



One Evergreen Drive, PO Box 100, Trumbauersville, PA 18970
Tel: 215-536-1761 Fax: 215-536-1339
info@trumbauersvilleboro.org

March 7, 2025

**Pennsylvania Uniform Construction Code (PA UCC)
Administered by Cowan Associates, Inc. (CAI)
Procedure for Building Permit Application**

1. Applicant submits the permit application (found at www.trumbauersvilleboro.org under forms and applications) along with a retainer/deposit check for \$250.00 made payable to CAI.
2. The Borough assigns and records the application number and reviews it for Zoning permit requirements and compliance.
3. When approved for Zoning, the Borough will notify or email CAI to pick up the application at the Borough office.
4. CAI will review and approve or deny the application and correspond directly with the applicant as required by the PA UCC. CAI will copy the Borough on all correspondence.
5. CAI will notify the applicant and Borough of the appropriate permit fees and collect or refund any balance due. The permit fees will include the \$4.50 permit fee mandated by PA UCC. CAI will file quarterly reports with the PA Dept. L&I and payment to PA DCED.
6. CAI will perform the required inspections and, upon completion of construction, issue the certificate of occupancy directly to the applicant. CAI will copy the Borough on all correspondence.

**Cowan Associates, Inc.
Michael R. Smite, P.E.
Building Code Official
(MRS/dvm)**