



GENERAL PERMIT APPLICATION REQUIREMENTS

1. **Wastewater Allocation** - Application and payment must be made **PRIOR to the 1st or 15th of each month** for approval. Approval is required **prior to** the building permit being issued. (Proof of DEP approved Sewer Planning Module or a waiver is required in order to apply.)
2. **On-Lot Septic System** - Application, design, and payment must be submitted and approved by the SEO. The on-lot septic permit must be issued by the SEO **prior to** the release of the building permit.
3. **Permit Application and Plan Review** begins with a **complete** application submission. Review time is **15 business days for Residential and 30 business days for Commercial/Industrial reviews**.
4. **Plumbing and Electric Business License** – **ALL** Plumbing and Electrical Contractors must obtain a business license to work in Lower Macungie Township. **REQUIRED:** Proof of **current** Worker's Compensation and proof of **current** Master or Journeyman's license. For residential; a current Copy of PA registration with State Attorney General.
5. **RESIDENTIAL:** Submit the following: Building permit application; 2 plot plans (when applicable); 2 Sets of construction plans; 2 Sets of Energy Alternative (required for new home construction & additions); Proof of current Certificate of Insurance showing Workers Compensation and naming Lower Macungie Township as certificate holder and Copy of current PA Registration with State Attorney General from general, plumbing, electrical, mechanical etc. contractors; 4 sets of sealed Individual On-Lot Grading plans (when applicable); Sprinklers (when applicable) - Fire Code permit and 2 sets of sprinkler designs *or* completed Sprinkler Waiver Form.
6. **COMMERCIAL & INDUSTRIAL:** Submit the following: Building permit application; Special Inspections Form (when necessary); Review Fee as determined by the Fee Schedule - http://www.lowermac.com/docs/Fee_Schedule.pdf ; 3 sealed site plans (when necessary); 3 Sets of engineered sealed construction plans; Proof of current Certificate of Insurance showing Workers Compensation and naming Lower Macungie Township as certificate holder from general, electric, plumbing, mechanical, etc. contractors.
Commercial inspections will be performed by Keycodes Inspection Agency: 610-866-9663.

*******Final Land Development inspection approval and ALL construction inspection approvals required prior to release of Certificate of Occupancy*******

*******Business Use permit approval required for ALL commercial properties*******
7. **FIRE CODE:** Sprinkler/suppression systems and fire alarm permits are separate applications and fees. Review Fee \$250. Proof of current Workers Compensation Certificate of Insurance naming Lower Macungie Township as certificate holder from contractor.
8. Upon completion of review(s), applicant will be notified by the Permit Department.
9. **All permit fees** shall be paid at time of permit(s) being issued. **Hours 8am-4:15pm Mon-Fri.**
10. **Approved Job Site Copy of plans shall be on the job site until completion of job.** Any special notes on construction plan or permit, placed by Zoning or Building Official shall be met.
11. **Permit Display Card(s) MUST BE VISIBLE on construction site.**
12. **Inspections MUST be scheduled, a min. of 48 hours in advance. HOURS 8am.-4p.m. MON-FRI. Final As-built Plan and Final Grading Inspections for Individual On-Lot Grading or In-Ground Pools must be approved by the Township Engineer.**

11/2021