



City of Allentown
Bureau of Building Standards & Safety
(610) 437-7591 or 7592

Requirements for One and Two Family (Residential) Permit Approval

The Pennsylvania Uniform Construction Code (UCC) requires the issuance of residential permits for the following work:

1. **New Construction:** The construction of any One and Two Family Dwelling and Townhouses not more than three (3) stories above grade in height.
2. **Additions:** Any extension or increase in floor area or height of a building or structure.
3. **Alterations:** Any construction or renovation to an existing structure other than repair or addition.
4. **Change of Occupancy:** Any increase in the number of dwelling units within a structure or a change from residential use.

General Information:

All proposed work as identified above requires the submission a minimum of two (2) sets of plans to be reviewed and approved for permits. The scope of work will determine by whom the plans must be prepared by.

The Allentown Building Code Official (BCO)/Plans Examiner is authorized under the UCC to require construction documents to be prepared by a Design Professional in any scenario deemed appropriate or where special conditions exist.

The Allentown Zoning Ordinance precedes all aspects of the UCC. It is strongly encouraged to initiate your residential project with the Zoning Bureau (610.437.7630) to confirm your ability to appropriately start your project.

Specific Requirements:

All new construction and applicable additions and alterations are subject to the requirements outlined in the Climatic and Geographic Design Criteria (attached) and the One and Two Family Plans Review Checklist (attached).

1. **New Construction:** Plans for structures under 500 sq. ft. may be prepared by the property owner/contractor (unless otherwise noted by the BCO). All plans for 500 sq. ft. and more require Third Party plan review. The plans must include and show building, mechanical, electrical, plumbing, and energy compliance. See attached page of “Additional Permits and Approvals” for a list of permits commonly associated with new construction that you will be held responsible for. Details for the installation of manufactured homes is attached. **NOTE:** all accessory structures to single family dwellings 1000 sq. ft. or less or exempted from UCC permitting requirements.
2. **Additions:** Plans for additions under 500 sq. ft. may be prepared by the property owner/contractor (unless otherwise noted by the BCO). All plans for 500 sq. ft. and more require Third Party plan review. The plans must include and show building, mechanical, electrical, plumbing, and energy compliance. It is not uncommon for an addition to require Zoning approval.
3. **Alterations:** All plans for alterations may be prepared by the property owner/contractor (unless otherwise noted by the BCO). It is not uncommon for an alteration to require Zoning approval.
4. **Change of Occupancy:** Any changes in occupancy are required to be prepared and sealed by a Design Professional and Third Party plan reviewer. It will also require Zoning approval

ATTENTION: Any work performed without permits, regulated under the UCC, will be assessed a fine of \$100 / permit required in addition to the actual fee(s) for the necessary permit(s).

City of Allentown
Bureau of Building Standards & Safety
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PermitsAndInspections@allentowncity.org
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One and Two Family Plans Review Checklist

In order to perform a One and Two Family Dwelling Plan Review, the following shall be submitted.

- _1. Complete plans drawn to scale (min. 1/8" per ft.) with sufficient clarity, details and dimensions to show the nature and extent of the work proposed. (Three sets req.)

- _2. A site plan including the following information:
 - _a. Size and location of all new construction and all existing structures on the site.
 - _b. Distance from property lines.
 - _c. Established street grades and proposed finished grade.

- _3. Building architectural/structural plans to include:
 - _a. Local design load criteria, including frost depth.
 - _b. Room sizes including, square foot calculation, for each room and or space.
 - _c. Glazing materials.
 - _d. Attached garage separation.
 - _e. Floor plans including basement.
 - _f. Stair details (tread and riser dimensions, guards, handrails).
 - _g. Door and window schedules (size, including net clear opening dimensions, energy).
 - _h. Emergency egress opening locations and details.
 - _i. Smoke detector locations and power supply.
 - _j. Interior finish material details.
 - _k. Dwelling unit separation (as applicable).
 - _l. Details of footer, foundation and superstructure.
 - _m. Minimum specified compressive strength of concrete (IRC Table R 402.2)
 - _n. Side, front and rear elevations.
 - _o. Full crosscut sectional drawings of each different area to be constructed.
 - _p. Wall sections
 - _q. Framing schedule including size, grade and species of studs, rafters, headers, beams and girders. Manufacturer specs. For truss systems, and engineered wood products.
 - _r. Chimney and fireplace details.
 - _s. Electrical plans
 - _t. Mechanical plans, including manufacturer specs for all appliances, venting, methods and vent termination points.
 - _u. Plumbing plans, including riser detail
 - _v. Roof ventilation calculation. (IRC sec R 806)
 - _w. Energy Code compliance. (IRC chapter 11, IECC, PA Alternative, or Res Check)

Additional Permits and Approvals

- 1. Zoning (610) 437-7630**
- 2. Planning (610) 437-7613**
- 3. Environmental (610) 437-7759**
- 4. Traffic Planning (610) 437-7734**
- 5. Engineering (610) 437-7576**
 - a. Cross-Over**
 - b. Curb & Sidewalk**
 - c. Water**
 - d. Sanitary Sewer**
 - e. Storm Sewer**
 - f. Special**
 - g. Flood Plain**
 - h. Floodway**
- 6. Health (610) 437-7759**
- 7. Fire (610) 437-7758**
 - a. Tanks**
 - b. Sprinkler/Alarm System**
- 8. Penn DOT Highway Occupancy Permit (717) 787-3620**
- 9. PA Dept. of Health (877)-PA-HEALTH**