



General Building/Alterations Information Worksheet

Property Location: _____

___ Contacted and received pre-approval from the Zoning Office, 610-437-7630 for intended Building/Alteration work.

___ Contacted the Building Code Official (BCO), 610-437-7592 for approval and a basic understanding of the code requirements based on my intended use.

___ Drawings are complete for construction/alterations to property location.

Date: _____

Architect: _____ Phone: _____

Engineer: _____ Phone: _____

Third Party Reviewer: _____ Phone: _____

___ Drawings submitted for review for construction/alterations I will make to my property location.

Date Submitted to City: _____

Date Approved by City: _____

Your approved FIELD COPY must be on the jobsite at all times. No inspections will occur without an approved field copy.

___ All necessary permits pulled to complete work - using licensed and insured contractors (required for all commercial work) (check all that apply).

___ Building/Alterations (BP/AP) Inspector: _____ Phone: _____

___ Electrical (EP) Inspector: _____ Phone: _____

___ Plumbing (PP/SC) Inspector: _____ Phone: _____

___ Mechanical (HE/PA) Inspector: _____ Phone: _____

___ Health Inspector: _____ Phone: _____

___ Engineering Inspector: _____ Phone: _____

___ Fire (SS/TP) Inspector: _____ Phone: _____

___ Other(s) Inspector: _____ Phone: _____

___ Determined when and for what work inspectors are needed to approve my progress. Call 72 hours in advance for all inspections.

Inspection Type : _____ Date: _____

NOTES: _____

Inspection Type: _____ Date: _____

NOTES: _____

Inspection Type: _____ Date: _____

NOTES: _____

Inspection Type: _____ Date: _____

NOTES: _____

___ Final CO Inspection scheduled. **Call a minimum of five (5) days in advance.**

Date: _____

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).

Minimum Required Building/Alteration Inspections

New Construction:

1. Footer – Prior to placement of concrete. Reinforcement must be in place if indicated on plans.
2. Foundation – Before backfill and after dampproofing or waterproofing is applied. Reinforced walls also require an inspection prior to placement of concrete.

New Construction & Alterations:

3. Rough Framing, Electrical, Plumbing, and/or Mechanical – Prior to concealment.
4. Firestop – Prior to concealment.
5. Insulation – Prior to concealment.
6. Wallboard – Prior to tape and spackle.
7. Final (Certificate of Occupancy)

Contact Us

Development Liaison/Permits Specialist (610) 437-7534 PermitsAndInspections@allentowncity.org	<u>Fire Department (Code & Inspections)</u> (610) 437-7758
<u>Bureau of Zoning</u> (610) 437-7630	<u>Bureau of Engineering</u> (610) 437-7584
<u>Bureau of Building Standards & Safety</u> (610) 437-7591	<u>Bureau of Planning (Historic Districts)</u> (610) 437-7613
<u>Bureau of Health</u> (610) 437-7759	City of Allentown 435 W. Hamilton Street Allentown, PA 18101 www.allentownpa.gov

This document merely constitutes a summary of Allentown City Code and is not intended to be a full recitation of the requirements necessary to complete any construction and/or building alterations. Persons using this guide will be expected to comply with all City of Allentown Codes specific to their intentions whether expressly stated in this document or not. This document shall not be construed as a warranty or guarantee by the City of Allentown or by any of its established departments.