



Heidelberg Township Zoning Office
Lehigh County
6272 Route 309 ~ Suite A
New Tripoli, PA 18066
610-767-9297 x 11 ~ Fax 484-265-0097
www.heidelberglehigh.org

Application

Pa. Act 45 (Uniform Construction Code)

Received _____ Tax Map # or PIN # _____
Permit Numbers ~ Bldg. _____ Electric _____ Plumbing _____
HVAC _____ Sewer _____
Zoning District _____ Date Issued _____ Date Expires _____

Please Check One Inspection Agency: Once an applicant/homeowner/builder chooses an inspection agency on the Township List they must continue to use that agency through completion of the permitted project.

Please call your inspection agency direct to schedule your inspections.

_____ Lehigh Valley Inspection Service (LVIS)
P.O. Box 423, Orefield, PA 18069 - Phone 610-395-3827
_____ LTL Consultants, Ltd.
P.O. Box 241, Oley, PA 19547 - Phone 610-987-9290

This is a multi-use application ~ please fill in as to what applies to your project ~ Thank You

Plot Plan ~ Provide three (3) copies of a plot plan showing all existing structures, well, septic tank, drain field, sewer lines, driveway area, and proposed improvements within the lot. Exact dimensions and setbacks must be shown if improvements are proposed less than ten (10) feet from the required setbacks.

Construction Plans

Residential ~ Three (3) sets of construction plans. Must be "as built" indicating all the information of the Pa. UCC Code, including the square footage of the total floor area of the structure (living area, basement, finished attic, garages, decks and porches).

Additions to residential dwellings only ~ if no construction plans are drafted, the Building Inspector may approve a list of materials to be used if the load strengths can be determined by the identification of the rafters, joist, and the spacing of each. A hand drawn plan is acceptable.

Commercial Structures ~ Three (3) sets of construction plans; the construction documents shall be prepared by a registered design professional and be signed and sealed. The floor area utilized by the public must be shown separately from the total square footage of the building area.

***PLEASE NOTE:** Applications can be submitted electronically if the maximum plan size is 11" X 17".

Location/ Address of proposed work or improvement _____

Owner Name (Please Print) _____ Phone# _____
Owner Signature _____ Cell# _____
Fax# _____ email _____
Mailing Address _____

Principal Contractor _____ Phone# _____ Cell# _____
Fax# _____ email _____
Mailing Address _____
PA Home Improvement Consumer Act Registration No. _____

Applicant _____ Phone# _____ Cell# _____
Fax# _____ email _____
Mailing Address _____

Architect _____ Phone# _____ Cell# _____
Fax# _____ email _____
Mailing Address _____

Building Setbacks (distance of proposed construction from property lines and road right of way)
Front _____ Rear _____ Right Side _____ Left Side _____
Easements ~ Front _____ Side _____ Rear _____ Zoning Hearing Decision _____
Located in a Flood Plain ☐ Yes ☐ No

Type of work or improvement
☐ New Building ☐ Addition ☐ Alteration ☐ Repair ☐ Renovation ☐ Demolition
☐ Change of Use ☐ In ground Swimming Pool ☐ Above ground Swimming Pool/Spa
☐ Signs ☐ Billboards

Describe proposed work _____

Estimate value of construction \$ _____

Description of Building/Land Use

- ☐ Residential
☐ 1 Family Dwelling (R3)
☐ 2 Family Dwelling (R3)

☐ Non-Residential (Commercial)
Specific Use _____
Use Group _____
Change in Use ☐ Yes ☐ No
If yes, indicate prior occupant _____
Maximum Occupancy Load _____

Building/Site Characteristics

Number of Residential Dwelling Units ~ _____ Existing, _____ Proposed
Water Service ~ please check one ☐ public ☐ private
Sewer Service ~ please check one ☐ public ☐ private

Building Dimension ~ Length _____ Width _____
Height of Structure Above Grade _____
Total square feet of proposed building _____ Number of Stories _____

Electric Application

Type of Use ~ Residential or Commercial _____
Location Address _____

Record Owner _____ Address _____
_____ Telephone _____

Electrician _____ Address _____
_____ Telephone _____

Electrician Signature _____ Date _____

Electrician certifies that all information given is correct and that all pertinent electrical ordinances will be complied with in performing the work for which this permit is issued.

New _____ Addition _____ Alteration _____
PPL Job Number (if applicable) _____

Is Service? ☐ New ☐ Replacement ☐ Upgrade
Service Size _____

Provide a brief description of work to be done:

Plumbing Application

Type of Use ~ Residential or Commercial _____
Location Address _____

Record Owner _____ Address _____
_____ Telephone _____

Plumber _____ Address _____
_____ Telephone _____

Plumber Signature _____ Date _____

List quantity of each fixture that apply

Water Softener _____	Bath Tub _____	Water Heater _____
Water Closet _____	Garbage Disposal _____	Lavatory Sink _____
Shower ~ stall _____	Laundry/Utility Tub _____	Sink ~ kitchen _____
Floor Drain _____	Automatic Washer _____	Urinal _____
Dishwasher _____	Drinking Fountain _____	Other _____

Provide a brief description of work to be done:

HVAC Application

Type of Use ~ Residential or Commercial _____

Location Address _____

Record Owner _____ Address _____

Telephone _____

Contractor _____ Address _____

Telephone _____

Contractor Signature _____ Date _____

Job Type:

New Unit _____ Replace Existing Unit _____ New Fuel Type _____ Existing Fuel Type _____

Indoor Unit Location:

Basement _____ 1st Floor _____ Attic _____ Other _____

Outdoor Unit Location:

Ground _____ Rooftop _____ Other _____

Type of Job:

Heating _____ Air Conditioning _____ Ventilation _____ Other _____

Type of Unit:

Oil _____ Heat Pump _____ Wood _____ Gas _____ Forced Air _____ Electric _____

Geothermal _____ Boiler _____ Other _____

Make & Model of Unit: _____

BTU's of Unit: _____ Outside Air: _____

Vent Rate (CFM) Total: _____ Vent Rate (CFM): _____

Cost of Proposed Work: _____

Provide a brief description of work to be done:

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of location all property lines, setback lines, easements, rights of way, flood areas, etc. Issuance of 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 Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work. 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.

My signature below certifies that I am aware of my responsibility to have each required inspection done. No Certificate of Occupancy shall be issued without the required inspections having been completed.

Signature of Owner or Authorized Agent _____
Please Print Name of Owner or Authorized Agent _____
Signature of Builder _____ Date _____

For Code Administrator and Zoning Office Use Only

Additional Permits/ Approvals That May Be Required

<input type="checkbox"/> Driveway ~ Street Cut	Approved _____
<input type="checkbox"/> Penn DOT Highway Occupancy	Approved _____
<input type="checkbox"/> On Lot Septic	Approved _____
<input type="checkbox"/> Zoning	Approved _____
<input type="checkbox"/> NPDES Permit	Approved _____

Approvals

Building Permit Denied Date _____ Date Returned _____

Building Permit Approved Date _____

Code Administrator _____

Zoning Officer _____

Fees

* \$60.00 Filing Fee and a \$4.50 State Administration Fee as required by Labor & Industry must be paid at time of application ~ all other fees are due prior to issuance of permit *

Please note: when multiple permits are needed for a single project (ie. a new home requires all 4 permits listed below) only one filing fee is required.

Building ~ Filing Fee \$60.00 - Pa. UCC Fee \$4.50 - Plan Review & Permit Fee _____
Additional Fees for Incomplete or Denied Plans _____

Electric ~ Filing Fee _____ Plan Review & Permit Fee _____
Additional Fees for Incomplete or Denied Plans _____

Plumbing ~ Filing Fee _____ Plan Review & Permit Fee _____
Additional Fees for Incomplete or Denied Plans _____

HVAC Filing Fee _____ Plan Review & Permit Fee _____
Additional Fees for Incomplete or Denied Plans _____

Certificate of Occupancy ~ See Fee Schedule _____

Heidelberg Township

PA Act 45 (Uniform Construction Code) Permit Application Addendum for Title 25, Chapter 102 Compliance

In accordance with PA Code Title 25 Chapter 102, Erosion and Sedimentation Control, and the necessity of Heidelberg Township and the Department of Environmental Protection through the Lehigh County Conservation District, to control accelerated erosion and minimize sediment pollution to waters of the Commonwealth, the following questions shall be answered to the best of your knowledge:

1. Does this proposed construction/project result in earth disturbance of five thousand (5,000) Square Feet or more? Yes / No
2. What is the anticipated total area of disturbance?

If the total area of earth disturbance is 5,000 SF or more, an Erosion and Sedimentation Control Plan must be prepared and remain on site during the entire project. This plan shall meet the requirements set forth by the Code and the Lehigh County Conservation District. This plan will need to be available for review during the entire project. This plan will be utilized by the LCCD or Heidelberg Township during site inspections of the project. Failure to have an Erosion and Sedimentation Control Plan, and implement the Erosion and Sedimentation Controls as indicated on the plan, is a violation of Chapter 102, and enforceable by the LCCD at any time.

3. Does the proposed construction/project result in earth disturbance of one (1.0) acre or more?
Yes / No
3. What is the anticipated total area of disturbance?

If the total area of earth disturbance is 1 acre or more, a National Pollution Discharge Elimination System (NPDES) permit is required. The complexity of the Application is dependent on the receiving stream classification. The permit application and plans shall meet the requirements set forth by the PA Code and the Lehigh County Conservation District. No permit shall be issued by the Zoning Office until the NPDES permit is issued. This plan will need to be available for review during the entire project. This plan will be utilized by the LCCD or Heidelberg Township during site inspections of the project. Failure to have an Erosion and Sedimentation Control Plan, and implement the Erosion and Sedimentation Controls as indicated on the plan, is a violation of Chapter 102, and enforceable by the LCCD at any time.

I have answered these questions to the best of my knowledge. I further state these are the true and correct answers to these earth disturbance questions.

X _____ Date: _____
Property Owner Signature

print name

Workers' Compensation Insurance Coverage Information
(Attach to Building Permit Application)

- A. **The applicant is**
A contractor within the meaning of the Pennsylvania Workers' Compensation Law

☐ Yes*

☐ No

*If the answer is "yes," complete Sections B and C below as appropriate.

B. **Insurance Information**

Name of Applicant _____

Federal or State Employer Identification No. _____

Applicant is a qualified self-insurer for workers' compensation.

☐ Certificate attached

Name of Workers' Compensation Insurer _____

Workers' Compensation Insurance Policy No. _____

☐ Certificate attached

Policy Expiration Date _____

C. **Exemption**

Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

☐ Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to township.

☐ Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this
_____ day of _____ 20 _____

{Signature of Notary Public}

My commission expires : _____

Seal

** Notarization required if signature is not witnessed by township personnel.

Signature of Applicant _____

Address _____

County of _____

Municipality of _____

HEIDELBERG TOWNSHIP – SCHEDULE OF FEES – 2024

U.C.C. BUILDING PERMIT FEE SCHEDULE

Non-refundable Filing Fee (for all permit applications)	\$60.00
Non-refundable PA State Administration Fee (for all permit applications)	\$4.50
Township Zoning Review Fee	\$40.00
Township Certificate of Occupancy Fee: Residential	
Homes, pole buildings, mobile home, additions	\$50.00
Solar Panels	\$25.00
Deck, sheds, wind generator, sign, fence, pools and all others	\$15.00
Township Certificate of Occupancy Fee: Commercial	\$50.00
Change of Builder for Issued Permits	\$50.00
**For additional U.C.C. Building Permit Fees please see attached fee schedule per selected Building Inspection Service.	

ZONING PERMIT FEE SCHEDULE

Non-refundable Filing Fee (for all permit applications)	\$60.00
Zoning Permit (for construction/uses not enforced under the PA UCC):	
Construction permit fee – per 100 square feet or fraction thereof	\$5.00
Change of Use Permit	\$50.00
Signs: 12 sq ft or less	\$10.00
13 sq ft to 100 sq ft	\$30.00
101 sq ft to 499 sq ft	\$60.00
All Signs 500 sq ft or more and all Billboards will need UCC Permits	

ADDITIONAL REQUIRED REVIEWS

Any additional reviews that may be required, such as, but not limited to ground water recharge system plan reviews, zoning officer formal written determination, etc. will be done at actual cost of services incurred for review services.

MUNICIPAL BUILDING CODE BOARD OF APPEALS

Municipal Building Code Board of Appeals application fees	
Residential and agricultural	\$650.00
Commercial and industrial	\$750.00

2024 FEE SCHEDULE

STATE PERMIT FEE:

\$4.50 - Residential and Commercial

COMMERCIAL INSPECTION SERVICES:

DEPOSIT (DUE AT SUBMITTAL): *This is non-refundable and credited to your account for specific project.*

\$100.00 – Commercial

PLAN REVIEW:

\$110.00 – per hour when plan review only

NEW CONSTRUCTION: *Electrical, mechanical, plumbing and plan review will be 25% of the cost of building fees.*

\$.30/sq. ft. OR minimum fee of \$800.00 PLUS MEP'S AND PLAN REVIEW

\$.08/SQ. FT. FOR EACH DISCIPLINE-MECHANICAL, ELECTRICAL, PLUMBING, PLAN REVIEW

\$250.00 – Ansul system

\$450.00 - sprinklers

RENOVATIONS / ALTERATIONS / REPAIRS: *Electrical, mechanical, plumbing and plan review will be 25% of the cost of building fees.*

\$.30/sq. ft. OR minimum fee of \$600.00 –

MINOR COMMERCIAL PROJECTS: *Determined by LVIS.*

\$250.00 –

LEHIGH VALLEY INSPECTION SERVICE
WWW.LVINSPCTIONSERVICE.COM
LVIS@PTD.NET

T: 610-395-3827
F: 610-395-2231

COMMERCIAL INSPECTION SERVICES: (continued)

ROOFING:

\$300.00 – up to 5,000 sq. ft.
\$25.00 – each additional 1,000 sq. ft.

SIGNS: *stamped plans required*

\$100.00 – wall sign
\$200.00 – freestanding sign

ELECTRICAL SERVICE INSPECTION:

\$200.00 – 200 amp
\$250.00 – 400 amp
\$400.00 – 3 phase

Any project not falling under above inspection fees will be reviewed on a case by case basis.

2024 FEE SCHEDULE

STATE PERMIT FEE:

\$4.50 - Residential and Commercial

RESIDENTIAL INSPECTION SERVICES:

DEPOSIT (DUE AT SUBMITTAL): *This is non-refundable and credited to your account for specific project.*

\$50.00 – Residential

RESIDENTIAL NEW CONSTRUCTION: *Includes building and energy inspections. Decks, garages and patios are additional.*

\$1200.00 – includes up to 4500 sq. ft.

\$10.00 – each additional 100 sq. ft.

MANUFACTURED & MODULAR HOME: *Includes building, electrical and plumbing.*

\$650.00 –

ACCESSORY STRUCTURES: *Barns, garages, sheds, etc.*

\$300.00 – up to 1000 sq. ft.

\$20.00 – each additional 100 sq. ft. or part of

\$100.00 – electrical

\$100.00 - plumbing

ADDITIONS: *Includes building, mechanical and energy inspections.*

\$500.00 – up to 1000 sq. ft.

\$25.00 – each additional 500 sq. ft. or part of

\$100.00 – electrical

\$100.00 - plumbing

2024 FEB 17 - EDU1F

RESIDENTIAL INSPECTION SERVICES: continued

MINOR ALTERATIONS: *Determined by the inspector.*

\$250.00 – includes one visit

\$75.00 – each additional re-inspection

ALTERNATE POWER SYSTEMS: *Includes building and electrical inspections for solar installation.*

\$500.00 – ground mounted solar arrays

\$500.00 – roof mounted solar arrays

RENOVATIONS & INTERIOR ALTERATIONS:

\$400.00 – up to 600 sq. ft.

\$25.00 – each additional 100 sq. ft. or part of

\$100.00 – electrical

\$100.00 – plumbing

DECKS & PATIOS:

\$200.00

\$25.00 – additional 100 sq. ft. or portion of

POOLS & SPAS

\$225.00 – above ground pool with electric

\$350.00 – in-ground pool with electric

\$100.00 – storable pool, initial installation

\$50.00 – storable pool-yearly inspection

2024 FEE SCHEDULE

RESIDENTIAL INSPECTION SERVICES: continued

DEMOLITION:

\$100.00 – includes 3000 sq. ft.

\$25.00 – each additional 250 sq. ft.

RETAINING WALL

\$250.00

GENERATOR OR GEOTHERMAL SYSTEMS: *includes building, mechanical and electrical inspections that are done once project is complete requiring only one visit.*

\$100.00 – includes one visit

\$75.00 – each additional re-inspection

ROOF REPLACEMENT:

\$200.00 – includes one visit

\$75.00 – each additional re-inspection

ELECTRICAL SERVICE INSPECTION:

\$200.00 – 200 amp

\$250.00 – 400 amp

\$400.00 – 3 phase

**THE ABOVE RESIDENTIAL FLAT FEES INCLUDE PLAN REVIEW
NOTE: FEES SUBJECT TO CHANGE.**

HEIDELBERG TOWNSHIP

LTL CONSULTANTS, LTD.

2024 FEE SCHEDULE

The following fees shall be in effect in Heidelberg Township in 2024:

A. APPLICATION FEES - due at the time of application

1. For all residential applications, the non-refundable application fee is \$50.00, per submittal. This fee shall be applied to the cost of the permit.
2. For all non-residential applications, the non-refundable application fee is \$300.00 per submittal. This fee shall be applied to the cost of the permit.

B. BUILDING PERMIT FEES

1. RESIDENTIAL CONSTRUCTION

- A. New construction, \$0.30 per square foot of building or structure area, including porches, patios, attics, basements, garages, and living areas. Crawl spaces and dead area spaces (areas with less than minimum height ceilings such as kneewalls) are excluded. There is a minimum permit fee of \$800.00.

For Manufactured Home (not including site-built garages or decks). There is a building permit fee of \$600.00.

- B. For residential additions including attached garages, \$0.30 per square foot of building or structure area. Including porches, patios, attics, basements, garages, and living areas. There is a minimum permit fee of \$350.00.

- C. For detached garages 1000 square feet and over, accessory structures 1000 square feet and over, and decks, \$0.30 per square foot of building or structure area (total area, each level) is charged. There is a minimum permit fee of \$250.00.

For Non-Modular (one piece prefabricated) accessory structures 1000 square feet and over, the permit fee is \$100.00.

- D. For private swimming pools over 24 inches in depth, \$0.30 per square foot of structure area, including surrounding patio/deck. There is a minimum permit fee of \$250.00.

For storable pools over 24 inches in depth, the permit fee is \$100.00.

For Above Ground Pools (includes building and electric) the permit fee is \$250.00.

- E. Renovations, Alterations, Modification, and where none of the above categories apply, \$ 0.30 per square foot of building or structure area (areas with at least minimum height ceilings). There is a minimum building permit fee of \$ 200.00.
- F. The building permit renewal fee is \$75.00.
- G. Additional or re-inspections will be billed to the applicant on a per inspection basis. The fee for each inspection will be \$85.00.

2. NON-RESIDENTIAL and INSTITUTIONAL CONSTRUCTION

- A. The minimum building permit fee is \$500.00 plus \$0.40 per square foot of building area on each floor including the basement for the first 10,000 square feet and \$0.20 per square foot for the remaining area.
- B. The building permit renewal fee is \$100.00.
- C. Non-refundable permit application fee - \$500.00. If a permit is issued, the permit application fee will be applied to the permit fee.
- D. Re-inspection fee is \$125.00.

C. PLUMBING PERMIT FEES

1. RESIDENTIAL CONSTRUCTION

- A. Manufactured dwelling with crawl space
(includes mobile home on foundation) \$100.00
- B. Single family dwelling (not over 3 full or partial baths) \$150.00
Each additional full or partial bath \$ 75.00
- C. Two family dwelling (not over 2 full or partial
baths per unit) \$250.00
Each additional full or partial bath per unit \$ 75.00
- D. Multi family apartment building (not over 2 full or partial baths per unit)
 - First two units \$200.00
 - Each additional unit \$100.00
 - Each additional full or partial bath per unit \$ 50.00
- E. Condominium (townhouse, condominium townhouse (not over 2 full or
partial baths per unit)
 - First two units \$200.00
 - Each additional unit \$100.00
 - Each additional full or partial bath per unit \$ 50.00

F.	Additions, Renovations, and Alterations and permits where none of the above categories apply	\$150.00
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G.	Additional or re-inspections will be billed to the applicant on a per inspection basis of \$85.00 per inspection.	
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2. NON-RESIDENTIAL and INSTITUTIONAL CONSTRUCTION

For plumbing systems regulated by the UCC, \$0.20 per square foot for work area where plumbing is located, including basement the minimum permit fee is \$300.00.

Re-inspection fee	\$125.00
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3. MISCELLANEOUS PLUMBING FEES

A.	Sewer lateral	\$100.00
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B.	Water Lateral	\$100.00
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C.	Permit for any Plumbing Work which requires a Permit (Not listed elsewhere)	\$125.00
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D. ELECTRICAL PERMIT FEES

1. RESIDENTIAL CONSTRUCTION

A. Service (Service Only)

Service not over 200 amp	\$100.00
over 200 but not over 400 amp	\$150.00
over 400 amp	\$200.00

Additional meters	\$ 25.00
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B. Electrical Wiring

New Single Family Dwelling	
200 amp or less	
Rough / Service / Final	\$225.00
Over 200 amp but not over 600	
Rough / Service / Final	\$275.00

C.	Dwelling additions, alterations, renovations (Includes rough and final inspection)	\$150.00
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D.	Mobile Homes (includes service and final inspection)	\$175.00
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E.	Solar Panels	\$300.00
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F.	In-Ground private pools	\$175.00
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G.	Generator	\$200.00
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	H.	Permit for any Electrical Work which requires a Permit (Not listed elsewhere)	\$125.00
	I.	Re-Inspection Fee	\$ 85.00
2.		NON-RESIDENTIAL and RESIDENTIAL other than ONE and TWO FAMILY USES	
		The minimum permit fee is	\$360.00
	A.	Electric systems regulated by the UCC per sq. foot of work area where electric is located	\$ 0.15
	B.	Electrical Plan Review – per Hour	\$100.00
	C.	Annual permit fee for inhouse maintenance projects by qualified individuals that do not require individual inspections.	\$125.00
	D.	Re-Inspection Fee	\$125.00
E.		MECHANICAL PERMIT FEES	
1.		RESIDENTIAL	\$150.00
		Re-Inspection Fee	\$ 85.00
2.		NON-RESIDENTIAL and INSTITUTIONAL	
	A.	The minimum permit fee is \$500.00 for the first appliance plus \$50.00 for each additional appliance.	
	B.	Re-Inspection Fee	\$125.00
F.		ENERGY PERMIT FEES	
1.		RESIDENTIAL	\$125.00
	A.	Re-Inspection Fee	\$ 85.00
2.		NON-RESIDENTIAL	\$200.00
	A.	Re-Inspection Fee	\$125.00
G.		SPRINKLERS	
1.		The minimum permit fee is \$350.00 for up to 200 sprinkler heads plus \$ 0.50 for each additional sprinkler head over 200.	
2.		Re-Inspection Fee	\$125.00