

## Permits

Permits are required for various projects you may be doing on your property. Due to the June 30th storm, many residents are having repairs and replacement of **siding and roofing** done. This work **requires a building permit**. Dumpsters that will be placed in the street also need a permit. Your contractor should be taking care of filing for the permit. Normal processing time is 3-5 days, however, due to the amount of permits received; we are stating a **7 -10 day turnaround**. You/your contractor will receive a telephone call when the permit is available for pick up.

Permits required in the Borough of Coplay.

## Moving Permits

Fee of \$2.00. A moving permit is required to move in or out of the Borough as well as within the Borough.

## Certificate of Occupancy

Homes being sold in the Borough of Coplay require an inspection to review safety issues. Additionally, Apartments in the Borough require such any time a tenant changes. Additionally, an Inspection program addressing rental properties is in place. Rentals are inspected on a 3 year rotation. Inspections are scheduled through our Building Code Official, Ronald Helman at 484-239-6331.

Cost for inspections is as follows: Single Home - \$70

Re-Inspection - \$35/each

All fees are due when Certificate is issued. **Application**

Checklists: **Single Family Dwelling Multi Family Dwelling**

## You need a Permit when you plan the following :

New construction of homes or garages, additions, decks, patios, swimming pools, signs, porch enclosures, roofs over existing decks or patios, doors or window replacement when size is changed, reshingle/replace roof, residing, fences, sheds, replacing sidewalk, curb or driveway, etc. For questions, please contact the borough office at **610-262-6088**.

## Zoning Permits

A zoning permit is required for buildings/structures under 200 square feet, fences, decks under 18" , sheds, etc. Fee of \$40.00 is due when the permit is issued. **Application.**

## Residential Building Permits

A residential Building Permit is required for a variety of projects. If you are unsure, please contact the borough office. Please see the "Fees" link on this page, payable at time permit is picked up from Borough Office. Contractor must be licensed by the State of Pennsylvania per their licensing guidelines.

Considering installing a Pool? Please take a few moments to download and review the Borough Code Requirements for an above ground, in ground or on ground pool.

You will also need one or more of the following: Building Permit, Zoning Permit, Electrical Permit. Please download and print the necessary forms and return them to the Borough Office prior to beginning your project.

## Electrical Permits

An electrical permit is necessary for ANY electrical work over \$50.00, including swimming pools. The fee assessed is per Fee Schedule of Building Code Official in effect at time Permit is applied for, with an additional Borough administrative fee of 25%. This amount is due, payable at time permit is picked up from Borough Office. Choose any of the Inspection Services listed below in **Third Party Inspection Services**.

## **Plumbing Permits**

A plumbing permit is required for all plumbing projects including, but not limited to, replacing fixtures (toilet, sink, shower, etc.), hot water heater replacement, new washer or dishwasher hook-ups, etc. The fee assessed is per Fee Schedule of Building Code Official in effect at time Permit is applied for, with an additional Borough administrative fee of 25%. These fees are payable at time permit is picked up from Borough Office. Choose any of the Inspection Services listed below in **Third Party Inspection Services**.

## **Commercial Building Permits**

A commercial building permit is required for any work, repairs or upgrades to an established commercial property. The fee assessed is per Fee Schedule of Building Code Official in effect at time Permit is applied for with an additional Borough administrative fee of 25%. These fees are payable at time permit is picked up from Borough Office. Contractor must be licensed by the State of Pennsylvania per their licensing guidelines. Choose any of the Inspection Services listed below in **Third Party Inspection Services**.

## **Mechanical Permits**

A mechanical permit is required when mechanical systems are upgraded, repaired or replaced. This includes, but is not limited to, HVAC systems, furnace/boiler replacement, etc. The fee assessed is per Fee Schedule of Building Code Official in effect at time Permit is applied for, with an additional Borough administrative fee of 25%. These fees are payable at time permits is picked up from Borough Office. Choose any of the Inspection Services listed below in **Third Party Inspection Services**.

## **Dumpster Permits**

A dumpster permit is needed anytime you place a dumpster on a roadway, alley or right of way. Fee of \$20.00 per dumpster. Placement is subject to approval by the Coplay Police Department.

## **Yard Sale Permit**

Actual permits are not issued for yard sales but it is necessary for you to register the sale with the office. You are limited to 2 a year.

## **Third Party Inspection Services**

Third Party inspectors are used for Electrical, Plumbing, Mechanical and Commercial building Inspections.

You may choose any of the following services:

Lehigh Valley Inspection Services, 610-395-2231

Barry Isett & Associates, Inc 610-398-0904

Inform Borough Office of your selection when dropping off your paperwork.

All permits can be obtained at the Borough Office Monday - Friday from 8 AM to 4:00 PM. Any questions should be directed to the office, call 610-262-6088