

## STEPS FOR UCC BUILDING PERMIT APPLICATION

### FOR UCC REQUIRED CONSTRUCTION - (excluding new homes):

**Code.sys is the inspection firm representing the township**  
**Residents are required to use this firm for inspections**

1. Must have septic application/testing completed and approved or written confirmation from Municipal Authority of approval for tap in if necessary
2. Must apply for driveway application if needed
3. Must receive address for site and submit this address to township -unless there is one for the site already
4. Receive packet of building application to begin building permit process
5. Complete packet of information and return to the township with deposit
6. Township delivers packet to representative from Code.sys
7. Code.sys representative reviews and returns packet to the township secretary
8. Building permit fees are collected by the township secretary from the applicant and the permit packet is returned to applicant for construction process to begin
9. When construction process and inspections are complete, Code.sys will issue the **occupancy permit**-no occupancy can take place until this permit is issued.
10. Code.sys returns completed files to Perry Township for filing
11. Lawrence County Tax Assessment Office notified of completed project