



# CITY OF EASTON

## PENNSYLVANIA

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

Phone 610-250-6724  
Fax 610-250-6607  
[codescounter@easton-pa.gov](mailto: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

## DEPARTMENT OF CODE ENFORCEMENT

123 South Third Street, 2<sup>nd</sup> 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.
<b>Total</b>		<b>\$</b>	<b>Total \$</b>	<b>Date Issued</b>

**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

## ELECTRICAL PERMIT ADDENDUM

Site Address: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

ITEM	NO.	LOCATION, WIRE TYPES AND SIZES, BRIEF DESCRIPTION
Ceiling Outlets		
Switches		
Plug Receptacles		
Baseboard Heating		
Air Heaters		
Lighting Circuit		
Other Circuit(s)		
Panel Size		
Range/Oven/Stovetop		
Emergency Lights/Exit Signs		
110 V AC Interconnected Smoke Detectors		
NFPA 72 Fire Alarm System		*See Fire Alarm Permit Addendum*
Other		

**Floor plan must be submitted with permit application showing wiring diagram, device location and circuit number.**

All work, materials and construction to be in accordance with the appropriate regulations as adopted by the City of Easton.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## PLUMBING PERMIT ADDENDUM

Site Address: \_\_\_\_\_

Master Plumber: \_\_\_\_\_ Plumbing License No: \_\_\_\_\_ Issuing City: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

**List all Fixtures (proposed):**      New Installation       Re-Installation

NO.	FIXTURE	KITCH	BATH	OTHER	PIPE SIZE AND BRIEF DESCRIPTION
	Water Closet/Bidet/Urinal				
	Bathtub				
	Lavatory/Sink				
	Shower/Floor Drain				
	Washing Mach/Dish Washer				
	Commercial Dishwasher				
	Water Heater				
	Water Util. Connection				
	Sewer Util. Connection				
	Storm Drainage System				
	Spec. & Indirect Waste Sys.				
	Hose Bib/Water Cooler				
	Garbage Disposal				
	Indirect Connection				
	Drainage Pipe Cleanout				
	Sewer Ejector				
	Traps				
	Interceptors				
	Backflow Devices				
	Vents				
	Special Health Care Plumb.				
	Other				

**EXISTING:**

Drainage      Material \_\_\_\_\_ Size \_\_\_\_\_  
 Bldg. Sewer      Material \_\_\_\_\_ Size \_\_\_\_\_  
 Water Service      Material \_\_\_\_\_ Size \_\_\_\_\_  
 Venting      Material \_\_\_\_\_ Size \_\_\_\_\_

**PROPOSED:**

Drainage      Material \_\_\_\_\_ Size \_\_\_\_\_  
 Bldg. Sewer      Material \_\_\_\_\_ Size \_\_\_\_\_  
 Water Service      Material \_\_\_\_\_ Size \_\_\_\_\_  
 Venting      Material \_\_\_\_\_ Size \_\_\_\_\_

All work, materials and construction to be in accordance with the appropriate regulations as adopted by the City of Easton.

\_\_\_\_\_  
 Signature of Master Plumber

\_\_\_\_\_  
 Date

- |   |                |           |
|---|----------------|-----------|
| <input type="checkbox"/> Sewer Connection (per EDU) | Approved _____ | Fee _____ |
| <input type="checkbox"/> Address Assignment         | Approved _____ | Fee _____ |
| <input type="checkbox"/> Sidewalk                   | Approved _____ | Fee _____ |

## MECHANICAL PERMIT ADDENDUM

Site Address: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

TYPE OF EQUIPMENT	NO.	LOCATION, SIZE, BRIEF DESCRIPTION
Air Pollution Systems		
Air Handling - Distribution Sys.		
Air. Cond. Units - Systems		
Boilers - Steam/Hot Water		
Chimney/Vent/Liner		
Clothes Dryer		
Conversion Burner		
Floor Furnaces		
Forced Air System		
Fuel Oil Piping		
Gas Piping Systems		
Fire Suppression System		
Range Hoods - Commercial		
Range - COM DOM		
Refrig. Unit or System		
Solar Systems		
Sprinkler System		
Stand Pipe		
Unit Heaters		
Ventilation Systems		
Wall Heaters		
Other		

1. If the approved work involves a heating conversion that will replace an oil-fired system with a different source of heat, the oil tank and all associated piping shall be removed (Tank Removal Permit Required).
2. **If requested work involves changing the type of heating system, provide documentation showing sizing in accordance with ACCA Manual S based on ACCA Manual J calculations.**
3. Oil to Natural Gas conversion requires the following:
  - a. Submittal of conversion listing, labeling and manufacturer documentation.
  - b. Chimney must be cleaned, lined and certified by a qualified professional for the exhaust.
4. Emergency shut-off switch for gas furnace shall be located in the immediate vicinity of the furnace.
5. Emergency shut-off switch for all other systems shall be located at the top of stairs.
6. Any asbestos to be removed must be done by a certified contractor.
7. **Evaluate chimney as per IMC 801.18 or IFGC 501.15**
8. **Evaluate and provide combustion air as per IMC 701.1 or IFGC 304.1**

**\*\*\* Copy of all installation requirements shall be on site at time of inspection. \*\*\***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FIRE ALARM PERMIT ADDENDUM**

Site Address: \_\_\_\_\_

Fire Alarm Contractor/Company: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Type and use of Building:** \_\_\_\_\_

*NOTE: Detailed plans required.*

ITEM	NO.	LOCATION, SIZE, BRIEF DESCRIPTION
Smoke Detectors		
Heat Detectors		
Audio/Visual Devices		
Manual Pull Stations		

***\*Submit floor plans showing locations\****

**IMPORTANT NOTE:** All fire alarm installations or changes to existing systems shall be designed and installed by qualified personnel identified on construction documents.

Designer: \_\_\_\_\_ Installer: \_\_\_\_\_

*\*Provide evidence of qualification.\**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FIRE ALARM INSTALLATION REQUIREMENTS**

1. All contractors shall obtain a business license from the City of Easton.
2. All work on fire alarm systems require a permit including the repair or replacement of existing components of a previously approved system that does not change or alter the original performance of the system.
3. All new installations or upgrades of existing systems shall comply with NFPA 72, the “National Fire Alarm Code Standard” and NFPA 70, National Electrical Code.
4. A detailed floor plan for each floor of the structure showing doors, hallways, means of egress, and room use, including the location of all devices for a new installation, shall be provided for review and comment to the Code Enforcement Department, (AHJ - Authority Having Jurisdiction). It shall be submitted with the permit application before work is started. Failure to obtain approval by the AHJ will result in a stop work order and/or tear out of work already finished to obtain proper inspection of pre-installed equipment.
5. Installers shall test all system components according to NFPA 72 and shall submit a completed, approved NFPA 72 test form to the Code Enforcement Department for final approval of the system.
6. Installers shall inform owners of structures with fire alarm systems, in writing, of their responsibility in maintaining these life safety systems on a regular basis.

# 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

# 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:** In-framing and exposed plumbing prior to fixture connection shall be complete and under test.
- 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.
- Tank:** Post removal (basement or underground – prior to backfilling)
- 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:** \_\_\_\_\_