

File No. _____

Date: _____

SOUTH MIDDLETON TOWNSHIP
Uniform Construction Code (UCC)
APPLICATION FOR ALTERATIONS – LEVEL 1 PERMIT

Applicant Information (If applicant is not the owner page 2 must be filled out completely:

Applicant Name: _____
Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Daytime Phone Number: _____

Site Information:

Facility Name: _____

(e.g., university, mall, company, institution)

Building/Tenant Name (or Building Number): _____

Street Number and Name: _____

City: _____ **State:** _____ **Zip Code:** _____

Political Subdivision: South Middleton Township

County: Cumberland

Fees:

Estimated Construction Cost: \$ _____

Township Fees (Review and Inspection): \$ _____

Third party inspection fees(Payable to MDIA): \$ _____

State Fee: \$ _____

Total (Payable to South Middleton Township): \$ _____

Project Data: Describe the proposed alterations in sufficient detail to confirm that the work meets the Level 1 scope requirements found in the IEBC Section 503 and Chapter 7. Carry over this description to an additional sheet of paper, if necessary, and attached the sheet to this application.

Owner/Applicant Information	If applicant is someone other than owner, list owner information and owner must sign.	
	Applicant (if other than owner): <hr/> Name (typed or printed) <hr/> Phone Number	Owner: <hr/> Name (typed or printed) <hr/> Phone Number
Mailing Address:		
OWNER STATEMENT:		
I/we, _____ [signatures] certify that I/we own the property described above for which this application is made for a UCC level 1 permit and that the applicant has my/our approval to alter this structure and/or act as our agent in the alteration of this structure.		
Date signed: _____		

ALTERATIONS - LEVEL 1 PERMITS

SMT has a simple application for building permits that allow certain alterations **to legally occupied buildings** under its jurisdiction.

Generally, a UCC building permit can be approved on the basis of this application when the work to be done involves the removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose.

In addition, SMT allows the use of this application when the following construction will occur:

1. Adding windows or doors (as long as these will not affect building egress or make changes to fire-ratings).
2. Restoring or replacing a building facade.
3. Roof replacement, including minor related work such as removal of non-functioning equipment.
4. Modification or installation of typical secondary members (e.g., lintels, equipment supports, etc.).
5. Minor alterations or replacement of existing pathways.
6. Minor alterations to plumbing systems (e.g., restroom reconfiguration and modification, the installation of small "coffee" sinks and water fountains, etc.).
7. The relocation of sprinkler heads, as long as this does not affect the sprinkler coverage area.
8. Alterations to supply/exhaust HVAC systems (as long as the capabilities of the existing system are not exceeded). This includes all air distribution systems.
9. The installation, relocation or replacement of instrumentation and controls, computer networks and communication equipment operating at 50 volts or less.
10. The alteration of existing electrical branch circuits, as long as over-current protection devices are not modified or added to.
11. The alteration of an existing or addition of one (1) new 208V/30A (or less) circuit for power or lighting.
12. The reconfiguration of lighting systems (including switching), as long as COMcheck or other energy conservation code compliance data is supplied.

13. The installation or relocation of meters, valves and other ancillary equipment related to metering, in connection with electrical, mechanical and plumbing systems that been previously approved.
14. Alterations to hydronic systems (typically, hot and/or chilled water), as long as the capabilities of the existing systems are not exceeded.

Customers should note carefully the following conditions.

Whenever structural change is involved, a statement from a licensed architect or engineer must accompany the application. This sealed statement should indicate that the work described on the application will satisfy all structural requirements of the UCC.

SMT reserves the right to require that a statement sealed by a licensed design professional be provided (indicating that the proposed work will not violate provisions of the UCC), for other changes proposed on the Alterations-Level 1 application.

Should applicants inaccurately describe the work for which an Alteration-Level 1 permit has been issued, and should the completed construction fall outside the scope of this permit, SMT reserves the right to impose whatever corrective actions may be needed to ensure compliance with the UCC.

To apply for an Alterations-Level 1 building permit:

1. **Submit one (1) copy of the form (APPLICATION FOR ALTERATIONS-LEVEL 1 PERMIT).**

Be sure to accurately detail all of the work to be done under the building permit.

If you are seeking a Level-1 permit for a roof replacement and the work will include replacement of some or all of the sheathing, the type and thickness of the existing and replacement material must be specified in your description.

If the work to be done will affect the building envelope, mechanical systems or the electrical power and lighting system, the narrative must include a description as to how the work will satisfy prescriptive requirements of the *International Energy Conservation Code 2015*. If the prescriptive requirements will not be satisfied, then additional information must be submitted.

After reviewing this information, we will either issue a UCC Building Permit or contact you regarding work that appears to fall outside the scope of Alterations-Level 1. If a permit is issued, we will also inform you of inspections that must be passed, before a certificate of compliance can be issued.