



## Enforcement Jurisdictions

The Lebanon County Planning Department (LCPD) is a Pennsylvania Certified 3<sup>rd</sup> Party Inspection Agency. We are under contract with the following Lebanon County Municipalities to administer and enforce the Pennsylvania Uniform Construction Code (PA UCC).

*Cleona Borough*

*Jonestown Borough*

*Millcreek Township*

*North Annville Township*

*North Lebanon Township*

*North Londonderry Township*

*South Annville Township*

*South Lebanon Township*

*West Cornwall Township*

## Commercial Construction Code

LCPD contracts with Commonwealth Code Inspection Agency (CCIS), another PA State Certified 3<sup>rd</sup> Party Agency, for **commercial construction code** administration in the jurisdictions listed above. More information can be found at <http://codeservices.net/>.

All zoning permits for commercial code are handled by LCPD's in-house zoning officers. If a zoning permit is required, the zoning officers will pass your application on to CCIS for review after the zoning permit is issued. If a zoning permit is not required, your application will be passed on to CCIS by the zoning officer. All related commercial code questions should be directed to CCIS - <http://codeservices.net/>.

## Current Codes Adopted by the PA UCC

The PA UCC utilizes the International Code Council model building codes. The codes are reviewed at the state level every 3 years, and the codes being used are uniform across the state. The current i-codes adopted are:

***-The 2018 series of i-codes, as amended by the PA UCC. Most notably, this includes the 2018 IBC and 2018 IRC.***

The PA UCC Regulations & Statutes along with a complete list of the adopted codes and their amendments can be found on [PA's Department of Labor and Industry website](#).

The i-codes themselves can be viewed online at <https://up.codes/codes/pennsylvania>.

Additional UCC code information can be found on [The Pennsylvania Housing Research Center website](#).

## Residential Construction Code

A building code permit is typically the last permit to be issued in the process of building a new home or structure. Along with enforcing the UCC building code, LCPD also handles on-site sewage permitting and zoning. Most projects requiring a code permit will need a zoning permit issued first. After the zoning officer issues your zoning permit, your completed application will be passed on to the building code team for review. If no zoning

permit is required, your application will come directly to building code for review. Additional application instructions can be found below.

### When is a residential construction code permit needed?

- New home construction, including single-family, two-family, and up to 6-unit townhouse buildings
- Additions to existing dwellings
- Manufactured homes
- Unroofed decks or patios higher than 30" above surrounding finished grade
- ALL ROOFED decks, porches, or patios, no matter the height above surrounding finished grade. This applies to new roof structures added to or built over existing decks or patios
- New detached accessory structures or additions to existing accessory structures over the sizes below
  - Accessory to a single-family dwelling- greater than 1,000 sq. ft. of total building footprint
  - Accessory to a two-family dwelling or townhome- greater than 200 sq. ft. requires a permit
- Structural Alterations to an existing dwelling
  - This includes new or widening openings in bearing walls, installation of new beams, replacement of floor joists, rafters or trusses, removal of posts, or cutting of foundation walls as a few examples.
  - This DOES NOT include new roof coverings or replacement of roof sheathing.
- Alterations to existing means of egress, such as altering existing stairways.
- Swimming pools and hot tubs – All inground and above ground pools capable of holding 24" of water.
- Roof mounted and ground mounted solar electric systems
- In-home Child Day Care for up to 12 children
- Enclosing an existing porch or patio

### What are some examples of when a residential construction code permit is NOT required?

- Replacement of roof shingles or other roof coverings
- Finishing an existing basement when no structural changes are involved
- Installation of a new furnace, water heater, air conditioner or similar appliance
- Installation of a new generator, however, electrical inspections may be required by utility company
- Building an unroofed deck that is less than 30" above grade

Please understand that this is a limited list of examples. Exact requirements of when a code permit is or is not required are defined in the PA UCC and depend on many job-specific details. Please reach out to discuss with one of our inspectors if you have any questions.

### Application and Review Process

The following are steps for applying for a code permit via email, which is our preferred process. If that is not an option for you, you can drop your application and 1 set of plans off in our office between the hours of 8:30 and 4:30. Please note that a zoning permit must be applied for separately.

1. Please fill out and sign a [UCC Construction Code Application](#) if you have not done so already. The document can be found on our website at <https://lebanoncountypa.gov/departments/planning>

2. Please provide construction drawings. They do not need to be professionally prepared, but they need to be easy to read and provide enough detail to understand how your project will be constructed. A typical submission includes elevation sketches of all sides of the project, floor plans of all levels drawn to scale, and a typical wall section or two that lists all your materials. Additional plan submission information for specific project types can be found below.
3. Once you have the application and plans together, please submit them via email in pdf format. Please include your address in the subject line and email to [lcpdreview@lebanoncountypa.gov](mailto:lcpdreview@lebanoncountypa.gov)

One of our code inspectors will reach out with any questions and will let you know what the permit fee will be after reviewing your application. More detailed permit fee information can be found on our website or by following this link – [LCPD Fee Worksheet](#). State law gives 15 business days after receiving a complete submission for review of your plans, but we'll do our best to get to it sooner than that. Feel free to call our office or email with any questions.

### **Plan Submission Requirements -All plan submissions are requested in PDF format**

Please note that these are general requirements only. Additional info may be required upon initial plan review.

- **Single Family Dwellings, Townhomes, Duplexes**
  - Floor plans for all levels, drawn to scale. Be sure to label all rooms and dimension adequately for us to review room sizes, structural spans, opening sizes, etc.
  - Elevation sketches of all 4 sides. Please show estimated final grade.
  - Typical wall sections. These drawings should detail all the construction materials used. A drawing should be submitted for any wall assemblies that are different from one another.
  - Please fill out and submit our [LCPD Energy Worksheet](#), found on our website. This document walks you through the energy compliance path options and provides us with all the needed information.
  - Townhomes – submit sprinkler system design and layout
- **Additions**
  - Same requirements as above, with the following distinctions:
  - Please include enough of the existing structure on floor plans and elevations to clearly show how the new structure ties into existing. Please clearly label new construction and existing structure.
  - No energy worksheet is required, though it may be used if desired. Please be sure your plans include all insulation values and specs on how the space will be heated, if applicable.
- **Roofed Porches**
  - Floor plan drawing. Include post locations and dimensions to all structural elements.
  - Elevation sketch
  - Typical cross section drawing.
- **Decks** – See [LCPD Deck Construction Guide](#) on our website for detailed requirements
- **Solar Panels**
  - Roof Mount – Engineer Stamped letter as to whether the existing roof is capable of supporting the new solar panel load or if roof modifications are needed, a panel layout drawing showing ridge setbacks and pathways, as well as all equipment specs.

- Ground Mount – Engineer stamped approval of footing/anchoring system, and panel layout drawing, along with all equipment specs.
- **Inground Pools**
  - Pool design drawing
  - Equipment specs
  - Plot plan showing fence. Please include gates, gate hardware, and door alarm info.
- **Above-ground pools**
  - Pool manufacturer and model. Please be sure paperwork includes pool wall height.
  - Ladder info
  - Plot plan showing pool location, and please note if the pool will be dug into the side of a slope.
- **Detached storage garages (over 1,000 square feet)**
  - Submission requirements are the same as for a single family dwelling, but no LCPD Energy Worksheet is required.

## Inspection Process

After the construction code permit is issued, you will be able to schedule inspections. The inspection schedule varies by project, and we will include more detailed instructions with your permit paperwork. A general [required inspection list](#) can be found on our website as well. LCPD does NOT conduct electrical inspections in-house. You may use any PA certified 3<sup>rd</sup> party electrical inspector, and we will verify that the inspection was completed and approved. Once all required inspections have been completed and the final inspection is approved, a certificate of occupancy will be issued, closing out the code permitting process.

## Building Code Appeals Board Information

The Pennsylvania Uniform Construction Code (PA UCC) provides contractors and property owners with a path for appealing the decisions of a Building Code Official (BCO), requesting a variance to the requirements of the PA UCC, or requesting an extension of time. A Code Appeals Board, consisting of 3 members with a construction/engineering background from our local communities, is established to hear and rule on those appeals. The Board handles both residential and commercial appeals, except for any petition relating to accessibility under the PA UCC. Lebanon County Planning Department administers this board for many of the municipalities in Lebanon County. Additional information, along with a [Petition Packet](#), can be found on our website.

## Helpful Resources

Following is a list of resources that you may find helpful in answering questions and planning your project.

- [2021 PA Residential Alternative Energy Provisions](#)
- [American Wood Council Deck Construction Guide 6](#)
- [International Code Council](#)
- [American Wood Council Fire-Resistance-Rated Wood-Frame Wall and Floor/Ceiling Assemblies 3](#)
- [PA Labor and Industry – Uniform Construction Code](#)
- [The Pennsylvania Housing Research Center - UCC](#)
- [UpCodes – Online access to i-codes](#)