

Residential Building Permit Requirements

The Following Items DO Require A UCC Building Permit

- New Dwellings/Homes
- Any addition to or demolition of a dwelling
- Any structure less than 3' away from another structure
- Any structure more than 3' away from another structure that is 1000 square feet or more. (Such as garages, sheds, and pole barns etc.)
- New or used single wide & double wide homes.
- Fences over 6' high.
- Retaining Walls over 4' high.
- Decks 30" or more above grade
- Any Porch (deck or patio with roof)
- Swimming pools of any type that hold more than 24" of water.
- Alterations that make structural changes or change the means of egress (means of egress is rearranging space)
 - New Door Opening
 - Change window location or size
 - Add wall
- Child day-care facilities providing services for more than 4 children.
- Change of Use. (Such as add apartment or open office to employees or public etc.)

Commercial Building Permit Requirements

The Follow Items DO NOT Require a UCC Building Permit

*** Churches ARE Commercial Buildings**

- Installation of Aluminum or Vinyl Siding
- Painting, Papering, Floor Covering, Cabinetry, and Similar Finishing Work
- Moveable Cases, Counters and Partitions 69" or less in height
- Anything Else Please Call and Ask

**This is not a complete list if you are still unsure please call us at 570-827-3474
someone is always in the office to answer questions Monday-Friday 8AM to 4PM*