

# Annual Permit Guidance Document

From the Act:

"Alteration." Any construction or renovation to an existing structure other than repair or addition.

Annual permits cover alterations to already approved Mechanical, Electrical, Plumbing, & Gas installations. They do not include changes to structure, accessibility, egress, fire protection, etc.

**Alterations may include only Level 1 for the purpose of Annual Permitting (From the IEBC):**

## **SECTION 303**

### **ALTERATION.LEVEL 1**

**303.1 Scope.** Level 1 alterations include the removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose.

**303.2 Application.** Level 1 alterations shall comply with the provisions of Chapter 5.

## **SECTION 304**

### **ALTERATION.LEVEL 2 Separate Permit Required for Each Job**

**304.1 Scope.** Level 2 alterations include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.

**304.2 Application.** Level 2 alterations shall comply with the provisions of Chapter 5 for Level 1 alterations as well as the provisions of Chapter 6.

## **SECTION 305**

### **ALTERATION.LEVEL 3 Separate permit Required for Each Job**

**305.1 Scope.** Level 3 alterations apply where the work area exceeds 50 percent of the aggregate area of the building.

**305.2 Application.** Level 3 alterations shall comply with the provisions of Chapters 5 and 6 for Level 1 and 2 alterations, respectively, as well as the provisions of Chapter 7. All new work shall comply with materials and methods requirements in the ICC *Electrical Code*, *International Building Code*, *International Energy Conservation Code*, *International Mechanical Code*, and *International Plumbing Code*, as applicable, that specify material standards, detail of installation and connection, joints, penetrations, and continuity of any element, component, or system in the building.

**[FG] 503.3.1 International Fuel Gas Code.** The following sections of the *International Fuel Gas Code* shall constitute the fuel gas materials and methods requirements for Level 1 alterations.

1. All of Chapter 3, entitled .General Regulations,. except Sections 303.7 and 306.
2. All of Chapter 4, entitled .Gas Piping Installations, . except Sections 401.8 and 402.3.
  - 2.1. Sections 401.8 and 402.3 shall apply when the work being performed increases the load on the system such that the existing pipe does not meet the size required by code. Existing systems that are modified shall not require resizing as long as the load on the system is not increased and the system length is not increased even if the altered system does not meet code minimums.
3. All of Chapter 5, entitled .Chimneys and Vents..
4. All of Chapter 6, entitled .Specific Appliances..

## **SECTION 504**

### **FIRE PROTECTION**

**504.1 General.** Alterations shall be done in a manner that maintains the level of fire protection provided.

# APPLICATION FOR ANNUAL PERMIT

## Uniform Construction Code (UCC)

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

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

Street # : \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Installations to be altered:     Electrical             Gas  
    Mechanical             Plumbing

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

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

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

1. These alterations 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: \_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Return this form to: Commonwealth Code Inspection Service, 1102 Sheller Avenue, Chambersburg, Pennsylvania, 17201. 717 262-0081

## TITLE 34. Labor and Industry

### PART XIV. UNIFORM CONSTRUCTION CODE

[Chapter 401.](#) Uniform Construction Code Training and Certification of Code Administrators

Chapter 403. Administration

[Chapter 405.](#) Elevators and Other Lifting Devices

#### 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:

(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.

### Requirements for Annual Permit

Manufacturing facilities and institutions such as hospitals and universities that regularly perform alterations on approved electrical, gas, mechanical and plumbing installations may apply for a single UCC permit that will allow these alterations 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 of 3 copies of the municipal **APPLICATION FOR ANNUAL PERMIT** and payment of a fee of \$100.00 (via check or money order made payable to CCIS). A separate application is required for each covered building, structure or premises.
3. The owner or operator of the building, structure or premises where the alterations 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 alterations 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.
4. The permit holder must agree to maintain detailed records of all alterations made under the permit and to make these available, upon request, to Municipal construction code officials.
  5. The \$100.00 administration fee for this permit include 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.

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