



CITY OF EASTON

PENNSYLVANIA

Department of Code Enforcement
123 South 3rd St., 2nd Floor, Easton PA 18042

Phone 610-250-6724
Fax 610-250-6607
codescounter@easton-pa.gov

CONSTRUCTION PERMIT SUBMITTAL CHECKLIST

NOTE: INCOMPLETE PERMIT APPLICATIONS WILL NOT BE PROCESSED.

1. Permit Application

- a. Read and understand all permit application paperwork and addendums; there is important information on each form.
- b. Complete all areas of the application legibly
 - i. Site Address
 - ii. All correct contact information shall be fully provided.
 - iii. **Description of Building Use:** Check the appropriate box, fill in all necessary sections to fully and properly disclose the type and use of the building (attach additional sheets as necessary)
 - iv. **Permit type, type of work, & value of work:** Next to the appropriate type of permit requested, check the box. Under type of work insert a brief detail, such as "Re-roof" or "Electrical Service" or "Bathroom". Next to the type of work, insert the amount of the value of construction (*verified by signed contract, most recent Building Valuation Data (BVD) as published by the International Code Council or the fair market value determined by the Building Official*)
 - v. **Describe the proposed work:** Describe proposed construction in a brief and specific manner (attach additional documentation as necessary for detail and clarity)
(CANNOT ONLY STATE "SEE ATTACHED" OR SIMILAR STATEMENT)
 - vi. **Certification:** Fully read and understand this section. The owner or authorized agent shall sign and date the application and complete the applicant information.

2. Submittals

- a. Submit the following documents (*additional documents may be necessary depending on proposed work*)
 - i. A true and correct copy of the contract describing all proposed work signed by all parties (if applicable)
 - ii. Building details to include foundation plan, framing plan, & wall bracing details.
 - iii. Material and equipment specifications or manufacturer literature/directions
 - iv. Calculations for plumbing, mechanical or electrical equipment or systems.
 - v. Floor plan for each floor undergoing repairs, additions, alterations, new equipment, etc. which shows dimensions and locations of new or replaced materials, equipment, devices, fixtures, etc.
 - vi. FOR PORCHES, DECKS, EGRESS, ADDITIONS or NEW BUILDINGS: A site plan showing property lines, all building in solid lines, proposed buildings in dashed lines, dimensions of buildings and setbacks from property lines
 - vii. Buildings with three or more residential units and commercial buildings require three sets of submittals signed and sealed by a Pennsylvania licensed architect or licensed professional engineer. **Electronic submittals are permitted. Upon approval of documents, at least one set of paper submittals shall be provided to be stamped and retained on the construction site. Plans shall not be less than 1/8" = 1' scale with a minimum sheet size of 11" x 17"*

CITY OF EASTON

Address:

Permit Number(s):

The following is a list of required inspections, please read it carefully to understand at what point during a project that the work must be inspected. Work must be inspected during the progress as necessary to insure that all work conforms to the approved plans and all applicable codes.

The work must not proceed in a manner that will preclude the inspection(s) until approval is given.

Re-inspection fees are charged for a second re-inspection and each additional inspection thereafter at a rate of \$40 per inspection, due prior to scheduling the inspection.

Approved plans and permit documentation shall be on site at time of inspection(s)

***FOR ALL PLUMBING INSPECTIONS:** Underground copper supply lines shall not be covered by limestone screening. Sand or other suitable fill shall be utilized. Water supply line tests require working pressure of the system or an air test not less than 50 psi. Drainage line tests require 10-foot head of water test. (One- and Two-family dwelling drainage lines are permitted to be tested with 5 psi of air).

- Footings/Piers:** Before placement of concrete. The bottom of footing trenches/piers shall be dry, clean, and solid. Rebar shall be installed if indicated on the approved plans. All forms shall be complete with gaps no greater than 3 inches.
- Pre-Foundation:** Foundation forms set, rebar installed per the approved plans, and before concrete placement.
- Foundations:** Foundation and all walls shall be complete up to grade level, prior to backfilling. Foundation coating and exterior perimeter drains shall be complete.
- Service – Sewer/Water:** Plumbing services shall be complete. Underground copper supply lines shall not be covered by limestone screening. Sand or other suitable fill shall be utilized.
- Underslab Rough Electrical:** All conduits shall be installed below the bottom of the slab. All joins shall be sealed/glued.
- Underslab Rough Plumbing:** Plumbing under slab shall be complete.
- Slab:** All underground utilities shall be complete and passed inspection. Stone base, welded wire (if indicated) on chairs, insulation board, and minimum 6-mil vapor retarder (if indicated) shall be complete. Finished floor elevation is required to be marked and/or indicated for the inspection. All rebar or wire mesh is required to be installed on chairs.
- Rough Electrical Trench:** All trenches shall be inspected before backfill. Conduits shall be installed at the correct depth per the code. The conduits shall be supported continuously at the bottom of the trench.
- Pool Bonding:** Before covering any wire or connections or backfilling, the bonding ring shall be installed and connected to the pool at 4 equally spaced locations. All potting compounds shall be installed.
- Electrical Service:** Install meter base, panel/disconnect, service entrance conductors, and grounding electrode systems.
- Rough Electric:** All splicing to be complete. All underground trenches shall be inspected prior to backfill.
- Rough Mechanical:** Ductwork and/or concealed piping shall be complete. Required duct insulation shall be installed. Duct pressure test shall be complete and documentation on site for inspection(s) (when required).
- Gas Piping Test:** Test pressure shall be at least 1-1/2 times the proposed maximum working pressure, but not less than 3 psig.
- Rough Plumbing:** Plumbing under slab shall be complete.
- Rough Building/Framing:** All structural framing, fire caulking, fire blocking, and draft stopping shall be complete. Mechanical, electrical, and plumbing systems shall be complete. Installation of insulation shall not be started.
- Wall/Roof Sheathing:** Before building wrap and underlayment.
- Underlayment/Flashing:** After building wrap / roof underlayment and flashing is in place, before wall or roof covering material.
- Exterior Lath:** (Stucco Mesh, Veneer Mesh, or any similar products): Before base coat.
- Insulation/Window:** All insulation (to be concealed) shall be complete. Manufacturer's stickers shall be on all glazing.
- Drywall:** Wallboard shall be complete, prior to taping and spackling. **(Inspection shall be repeated for multiple layers)**
- Above Ceiling:** (Building, Electrical, Mechanical, Plumbing) All penetrations shall be sealed. Fire-rated and smoke rated wall shall be labeled. Ceiling grid shall be properly supported. Ceiling tile shall not be installed.
- Alarm Test:** Alarm system complete and operational. Provide the capability to test all devices.
- Hood Duct Test:** Light test for hood duct prior to the duct wrap.
- Hood Duct Wrap:** After wrap is installed and before concealing the wrap.
- Hood Suppression Test:** All tests, including balloon, fusible link and pull station, to be conducted as per NFPA requirements.
- Hood Final:** When the all work is complete and all cooking equipment is installed.
- Sprinkler Test:** Piping shall be exposed. Tests shall be conducted as per NFPA requirements.
- Accessibility:** Accessibility compliance with the International Building Code and ICC/ANSI A117.1.
- Final:** (Building, Mechanical, Electrical, Plumbing, Sprinkler) All devices, fixtures, and equipment shall be installed and operational.
- Other:** _____



CITY OF EASTON
DEPARTMENT OF CODE ENFORCEMENT

123 South Third Street, 2nd Floor, Easton, PA 18042

Phone (610) 250-6724 - Fax (610) 250-6607 – email codes@easton-pa.gov

UCC PERMIT APPLICATION

CARBON MONOXIDE ALARMS
 Carbon monoxide alarms shall be provided when applying for any permit where a fuel-fired appliance exists or where there is an attached garage. They shall be installed outside each separate sleeping area.

Site Address: _____

Owner: _____ **Phone#:** _____

Mailing Address: _____ **Email:** _____

Contractor: _____ **Phone#:** _____

Mailing Address: _____ **Email:** _____

Insurance: W/C Self-insured Exemption PA Home Improvement # _____

Design Professional (PE/RA): _____ **Phone#:** _____

Mailing Address: _____ **Email:** _____

DESCRIPTION OF BUILDING USE: Residential - # of Units: _____ Non-Residential Mixed-Use
 Specific Use: _____ Use Group: _____ Change in Use: No Yes- Former: _____

PERMIT TYPE	TYPE OF WORK	VALUE	office use only	
			Fee \$	Permit No.
<input type="checkbox"/> Building		\$	Fee \$	Permit No.
<input type="checkbox"/> Electrical		\$	Fee \$	Permit No.
<input type="checkbox"/> Plumbing		\$	Fee \$	Permit No.
<input type="checkbox"/> Mechanical		\$	Fee \$	Permit No.
<input type="checkbox"/> Other:		\$	Fee \$	Permit No.
Total		\$	Total \$	Date Issued

Description of Work: _____

CERTIFICATION / AUTHORIZED AGENT/ REQUIRED INSPECTIONS

I hereby certify that I am the property owner, equitable owner or authorized agent of the owner for the property and project listed in this application. The applicant certifies that all information on this application and other submittals are correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional codes, laws or standards adopted by the City of Easton. The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel, or set aside any provisions of the codes or ordinances of the City of Easton or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

I certify that the code administrator or the code administrator'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

 Date

Applicant: _____

Phone # _____

Mailing Address: _____

Email: _____

Approved Denied

 Building Code Official

 Date

***see attached for REQUIRED INSPECTIONS**

The owner or other responsible person in charge of work must notify the Department of Code Enforcement when work is ready for any required inspections.

To schedule an inspection please call **610-250-6724 by 2pm, 2 days prior** to the requested inspection date and you must supply the following information: (If the work is not completed as scheduled, you must cancel prior to 9:00 a.m. on the day scheduled.)

- permit number
- type of inspection requested
- property address and location of work
- contact person
- contact phone number

TANK PERMIT ADDENDUM

Site Address: _____

Contractor: _____ Phone # _____

Address: _____

Insurance: W/C Self-insured Exemption Other _____ PA Home Improvement License # _____

Application is hereby made for a permit to install, erect, alter, or remove flammable liquid tanks. The information that follows, together with location diagram, is made part of this application by the undersigned. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this applicant, such as might or would operate to cause a refusal of this application, or any change in the location, size or use of flammable liquid tanks or land made subsequent to the issuance of this permit, without approval of the Easton Fire Department, shall constitute sufficient ground for the revocation of this permit and/or prosecution or both.

REMOVAL

INSTALL

Number of tanks _____

Tank location _____

Size/capacity of the tank(s) _____

Liquid stored in tank(s) _____

If tank is located on the exterior please provide a diagram of the location (identify all structures on the property):

Notes:

- 1. The City shall be notified at time of actual tank removal and prior to back filling. No exceptions!**
- 2. All exterior piping and electrical systems shall be removed.**
- 3. Soil samples shall be taken and analyzed for contaminates. Copy of results shall be forwarded to the City.**
- 4. Back fill must be compacted according to acceptable practice, where applicable, ICC codes.**

Signature of Applicant

Date