

# Red Lion Borough – Building Permit Process Overview

## Purpose:

This document provides a general overview of the procedures followed by Red Lion Borough (RLB) for processing UCC building permits. Red Lion Borough works with **three Third-Party Agencies** for UCC plan reviews and inspections. Each agency's applications and fee schedules are available on the Borough website and in the Borough office.

## 1. Submitting Building Permits

- All permit applications must be submitted **to the Borough office**.
- The Borough assigns a **permit number upon receipt** and writes it on the application before forwarding it to the reviewing agency.

### Submission Methods

- **Electronic:** Applicants may email their application; large files may be uploaded using a link provided by the reviewing agency.
- **Paper:** Paper applications may be dropped off at the Borough office. When ready, the reviewing agency will be notified for pickup.

## 2. Reviews, Fees, and Permit Issuance

- Agencies review applications according to **UCC timelines**:
  - **Commercial:** up to 30 business days
  - **Residential:** up to 15 business days
- Plans are returned to the Borough in the same format submitted, along with a **Fee Sheet** detailing all permit and inspection fees.

### Payment & Permit Issuance

- Red Lion Borough collects all inspection and permit fees.
- Payments must include the **permit number and project address** for proper tracking.
- After payment is received, the Borough issues the building permit.

## 3. Inspections & U&O Certificates

- The Fee Sheet lists required inspections. Applicants must schedule inspections **directly** with the reviewing agency.
- After all inspections are complete, the agency sends a **Final Inspection Report** to the Borough.
- Red Lion Borough issues all **Use & Occupancy Certificates (U&Os)** once all fees are confirmed paid.

## 4. Reinspection Fees

- If reinspections are required, the agency will notify the Borough and the applicant.
- The agency will inform the Borough of any **outstanding fees** when the final report is issued.
- **No U&O will be issued until all fees, including reinspection fees, are paid in full.**