

ZONING AND BUILDING CODE GUIDELINES

Permits Are Required When:

1. Changing the use or occupancy of a structure.
2. Constructing a new building.
3. Making structural alterations or repairs.
4. Adding new structures, additions, or dwelling units.
5. Installing fences, sheds, swimming pools, patios, parking lots, and driveways.
6. Installing or replacing plumbing fixtures.
7. Moving, razing, or relocating a building.

Who May Apply For Permits:

1. Zoning and Building Permit Applications may be applied for and obtained by owner, contractor, and/or an authorized agent. The contractor is preferred for any major construction (i.e. new residence).
2. Plumbing permit applications must be submitted by a master plumber licensed by the Borough of Emmaus.

Where Permits Can Be Applied For:

Borough of Emmaus Town Hall, 28 S. Fourth Street, Emmaus, PA 18049, Monday through Friday, 8:00 a.m. to 4:00 p.m.

Applications for Zoning and Building Permits:

All applications for Zoning and Building Permits shall include the following information:

1. Zoning and Building Permit Applications:
 - a. Description of proposed construction/alteration.
 - b. Estimated cost of construction/alteration.
 - c. Type of occupancy (present use and proposed use).
 - d. Name, address and telephone number of owner, contractor and authorized agent.
2. A plot plan drawn to scale indicating lot dimensions, building setbacks and dimensions, proposed construction location, existing structures and dimensions, and all other impervious surfaces. (Plot plans not drawn to scale will not be accepted).
3. All new construction for public, commercial, industrial, office, and multi-family uses will require review by the Borough Planning Commission and Engineer for approval by Borough Council.
4. Highway Occupancy Permits must be obtained prior to issuance of permits. (PennDOT has jurisdiction on permits along state owned streets and highways).
5. Two sets of building plans to scale. (One set will be returned).
 - a. Must show floor layout and dimensions.

- b. Structural details of proposed construction, blue prints (i.e. footings, foundation, framing truss specifications).
- c. Must show all proposed plumbing fixtures.
- d. Approval by the PA Department of Labor and Industry, when required.
- e. Certificate of Insurance from contractor.

Generally, all applications will be reviewed within ten (10) working days of submission.

General Building Code Guidelines:

- 1. All permits must be obtained and fees paid prior to starting actual work. Fees are based on type, size and cost of construction.
- 2. There are 4 basic types of inspections: footing, foundation, framing and final. (Inspections are noted on permit cards).
- 3. Code Enforcement Staff requires 24-hour notice for all inspections. Phone (610) 967-1322.
- 4. Contractor is responsible for notifying the Code Enforcement Office for all inspections.
- 5. Permit cards must be visibly displayed.
- 6. Building Inspector must be notified of all structural changes and changes to approved plans after a permit is issued.
- 7. Final inspections must be made and certificate of use and occupancy issued prior to use and occupancy of any structure for which a permit was issued.
- 8. Applicant is responsible for obtaining the necessary electrical inspections and approval of the agency doing the inspection.
- 9. All construction must commence within six (6) months from the date the permit is issued.
- 10. Permit fees are not refundable.
- 11. Approved building plans must be available at the construction site at all times.

ALL CONSTRUCTION MUST CONFORM TO THE REQUIREMENTS AND SPECIFICATIONS OF THE CODES ADOPTED BY THE BOROUGH OF EMMAUS AND ALL OTHER MUNICIPAL, STATE, AND FEDERAL REGULATIONS.

THESE ARE GENERAL GUIDELINES AND DO NOT COVER ALL THE REQUIREMENTS OF THE BOROUGH'S ZONING, SUBDIVISION AND LAND DEVELOPMENT ORDINANCES, BUILDING, PLUMBING, AND FIRE CODES.