 City of Bethlehem

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| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Permit Checklist |
| In order to process your permit application with the least amount of delay, and to ensure that it flows through the review process smoothly, the following materials should be submitted **WHEN YOU APPLY. All of the required documentation must be submitted at the time of application for permit or the application will not be accepted.** |

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| Yes | No | *Checklist Item* |
|  |  | 1. Submit 3 copies of detailed construction drawings. This shall include footer, foundation and surface finishes. This is required for all new structures, decks, additions, new interior walls, patio roofs, alterations or replacements of existing structures, and removal of existing. |
|  |  | 1. Do the 3 submitted drawings have the existing and the proposed work clearly identified? This shall include an existing and proposed floor plan for the interior modifications involving any layout changes with dimensions and locations of any required or proposed egress. |
|  |  | 1. Do the 3 submitted drawings include elevations drawings for any proposed additions, patio roofs or any other exterior structural change? |
|  |  | 1. If the application is for a deck, are the lateral load and uplift connectors, any specialty hardware and ledger bolts specified for the project? |
|  |  | 1. If exterior work is proposed, then include the site plan depicting lot boundaries, all structures with building footprint dimensions, and the new structure with dimensions to the side and rear lot lines. (Commercial - submit most recently approved site plan) |
|  |  | 1. Are the drawings required to be stamped by a licensed Pennsylvania Design Professional as per the PA UCC? |
|  |  | 1. Completed permit applications for each specific trade associated with the project. If electrical, mechanical or plumbing work is part of the project then the applications for that work must be completed and filed at the time of the application for building permit. |
|  |  | 1. The completed electrical permit application should include any electrical alteration, modifications or upgrades. Electrical permits are not required for the changing of existing receptacles or switches when they are not being relocated. |
|  |  | 1. Completed plumbing applications shall include the relocation or addition of any fixtures, changing of existing sinks, dishwashers, water heaters, bathtubs and showers. This would not apply to replacing toilets and lavatory sinks in existing locations. |
|  |  | 1. The completed mechanical permit application shall include the installation of a new mechanical system, replacing, extending, or altering any existing system. Mini split systems and gas insert fireplaces **do require permits.** |
|  |  | 1. Has the contractor provided a current certificate of insurance with workman’s compensation insurance or has a sworn affidavit as proof of exemption been provided? |
|  |  | 1. Does the contractor have a current City of Bethlehem business privilege license? |

\*The City of Bethlehem is permitting construction projects under the 2015 Editions of the International Construction Codes and the 2014 Edition of the National Electrical Code