

George C. Brown
Mayor
Butch Frati
Director of Operations
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Building Code Official

BUILDING CODE

ENFORCEMENT

1st Floor, City Hall
40 East Market Street
Wilkes-Barre, PA 18711
Phone: 570.208.1629
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UCC Permit Checklist

Commercial

- _____ **Complete** Owner/Site Information
- _____ Scope of Project
- _____ Zoning Permit/Change of Use
- _____ Plans (Stamped/Signed)
- _____ List of **All** Sub Code Contractors/License Info Contracts/Amounts
- _____ Plans Reviewed/Fees
- _____ **All** Disciplines Priced Out at **Same** time
- _____ A **Licensed** contractor **must** be assigned to every applicable sub code, or the permit will **not** be released. (Only the licensed contractor shall sign and obtain the permit. A representative of the contractor is unacceptable)
- _____ Plans will not be released, and construction will not begin, until all permits are obtained
- _____ All sub code forms filled out **complete** and **signed**

Residential

- _____ **Complete** Owner/Site Information
- _____ Scope of Project
- _____ Zoning Permit (*if applicable*)
- _____ Contract and/or Plans
- _____ List of **All** sub code contractors/license information
- _____ All sub code forms filled out **complete** and **signed**