

BOROUGH OF WYOMISSING, BERKS COUNTY  
UCC RESIDENTIAL BUILDING PERMIT APPLICATION

**Borough of Wyomissing UCC Residential Building Permit Application & Instructions**

Kraft Code Services, LLC, is responsible for performing all Uniform Construction Code building plan review and related inspections. All building permit and plan review related questions should be directed to Kraft Code Services at 610-775-7185, or [contact@kraftcodeservices.com](mailto:contact@kraftcodeservices.com).

**Permit related inspections can be scheduled by calling 610-775-7185.**

Below are basic guidelines for the submission of a residential building permit application.

- This application must be made either by the property owner, lessee of the building or structure, or an agent of either, or by the registered design professional employed in connection with the proposed work.
- Building permit applications will not be accepted without being accompanied by a permit deposit fee of \$125.00, payable to the Borough of Wyomissing.
- **The completed permit application must be accompanied by two (2) sets of construction documents AND site plans as described below.** It is recommended, but not required, that a registered architect or design professional prepare the construction documents. The documentation shall include the name and address of the design professional and shall be signed, sealed and dated.
- Site plans for the project must be submitted in duplicate and adequately show all property line setbacks, the existing and proposed building footprint at grade level, and the square footage of all existing and proposed paved surfaces.
- If this application is for a new home and municipal water/sewer connection will be required, a copy of the issued permit or receipt is required before a building permit will be issued.
- A copy of the approval letter or exemption letter for E&S control from the Berks County Conservation District should be submitted, if applicable.
- **The UCC permits a 15 business day review period for all residential building permit applications. NO WORK SHALL BEGIN ON ANY PROJECT UNTIL A BUILDING PERMIT HAS BEEN ISSUED AND PAID FOR IN FULL.**

The approved/issued building permit will be accompanied by a permit card and supporting documentation that will be returned to the applicant upon receipt of payment in full for the permit. The permit will detail all required inspections specific to the project. The permit card and associated plans and other documents MUST BE KEPT ON THE PROJECT SITE AT ALL TIMES.

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Staff Use Only

Date Received at Borough Hall: \_\_\_\_\_

Date/Amount Permit Deposit Paid: \_\_\_\_\_

Cash? Y / N      Check# \_\_\_\_\_

Received By: \_\_\_\_\_

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BUILDING PERMIT NO: \_\_\_\_\_ DATE PROCESSED: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

TOTAL LOT AREA IN SQUARE FEET: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER TEL#: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TEL#: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**TYPE OF WORK OR IMPROVEMENT: (CHECK ALL THAT APPLY)**

- New Building  Addition  Alteration  Repair  Demolition  Relocation  
 Foundation Only  Renovation  Plumbing  Mechanical  Electrical  
 Change of Use  Other

Describe Scope of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED COST OF CONSTRUCTION (To include time and materials):** \_\_\_\_\_

**BUILDING/SITE CHARACTERISTICS:**

# of Residential Dwellings: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_  
Mechanical: Type of Heating/Ventilating/Cooling:  Electric  Gas  Oil  Other \_\_\_\_\_  
Water Service:  Public  Private  
Sewer Service:  Public  Private

**BUILDING DIMENSIONS:**

Existing Building Area (S.F.): \_\_\_\_\_ No. of Existing Stories: \_\_\_\_\_  
Proposed Building Area (S.F.): \_\_\_\_\_ No. of Stories Proposed: \_\_\_\_\_  
Total Building Area (S.F.): \_\_\_\_\_ Height Above Grade: \_\_\_\_\_  
Area of Largest Floor (S.F.): \_\_\_\_\_

**FLOODPLAIN:**

Is the site located within an identified flood hazard area?  Yes  No  
Will any portion of the flood hazard area be developed?  Yes  No  
Lowest Floor Level: \_\_\_\_\_

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Owner/Agent shall verify that any proposed construction and/or development activity complies with requirements of the National Flood Insurance Program and the Pennsylvania Flood Management Act (Act 166-1978), specifically Section 60.3(d).

The applicant certifies that all information in this application is correct and the work will be completed in accordance with "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Borough of Wyomissing. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a 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 Borough of Wyomissing or any other governing agency. The applicant/owner 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.**

Signature of Applicant/Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

Telephone #: \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Telephone #: \_\_\_\_\_

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**STAFF USE ONLY**

**BUILDING PERMIT DENIED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **DATE RETURNED:** \_\_\_\_\_

**BUILDNG PERMIT ISSUED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **PERMIT #:** \_\_\_\_\_

**CODE ADMINISTRATOR:** \_\_\_\_\_

**PLAN REVIEW:**    \_\_\_ YES    \_\_\_ NO    **FEE:** \_\_\_\_\_

**DATE ISSUED:** \_\_\_\_\_ **DATE EXPIRES:** \_\_\_\_\_ **PERMIT #:** \_\_\_\_\_

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**THE FOLLOWING PLANS SHALL BE SUBMITTED, IN DUPLICATE, ALONG WITH THE BUILDING PERMIT APPLICATION:**

**SITE PLAN**

- Lot dimensions, including all dimensions of all existing and proposed structures
- Building location on lot and setbacks
- Street or highway rights-of-way and any other easements or rights-of-way
- Existing or proposed septic and well location (if applicable)
- Existing or proposed driveway location with percentage of slope (or grade) of lot, e.g. 3%, etc.

**THE FOLLOWING PLANS SHALL ALSO BE SUBMITTED IN DUPLICATE AND SHALL BE DRAWN ON A SCALE OF ONE QUARTER ¼ INCH = 1' FOOT.**

**ELEVATION PLANS**

Elevation plans of the front, back and both sides of the structure shall be submitted and shall at minimum, show the following (from finished grade):

- Floor lines with dimensions, and dimensions from grade to peak
- Overhangs or porches (with dimensions and materials)
- Exterior coverings and materials
- Roof materials and roof slope
- Louvers and vents (with sizes)
- Chimney size, chimney material, and location of chimney above ridge line and from nearest wall

**FOUNDATION PLAN**

- Basement crawl spaces and slabs
- Footings to include depth, size and width
- Foundation material and sizes with window and door sizes and locations
- Structural members, and their sizes and types
- Stairs and their sizes and types
- Interior and exterior dimensions
- Emergency escape and rescue window, outside entrance location or equivalent

**FLOOR PLANS**

- First, second and third (if applicable) floors with all dimensions
- Structural framing members, and their sizes, directions and spacing
- Stairs, stairways and stairwells, including dimensions
- A window and door schedule showing the manufacturer, insulation u-factor, model, sizes and locations for each. Bedroom windows must meet egress requirements (attach manufacturer specifications)
- An Energy Conservation Code compliance certificate or equivalent must be submitted with all applications for new construction
- Plumbing drawings showing:
  - ✓ Provide a ladder diagram showing drainage and vent piping sizes
  - ✓ Show drainage fixture unit calculations for drainage system
  - ✓ Show water distribution system calculations
  - ✓ Provide a list of materials to be used
  - ✓ If a residential fire sprinkler system is being installed

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- Provide information on the system to be utilized NFPA 13R, 13D or 2009 IRC
- Provide cut sheets of materials to be used (sprinkler heads, piping, etc.)
- Provide details of sizing calculations for the system
- Provide plans showing a layout of the piping, including sizes, sprinkler head locations, etc.
- Mechanical Drawings showing:
  - ✓ Heating and cooling load calculations
  - ✓ Cut sheets of equipment to be installed
  - ✓ For gas and oil heating systems provide details on combustion air and venting
  - ✓ If gas equipment is being utilized provide BTU inputs of equipment and sizing calculations for the piping system
  - ✓ Provide a sketch of the HVAC system with run sizes and locations of outlets
  - ✓ If a gas fireplace or wood/pellet stove will be installed provide cut sheets including venting requirements and information on clearance from combustibles
- Electrical Drawings showing:
  - ✓ Provide the electrical service location, lateral or overhead, amperage size, grounding method and equipment cut sheets
  - ✓ Provide a panel schedule identifying branch circuits, overcurrent protection ratings, AFCI protection and GFCI protection
  - ✓ Provide smoke and carbon monoxide detector locations

**CROSS SECTION**

- Building or wall cross sections
- Footer and foundation type and details
- Framing details with floor to floor height
- Roof construction and all material used throughout
- Section through chimneys and/or fireplaces showing damper(s), smoke chamber, throat, flue(s), clean out and mantle.