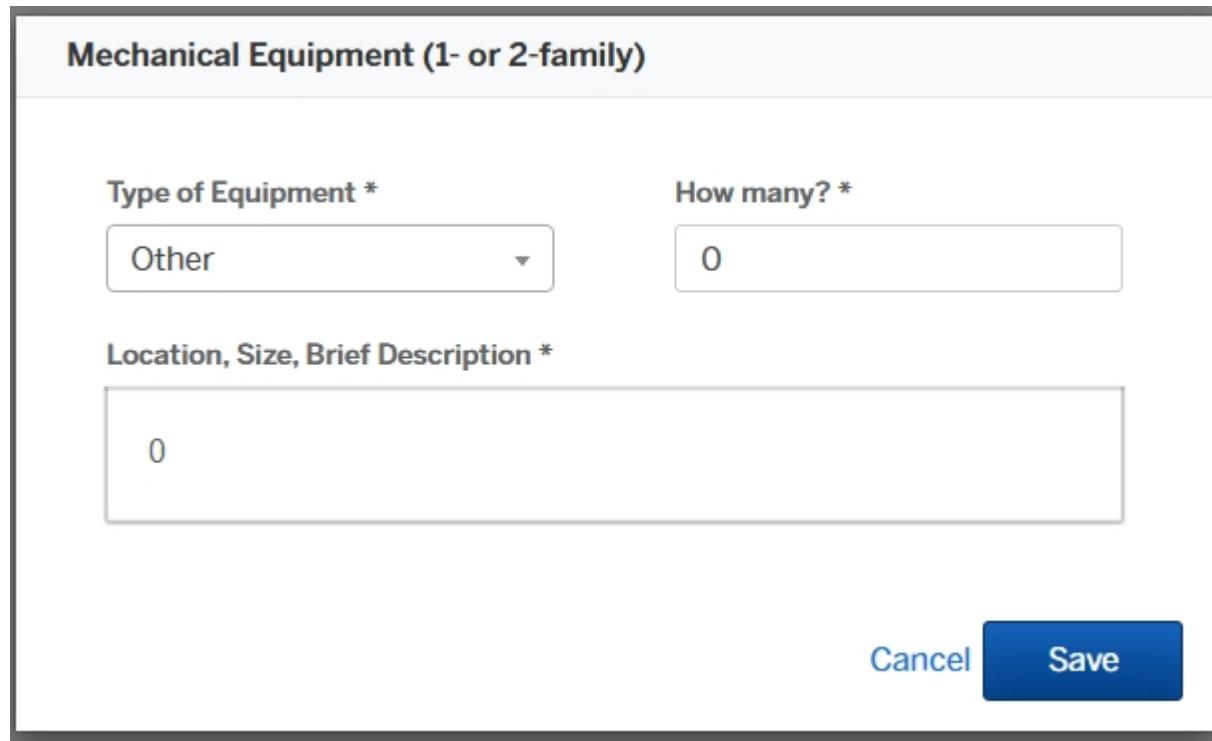
Once you enter the address, the page will populate with the information that is listed with Northampton County. **You cannot make changes to this page.** Any changes to this information need to be made with Northampton County.

Step 9 of 13

### **Mechanical Equipment Question \***

This is a required question. *If your project does not have any mechanical equipment, you still need to fill this part out to proceed.*

1. Click on Add Equipment.
2. In the Type of Equipment drop down menu choose “other”.
3. Enter a zero “0” in the next two fields and hit “Save”.
4. Click on the next at the bottom of that page.



**Mechanical Equipment (1- or 2-family)**

Type of Equipment \*

Other

How many? \*

0

Location, Size, Brief Description \*

0

Cancel **Save**

Step 13 of 13

### **Attachments**

This is not a required field. If you have nothing to attach, then move on to the next step where you will confirm and submit your application. Once you've submitted your application a UCC number will be automatically assigned to you and a confirmation email will be sent with that UCC number.