



Inspections Department
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Permit Application Checklist

A/C UNITS

- UCC Construction permit application
- Copy of Manufacturers Installation Manual
- Electrical Subcode Application
- Plumbing Subcode application
- If installing new Ductwork the following is required:
 - Mechanical Subcode Application
 - Manual J Report
 - Plan of new ductwork

HOT WATER BOILER

- UCC Construction permit application
- Copy of Manufacturers Installation Manual
- Electrical Subcode Application
- Plumbing or Mechanical Subcode application
- Chimney certification form

HOT WATER HEATER

- UCC Construction permit application
- Copy of Manufacturers Installation Manual
- Electrical Subcode Application (If unit Is Electrical)
- Plumbing (Commerical only)
- Mechanical (Residential) Subcode application
- Chimney certification form

DUCTWORK

- UCC Construction permit application
- Building Subcode Application (soffits)
- Manual J Report
- 2 sets of Plans for Ductwork Layout
- Machanical Subcode Application (Existing House)

SIGNS

- UCC Construction permit application
- Electrical Subcode Application
- Building Subcode application
- Prior Zoning Approval
- 2 Complete sets of Signed / Sealed plans

WATER SERVICE

- UCC Construction permit application
- Plumbing Subcode Application

POOL DEMO

- UCC Construction permit application
- Building Subcode Application
- Plot plan showing location of pool to be removed
- Indicate type of pool fill to be used
- Provide receipt from recycling facility

HVAC REPLACEMENT

- UCC Construction permit application
- Copy of Manufacturers Installation Manual
- Electrical Subcode Application
- Mechanical Subcode application (Single family only)

SEWER REPLACEMENT

- UCC Construction permit application
- Plumbing Subcode application
- MUA Permit

ELECTRICAL SERVICE

- UCC Construction permit application
- Electrical Subcode application

Above/Underground Storage Tanks

- Fire Subcode Application

Mini Split System

- Electrical Subcode Application
- Plumbing Subcode application
- Copy of Manufacturers Installation Manual

Deck Installation

- Zoning Application
- Building Subcode application
- 2 Sets of Detailed Plans
- Survey of Property

Addition

- Building Subcode Application
- Electrical Subcode Application
- Fire Subcode Application (If required)
- Plumbing Subcode Application (if required)
- Zoning Application
- 2 Complete sets of Plans
- Survey of Property

POOL ABOVE GROUND

- Zoning Approval
- UCC Construction permit application
- Copy of Manufacturers Installation Manual
- Electrical Subcode Application
- Building Subcode application
- See Township handout for a Sample Guide for Pool Requirements
- Provide 2 complete sets of plans
- Survey of Property

POOL INGROUND

- Zoning Approval
- UCC Construction permit application
- Copy of Manufacturers Installation Manual
- Electrical Subcode Application
- Building Subcode application
- See Township handout for a Sample Guide for Pool Requirements
- Provide 2 complete sets of plans
- Plumbing Application for the required Drains
- Survey of Property

Existing Garage conversation

- Electrical Subcode Application
- Building Subcode application
- Provide 2 sets of detailed plans showing the following
 - (1) All doors
 - (2) Windows
 - (3) Outlets - Lights - Switches
 - (4) HVAC for space
 - (5) Plan must show the USE of the room,
 - Ex. Livingroom - Den - Bedroom - Playroom
- Fire Subcode Application

NOTE: If bedroom 110volt smoke detectors are required 1 inside the bedroom & 1 within 10' outside the bedroom door