



PLAN REVIEW, PERMITTING AND INSPECTION PROCESS

1. Land development, septic or sewer and all other required municipal approvals must be completed prior to applying for zoning and building permits.
2. Zoning and Pennsylvania Uniform Construction Code (PA UCC) construction permit applications, zoning fees (as applicable) and supporting documents such as copies of other required approvals, a plot plan, and construction plans, shall be submitted to the municipal office.
 - a. **All Commercial Projects** shall have construction plans.
 - b. The construction plans must contain all information as outlined on the Plan Review Requirement Documents.
 - c. Three copies of the construction plans are required to be submitted.
3. The application is date stamped and logged in as being received by the zoning office.
4. The zoning permit application is reviewed for completeness and accuracy by the zoning officer. The applicant is contacted if additional information is required.
5. The zoning submittal is reviewed for compliance with local zoning ordinances.
 - a. If the submission is not in compliance with local zoning ordinances, the applicant is notified of the reason for denial as specified in the zoning ordinance.
 - b. If the submission is compliant with zoning requirements, the zoning permit is issued. The construction permit application and construction documents are forwarded by the zoning officer to the Building Code Official for review.
6. The receipt of the application is documented on the UCC status log sheet.
7. The construction permit application is reviewed for completeness and accuracy by the Building Code Official, (BIA). The applicant is contacted if additional information is required.
8. The construction plans are reviewed for compliance with the PA UCC and applicable codes by a certified plan reviewer as applicable. The results of the review and any activities such as phone calls or emails are documented in the job file.
 - a. If the plans are not approved, the applicant is contacted and receives a list of plan review comments that need to be addressed prior to issuance of the construction permits. Required plan revisions must be submitted for review and evaluation by the plan reviewer upon completion.
 - b. After the construction plans are approved, the construction permit is issued and the permit fee is calculated. For larger projects a plan review fee may be required prior to completion of the review. At the reviewer's discretion, red notes may be made on the construction documents to clarify certain code requirements. The applicant is contacted with the fee and picks up the permit along with a list of required inspections at the municipal office upon payment of the required fee.
 - c. A copy of the approved plan is retained on file and one copy of the approved plan is returned to the applicant. **This plan must be kept on the construction site for inspection services.**

9. At this point construction may begin. The responsible person in charge of construction must call Barry Isett and Associates' (BIA) office to request required inspections. The phone number is included on the list of required inspections and a minimum of 24 hours' notice is required. Most inspections are completed within 24 hours of receiving the request unless otherwise mutually agreed upon.
10. After the inspector completes an inspection, the contact person is advised of the inspection results.
 - a. If an inspection fails, a report detailing the reason(s) is forwarded to the contractor. After the violations are corrected, a re-inspection must be requested. If the item that requires re-inspection will still be visible during the next stage of work, the inspector may allow work to continue and verify the correction at the next required inspection. If an extra visit is required, re-inspection fees may apply.
 - b. After the inspector determines that all work meets the code, work may proceed to the next stage.
 - c. Inspection results are documented in the job file and in BIA's central computer system by the inspector.
11. Upon completion of a project, the responsible person must contact the appropriate inspectors to schedule all required municipal and Commonwealth of Pennsylvania inspections. Once the project is determined to be in full compliance with all regulations, BIA will provide a Certificate of Occupancy to the municipal office to be issued to the applicant.