



Chambersburg Office: 1013 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996  
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326  
 Somerset Office: 510 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112  
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▶ **APPLICATION FOR ANNUAL PERMIT** ◀  
 Uniform Construction Code (UCC)

■ This application can only be used for repairs and regular maintenance of existing systems. ■ A more detailed commercial application must be applied for when any alterations or replacement of existing system(s) is intended.

Name of Facility: \_\_\_\_\_

Building/Tenant name: \_\_\_\_\_

Complete Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Municipality \_\_\_\_\_ County \_\_\_\_\_

**Systems to be maintained & repaired (check each trade that applies):**

Electrical       Gas       Mechanical       Plumbing

Occupancy Permit #: \_\_\_\_\_ Date: \_\_\_\_\_

Municipal Permit #: \_\_\_\_\_ Date: \_\_\_\_\_

As the owner of the building, structure, premise where maintenance will occur, I certify that:

1. All maintenance will be performed by persons who are regularly employed by me at this location and who are "qualified tradespersons" (as defined in the DLI "requirements for Annual Permit").
2. Detailed records of the work performed under the Annual Permit will be maintained and upon request, made available to Municipal Construction Code Officials.

Name (*print legibly*): \_\_\_\_\_ Position with the facility: \_\_\_\_\_

Complete Mailing Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ Email Address \_\_\_\_\_

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

**If the best contact person is other than above please give the details below:**

Name (*print legibly*): \_\_\_\_\_ Position with the facility: \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_ Email Address \_\_\_\_\_

When more than one building is at the facility this annual permit is being requested for – please provide a drawing on an 8 ½ by 11 sheet of paper showing all structures and clearly indicate which structure is to be inspected.  
 ▶ **BE ADVISED: A separate application is required for each covered building, structure or premises.** ◀

**This form completed & signed, correct fee (see sheet 2) and any other support documentation is to be returned to: Pa Municipal Code Alliance at 1013 Wayne Avenue, Chambersburg, PA 17201**  
 Any inquiries please call: 717 496-4996

## Chapter 403. Administration

### Section 403.42

(f) A building code official may issue an annual permit instead of an individual permit for each alteration to an already approved electrical, gas, mechanical or plumbing installation. All of the following are required:

A building code official may issue an annual permit instead of an individual permit for repairs & maintenance to an already approved electrical, gas, mechanical or plumbing installation. All of the following are required:

- (1) The applicant shall regularly employ at least one qualified trades person in the building or structure owned or operated by the applicant.
- (2) The applicant shall submit an application in accordance with § 403.42a (m).
- (3) An annual permit holder shall keep detailed records of alterations made in accordance with the annual permit. The permit holder shall provide access to these records to the building code official.
- (4) A separate permit must be acquired for any alterations or replacement of existing systems.

### Requirements for Annual Permit

Manufacturing facilities and institutions such as hospitals and universities that regularly perform repairs & maintenance on approved electrical, gas, mechanical and plumbing installations may apply for a single UCC permit that will allow these repairs & maintenance to be made over a 12-month period.

The Municipality will issue an Annual Permit as long as the following conditions are met:

1. The specified installation(s) shall have been approved for code compliance under a previously issued occupancy permit.
2. **Submission requires the following:**
  - 2 copies of the "APPLICATION FOR ANNUAL PERMIT" legibly completed and signed
  - Site Drawing if the specific building is in at a multi structure facility to better define which structure
  - \$4.50 DCED State fee
  - \$75.00 Administrative Fee **and**
  - \$110.00 per Trade (i.e. Electrical, Gas, Mechanical, Plumbing) made payable to PMCA (check or money order)
3. A separate application is required for each covered building, structure or premises.
4. The owner or operator of the building, structure or premises where the repairs & maintenance will take place must certify that the persons performing the work are normally employed at this site and are "qualified tradespersons," because they meet one of the following requirements:
  - They have performed similar repairs & maintenance on the specified systems for at least three (3) years prior to making application; or,
  - They hold a Journeyman's card in an applicable trade, or are registered apprentices working under the direct supervision of a Journeyman; or,
  - They hold a certification or other qualification issued by the Pennsylvania Department of Labor and Industry, another U.S. state, a national model code agency, a national standards writing organization, or a national association representing persons who work in the electrical, gas, mechanical or plumbing industries.
5. The permit holder must agree to maintain detailed records of all repairs & maintenance made under the permit and to make these available, upon request, to Municipal construction code officials.
6. The \$110.00 per trade fee includes the permit approval and one hour of evaluation time. Additional evaluation time or inspections as may be required will be based on our hourly fee or rate schedule at a cost not to exceed the normal prices as stated in the fee schedule for the municipality.