

Brad J. Kowalski  
Building Code Official  
1034 Harwood Road  
Hazle Township, PA 18202  
*Phone: (570) 233-3172*  
*Fax: (570) 455-5540*  
*Mon. – Fri. 8AM - 4PM*

## **Sugarloaf Township** **2020 UCC Inspection Fee Schedule**

New Construction (Whole House)

Includes plan review and all necessary inspections  
\$276.00 plus \$0.35 per sq. ft.  
2000 sq. ft. minimum

**Re-inspection fee: \$75.00**

Additions to Habitable Structures

\$390 plus \$0.27 per sq. ft.

Major Repairs, Alterations, & Construction

*(Involving plumbing, electrical, or structural changes)*

*(Example: moving of walls or egress doors, placing manufactured home on piers)*

\$125.00 per required inspection

Detached Garages, non-habitable structures over 1000 sq.ft.

*(Not involving plumbing or electrical work)*

\$225.00

Detached Garages, non-habitable structures over 1000 sq.ft.

*(Involving plumbing and/or electrical work)*

\$295.00

Decks & Porches

\$190.00

Swimming Pools (inground)

\$255.00

Swimming Pools (above ground)

\$170.00

Electric Service Inspection

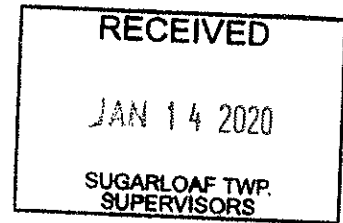
\$75.00

Occupancy Inspection

\$60.00

**Any service that is provided by the Code Official and is not listed above will be billed the hourly rate of \$60.00 for actual time accrued - If time accrued is less than one hour, a lump sum of \$60.00 will be billed.**

\* ALL Permit fees include a \$4.50 Pennsylvania State Education & Training Fee



## ***Sugarloaf Township*** **Building Permit Inspection Schedule**

*Brad J. Kowalski – Building Code Official*  
570-233-3172

INSPECTIONS NOTED BELOW MAY BE SCHEDULED BY TELEPHONE (570-233-3172)(MON. – FRI. 8AM – 4PM) WITH A **72 HOUR** NOTIFICATION. WORK SHALL NOT PROCEED UNTIL THE FIELD INSPECTION HAS BEEN APPROVED.

### **Re-inspections subject to \$75.00 fee**

#### **Footing:**

- ***Pre-Cast Wall System-*** After footing is prepped, but before stone / walls are set
- ***Concrete/Masonry System-*** After footer is prepped and formed, prior to pouring

#### **Foundation Reinforcement:**

- ***Poured Concrete Wall-*** After forms are set and required reinforcement is in place, prior to pouring
- ***Block Wall-*** After block is laid, prior to core pouring

#### **Foundation:**

- ***Pre-Cast Wall System-*** After 1<sup>st</sup> floor joist and deck are set, prior to backfilling
- ***Concrete/Masonry System-*** After foundation is waterproofed, prior to backfilling

**Ice Barrier (Ice & Water Shield):** After ice barrier is installed; prior to shingling. (ice barrier shall extend from the lowest edges of all roof surfaces to a point at least 24” inside the exterior wall line of the building)

**Concrete Slab Pre-Pour:** After floor is prepped with stone and vapor barrier. (a 6 mil polyethylene or approved vapor retarder with joints lapped not less than 6 inches shall be placed between the slab and the base course)

**Rough Framing:** Prior to insulation or covering. This inspection will be performed at the same time as the plumbing or electrical rough-in inspections.

**Electric Service:** After installing meter base, and main disconnect. Grounding electrode(s) shall be installed for this inspection.

**Plumbing & Mechanical Rough-In:** Prior to insulating. Drainage and water line test required. Gas piping test is required.

**Electrical Rough-In:** Prior to covering, all wiring & boxes shall be installed. All grounds shall be made for this inspection.

**Energy:** After house is insulated, prior to covering.

**Wallboard:** After drywall is hung, prior to taping.

**Final:** After structure is complete, prior to any use or occupancy

## *Sugarloaf Township* Residential Plan Review Requirements

Three (3) sets of plans and specifications are required. Two (2) submitted to the township office and one (1) set to be on site at all times. Sheet size shall not be less than 11 inches by 17 inches. **All drawings shall bear the name and signature of the person responsible for the design.**

*Plans shall include the following:*

### Building Plan Review Requirements

- Front, rear and side elevations
- Footing/ foundation diagram
- Garage/ living area separation wall(s)
- Window and door schedule (list window openable size – for Emergency egress windows)
- Design Snow Loads (Sugarloaf Township requires 40psf snow load)
- Method of Energy Code Compliance & Insulation Schedule (if using REScheck, attach copy of summary printout)

### Plumbing Plan Review Requirements

- Isometric diagram of potable water supply system with fixtures, locations and WSFU values
- Isometric diagram of DWV system with fixtures, location and DFU values.

### Mechanical Plan Review Requirements

- Location and size of equipment
- Heat Loss/Gain Report
- Air distribution and return air system; Diagram and Size of Main Trunk
- Gas piping diagram

### Electrical Plan Review Requirements

- Location of electrical devices: lighting, receptacles, switches, equipment, appliances, transformers, panels and sub panels
- Panel and sub panel schedule
- Location of smoke detectors or heat detectors and CO detectors

### Site Plan Requirements

- Property lines and dimensions
- Distance from structures to all property lines
- Street names
- If new accessory structure, distance to existing structures.

**\*\*The establishment of property lines is the responsibility of the owner or agent thereof.**

**\*\*All plans must be to scale.**

**Note: Snow Load = 40 psf  
Frost Depth = 36" on virgin soil / 42" on engineered fill**

**\*\*To start plan review process the following must be submitted to the Township Office:**

- 1) Complete building plans as described above.
- 2) Completed application form.
- 3) Separate check for appropriate fees as outlined in fee schedule, made payable to:  
Sugarloaf Township.

***Sugarloaf Township***  
**Building Permit Application**

Building Permit #: \_\_\_\_\_  
(dept. use only)

Location of Proposed Work or Improvement  
County: **Luzerne**

Municipality: **Sugarloaf Twp.**

Site Address: \_\_\_\_\_

Subdivision/ Land Development: \_\_\_\_\_

Lot # \_\_\_\_\_ Section: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Email: \_\_\_\_\_

Principal Contractor: \_\_\_\_\_ License# \_\_\_\_\_  
(Sugarloaf Twp. / PA HIC)

Contractor's Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Email: \_\_\_\_\_

***All Sub-Contractors MUST be listed: (Contractor Licenses are required for ALL Sub-Contractors)***

Sub-Contractors Name: \_\_\_\_\_ Phone: \_\_\_\_\_ License# \_\_\_\_\_  
(Sugarloaf Twp. / PA HIC)

Sub-Contractors Name: \_\_\_\_\_ Phone: \_\_\_\_\_ License# \_\_\_\_\_  
(Sugarloaf Twp. / PA HIC)

Sub-Contractors Name: \_\_\_\_\_ Phone: \_\_\_\_\_ License# \_\_\_\_\_  
(add additional sheet if necessary) (Sugarloaf Twp. / PA HIC)

Architect: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Email: \_\_\_\_\_



**Building Dimensions**

**Existing Building:** Total Gross Floor Area: \_\_\_\_\_ Ft.<sup>2</sup> Total Habitable Space: \_\_\_\_\_ Ft.<sup>2</sup>

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height of Structure Above Grade: \_\_\_\_\_

Number of Stories Above Grade: \_\_\_\_\_

**Proposed Building:** Total Gross Floor Area: \_\_\_\_\_ Ft.<sup>2</sup> Total Habitable Space: \_\_\_\_\_ Ft.<sup>2</sup>

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height of Structure Above Grade: \_\_\_\_\_

Number of Stories Above Grade: \_\_\_\_\_

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The applicant certifies that all information on this application is correct and the work will be completed in accordance with the approved construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property 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 Municipality or any other governing body.

The applicant 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 Building Code Official or the BCO'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.

THE UNDERSIGNED APPLICANT UNDERSTANDS THAT FALSE STATEMENTS HEREON ARE MADE SUBJECT TO THE CRIMINAL PENALTIES OF 18 Pa. C.S.A. §4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES THIS APPLIES TO FALSE STATEMENTS MADE ANYWHERE ON ANY PAGE OF THIS APPLICATION.

I HAVE READ AND UNDERSTAND ALL OF THE STATEMENTS MADE IN THIS ABOVE APPLICATION AND HAVE DISCUSSED ANY QUESTIONS WITH THE ISSUING OFFICER.

\_\_\_\_\_  
*Signature of Owner or Authorized Agent*

\_\_\_\_\_  
*Print Name of Owner or Authorized Agent*

Date: \_\_\_\_\_

Directions to Site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approvals (BCO Use Only)**

**Requires Inspections:**   YES   No

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

Building Plan Approved: Date \_\_\_\_\_ By: \_\_\_\_\_

**W/Conditions:** \_\_\_\_\_  
\_\_\_\_\_

Building Code Official: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date Expires: \_\_\_\_\_ PERMIT#: \_\_\_\_\_

Building Permit Fee \$ \_\_\_\_\_

Check # \_\_\_\_\_ Date Received \_\_\_\_\_