

Butch Frati
Director of Operations

Mayor Anthony George

Jo Ann Semenza
Chief Building Code Official
570-208-4286



UCC PERMIT CHECKLIST

COMMERCIAL

- COMPLETE** OWNER/SITE INFORMATION
- SCOPE OF PROJECT
- ZONING PERMIT/CHANGE OF USE
- PLANS (STAMPED/SIGNED)
- LIST OF **ALL** SUB CODE CONTRACTORS /LICENSE INFO
CONTRACTS/AMOUNTS
- PLANS REVIEWED/FEEES
- ALL** DISCIPLINES FEE'D OUT AT **SAME** TIME
- A **LICENSED** CONTRACTOR **MUST** BE ASSIGNED TO **EVERY**
APPLICABLE SUB CODE OR THE PERMIT WILL **NOT** BE RELEASED.
**(ONLY THE LICENSED CONTRACTOR SHALL SIGN AND OBTAIN THE
PERMIT. A REPRESENTATIVE OF THE CONTRACTOR IS
UNACCEPTABLE).**
- PLANS WILL NOT BE RELEASED/CONSTRUCTION WILL NOT BEGIN
UNTIL **ALL** PERMITS ARE OBTAINED
- ALL SUBCODE FORMS FILLED OUT **COMPLETELY** AND **SIGNED**

RESIDENTIAL

- COMPLETE** OWNER/SITE INFORMATION
- SCOPE OF PROJECT
- ZONING PERMIT (if applicable)
- CONTRACT and/or PLANS
- LIST OF **ALL** SUB CODE CONTRACTORS /LICENSE INFO
- ALL SUBCODE FORMS FILLED OUT **COMPLETELY** AND **SIGNED**