

2/27/2023

City of Reading Building & Trades Division

RE: Interim electrical permitting & inspection protocol

Attention electrical permit applicants,

Until further notice, the City of Reading is requiring that electrical plan reviews, electrical inspections and reintroductions of power be conducted by qualified Construction Code Officials (third party agencies). Follow the link below to the PA Department of Labor & Industry's certified third party agency list.

<https://www.dli.pa.gov/ucc/buildings/Pages/default.aspx>

All electrical documents required to accompany electrical permit applications must be reviewed and approved by an electrical plans examiner **prior** to the submission of the electrical permit application and all associated electrical inspections (service, rough, and final) must be conducted by a Residential Electrical Inspector (residential) or Electrical Inspector (commercial & residential).

Each electrical inspection report should be submitted by the electrical contractor to the Building and Trades Division. The electrical inspection reports must include the electrical permit number, project address, Electrical Contractor name & contact info and the Electrical Inspector name and certification number. If an electrical permit/permit number cannot be provided to you (the Electrical Inspector), the electrical inspection should not be conducted. The City will not accept electrical inspection reports without a valid, correlating City of Reading electrical permit/permit number.

Refer to the attached interim electrical permit application fee schedule. There is a 50.00 administrative fee to process submitted documents that accompany electrical permit applications.

Thank you for your cooperation.

Respectfully,



Christopher W. Geltz
Chief Building Official, BCO
Building & Trades Division
610-655-6284

MECH, PLUMB & BLDG PERMIT APP FEE SCHEDULE

| | |
|---------------------|--------|
| 250.00 or less | 54.50 |
| 250.01-500.00 | 74.50 |
| 500.01-1,000.00 | 154.50 |
| 1,000.01-2,000.00 | 174.50 |
| 2,000.01-3,000.00 | 194.50 |
| 3,000.01-4000.00 | 214.50 |
| 4000.01-5,000.00 | 234.50 |
| 5,000.01-6,000.00 | 254.50 |
| 6,000.01-7,000.00 | 274.50 |
| 7,000.01-8,000.00 | 294.50 |
| 8,000.01-9,000.00 | 314.50 |
| 9,000.01-10,000.00 | 334.50 |
| 10,000.01-11,000.00 | 354.50 |
| 11,000.01-12,000.00 | 374.50 |
| 12,000.01-13,000.00 | 394.50 |
| 13,000.01-14,000.00 | 414.50 |
| 14,000.01-15,000.00 | 434.50 |
| 15,000.01-16,000.00 | 454.50 |
| 16,000.01-17,000.00 | 474.50 |
| 17,000.01-18,000.00 | 494.50 |
| 18,000.01-19,000.00 | 514.50 |
| 19,000.01-20,000.00 | 534.50 |

INTERIM ELECTRICAL PERMIT APP FEE SCHEDULE

| | |
|-------------------------|--------|
| 0.01-1,000.00 | 54.50 |
| 1,000.01-,000.0 | 74.50 |
| 5,000.01-10,000.00 | 94.50 |
| 10,000.01-15,000.00 | 114.50 |
| 15,000.01-20,000.00 | 134.50 |
| 20,000.01-25,000.00 | 154.50 |
| 25,000.01-30,000.00 | 174.50 |
| 30,000.01-35,000.00 | 194.50 |
| 35,000.01-40,000.00 | 214.50 |
| 40,000.01-45,000.00 | 234.50 |
| 45,000.01-50,000.00 | 254.50 |
| 50,000.01 - \$55,000.00 | 274.50 |
| 55,000.01-60,000.00 | 294.50 |
| 60,000.01-65,000.00 | 314.50 |
| 65,000.01-70,000.00 | 334.50 |
| 70,000.01-75,000.00 | 354.50 |
| 75,000.01-80,000.00 | 374.50 |
| 80,000.01-85,000.00 | 394.50 |

FOR EVERY \$5,000.00 A \$20.00 INCREASE IS APPLIED TO THE COST OF THE ELECTRICAL PERMIT FEE

Calculation:

1. Divide project cost by \$1,000.00 (project cost/\$1,000.00)
2. Round up (3.23 would round up to 4, 5.00001 would round Up to 6, etc.)
3. Multiply by 20
4. Add \$134.50 (add \$130.00 for the first \$1,000.00 of project cost Plus 4.50 State fee)

Example:

Project cost is \$24,196.87.

1. $\$24,196.87/1,000 = 24.19687$
2. This would round up to 25
3. $25 \times 20 = 500$
4. $500 + 134.50 = 634.50$

The permit fee would be \$634.50 for this project. (Permit fee does not include Plan Review or Accessibility fees if required)

Suppose you have any questions regarding permitting submittals, or fees, do not hesitate to get in touch with Dahiana Artiles, B/T Secretary, at 610-655-6284, or Janette Melendez, Development and Inspections Clerk, At 610-655-6024. Your call will be answered in a timely manner. Thank you!

All fire detection and protection systems plan submittals are reviewed by the Department of Fire & Rescue – Office of the Fire Marshal. For submittal information, please contact the office at 610-655-6080 or email fire.marshall@readingpa.gov.

The commercial permit application submission protocol:

- Each permit application must be filled out in its entirety. Permit application fees are based on the total cost of a project. If a contractor is not selected, a total cost cannot be determined and the permit application will not be accepted. **2 sets of hard copy plans and 1 thumb drive containing digital plans** created by a PA licensed design professional (architect or engineer) for each trade applicable must accompany all commercial permit applications along with a check or money order with the correct fee(s). The permit application fee(s) include all required plan review fee(s). Dumpster permit applications and fee(s) can be submitted separately or may be included/submitted with the construction permit application/plan review fee(s) with one check or money order. Checks and money orders should be made payable to “The City of Reading”.
- Where multiple trades are involved, the total cost of the project less the total cost(s) of the mechanical, electrical and plumbing amounts shall equal the total building permit application project cost.
- Fee totals are calculated by adding the permit application fee(s) and the plan review fee(s) together.
 - \$250.00 per each commercial plan review except electrical:
 - Building/Demo/Accessibility
 - Mechanical
 - Electrical-\$50.00 administrative fee to process submitted documents that accompany electrical permit applications.
 - Plumbing
 - Dumpster permits (separate form) - \$25.00 per 5 days - 30 days = \$150.00
- **A City of Reading trade license number and a City of Reading business privilege license number must be provided for each trade business conducting work on the project. A City of Reading business license number must be provided for any company/business involved with the project.**
- **Mechanical** permit applications shall be made by a person holding a current contractor’s license issued by the Building and Trades Division of the City of Reading.
- **Electrical** permit applications shall be made by a master electrician holding a current contractor’s license issued by the Building and Trades Division of the City of Reading.
- **Plumbing** permit applications shall be made by a master plumber holding a current contractor’s license issued by the Building and Trades Division of the City of Reading.
- **Applications, required documents & fees for the project must be submitted at one time unless deferred submittals are requested. A Deferred submittal request form must be submitted for review. See attached document.**

Only correct and completed fee amount(s), permit application(s) and accompanying documents will be accepted. The building & Trades team is looking forward to working with your team to move forward with your project. Feel free to contact me with any questions or concerns you may have. Thanks for your time.

Building & Trades Phone # 610-655-6284

Todas las presentaciones de planes de sistemas de detección y protección contra incendios son revisadas por la Oficina del Jefe de Bomberos del Departamento de Bomberos y Rescate. Para obtener información sobre la presentación, póngase en contacto con la oficina en el 610-655-6080 o envíe un correo electrónico a fire.marshall@readingpa.gov.

Protocolo de presentación de solicitudes de permisos comerciales:

- Cada solicitud de permiso debe rellenarse en su totalidad. Las tarifas de las solicitudes de permiso se basan en el costo total de un proyecto. Si no se selecciona un contratista, no se puede determinar el costo total y no se aceptará la solicitud de permiso. 2 juegos de planos en papel y 1 memoria USB con los planos digitales creados por un profesional de diseño con licencia de PA (arquitecto o ingeniero) para cada comercio aplicable deben acompañar a todas las solicitudes de permiso comercial junto con un cheque o giro con la tarifa (s) correcta. La tarifa de solicitud de permiso incluye todas las tarifas de revisión de planos requeridas. Las solicitudes de permiso del contenedor de basura y la (s) tarifa (s) pueden presentarse por separado o pueden incluirse/presentarse con la(s) tasa(s) de solicitud de permiso de construcción/revisión de planos con un cheque o giro postal. Los cheques y giros deben ser pagaderos a "City of Reading".
- Cuando haya varios oficios implicados, el costo total del proyecto menos el costo total de las tarifas de mecánica, electricidad y fontanería será igual al total del proyecto de solicitud de permiso de construcción.
- Los totales de las tarifas se calcularán sumando la (s) tarifa (s) de solicitud de permiso y la (s) tarifa (s) de revisión del plan.
 - o \$250.00 por cada revisión de plano commercial excepto electricidad:
 - Edificio/Demo/Accesibilidad
 - Mecánica
 - Eléctrico- 50.00 tarifa administrativa para procesar los documentos presentados
 - Plomería
 - Permisos para el contenedor de basura (formulario separado) - \$25.00 por día - 30 días = \$150.00
- Se debe proporcionar un número de comercio de la Ciudad de Reading y un número de licencia de privilegio comercial de la Ciudad de Reading para cada empresa comercial que realice trabajos en el proyecto. Deberá facilitarse un número de licencia comercial de la ciudad de Reading para cualquier empresa o negocio que participe en el proyecto.
- Mecánica Las solicitudes de permisos mecanicos deben ser realizadas por una persona que tenga la licencia de contratista vigente emitida por la División de Construcción y Oficios de la Ciudad de Reading.
- Electricidad Las solicitudes de permisos electricos deben ser realizadas por un maestro electricista que tenga una licencia de contratista vigente emitida por la División de Construcción y Oficios de la Ciudad de Reading.
- Plomeria Las solicitudes de permisos de plomería deberán ser realizadas por un maestro fontanero que tenga una licencia de contratista vigente expedida por la División de Construcción y Oficios de la ciudad de Reading.

- Las solicitudes, los documentos requeridos y las tarifas del proyecto deben presentarse de una sola vez, a menos que se soliciten presentaciones diferidas. Se debe presentar un formulario de solicitud de presentación diferida para su revisión. Véase el documento adjunto.

Sólo se aceptarán la(s) tarifa (s) correcta (s) y completada (s), la (s) solicitud (es) de permiso y los documentos adjuntos. El equipo de Construcción y Oficios está deseando trabajar con su equipo para avanzar en su proyecto. No dude en ponerse en contacto conmigo si tiene alguna pregunta o duda.

Building & Trades Phone # 610-655-6284

All fire detection and protection systems plan submittals are reviewed by the Department of Fire & Rescue – Office of the Fire Marshal. For submittal information, please contact the office at 610-655-6080 or email fire.marshall@readingpa.gov.

https://www.readingpa.gov/images/pdfs/Building_Trades_Permit_App_2021-12-10.pdf

Follow the link above to complete the online permit application.

The residential permit application submission protocol:

- Each permit application must be filled out in its entirety. If the owner/applicant will be executing the work themselves they must put “Self” in the contractor field. **If a licensed contractor is required or commissioned to complete any portion of the project**, the contractor must be selected prior to submitting the permit application(s). Permit application fees are based on the total costs of a project and any plan review fees that may apply. The total costs cannot be determined unless the contractor is selected. Dumpster permit applications and fee(s) can be submitted separately or may be included/submitted with the construction permit application/plan review fee(s) with one check or money order. **If plans are required, 2 sets of hard copy plans** must accompany the permit application(s) and fee(s) for each trade applicable. Fees shall be paid by check or money order. Checks and money orders should be made payable to “The City of Reading”.
- Where multiple trades are involved, the total cost of the project less the total cost(s) of the mechanical, electrical and plumbing amounts shall equal the total building permit application project cost.
- The fee totals are calculated by adding the permit application fee(s) and the plan review fee(s) together.
 - \$100.00 per each residential plan review except electrical:
 - Building/Demo/Accessibility
 - Mechanical
 - Electrical-\$50.00 administrative fee to process submitted documents that accompany electrical permit applications.
 - Plumbing
 - Dumpster permits (separate form) - \$25.00 per 5 days - 30 days = \$150.00
- **A City of Reading trade license number and City of Reading business privilege license number must be provided for each trade business conducting work on the project. A business license number must be provided for any company/business involved with the project.**
- **Mechanical** permit applications shall be made by a person holding a current contractor’s license issued by the Building and Trades Division of the City of Reading.
- **Electrical** permit applications shall be made by a master electrician holding a current contractor’s license issued by the Building and Trades Division of the City of Reading.
- **Plumbing** permit applications shall be made by a master plumber holding a current contractor’s license issued by the Building and Trades Division of the City of Reading.
- **If any load bearing elements, egress elements or fire safety components are to be modified, moved or added a plan view drawing must also be included showing the location(s) of the of referenced elements and include detail drawings of all the load bearing element connections, egress routes and fire safety components relating to project.**
- **Applications, required documents & fees for the project must be submitted at one time unless deferred submittals are requested. A Deferred submittal request form must be submitted for review. See attached document.**

Only correct and completed fee amount(s), permit application(s) and accompanying documents will be accepted. The building & Trades team is looking forward to working with your team to move forward with your project. Feel free to contact us with any questions or concerns you may have. Building & Trades Phone # 610-655-6284

Todas las presentaciones de planes de sistemas de detección y protección contra incendios son revisadas por la Oficina del Jefe de Bomberos del Departamento de Bomberos y Rescate. Para obtener información sobre la presentación, póngase en contacto con la oficina en el 610-655-6080 o envíe un correo electrónico a fire.marchall@readingpa.gov.

El protocolo de presentación de solicitudes para permisos residenciales:

- Cada solicitud de permiso debe rellenarse en su totalidad. Si el propietario/solicitante va a ejecutar el trabajo él mismo, debe poner "yo" en el campo de contratista. Si se requiere o se encarga a un contratista con licencia para completar cualquier proyecto, el contratista debe ser seleccionado antes de presentar la solicitud de permiso (s). Las tarifas de solicitud de permisos se basan en los costos totales de un proyecto y en las tarifas de revisión de planos que puedan aplicarse. El costo total no puede determinarse hasta que se seleccione al contratista. Las solicitudes de permiso de contenedor de basura y las tarifas pueden presentarse por separado o pueden incluirse/presentarse con la solicitud de permiso de construcción/tarifa de revisión de planos con un cheque o giro. Si se requieren planos, 2 juegos de planos en papel deben acompañar a la(s) solicitud (es) de permiso y la(s) tarifa (s) para cada comercio aplicable. Las tarifas se pagarán mediante cheque o giro. Los cheques y giros deben hacerse a nombre de "City of Reading".
- Cuando haya varios oficios implicados, el costo total del proyecto menos el (los) costo(s) total (es) de la mecánica, la electricidad y la plomería, será igual al costo total del proyecto de solicitud de permiso de construcción.
- Los totales de las tarifas se calculan sumando la(s) tarifa(s) de solicitud de permiso y la(s) tarifa(s) de revisión del plan.
 - o \$100.00 por revisión del plan residencial excepto electricidad;
 - Construcción/Demostración/Accesibilidad
 - Mecánica
 - Eléctricidad – 50.00 tarifa administrativa para procesar los documentos presentados
 - Plomería
 - Permisos de contenedor de basura (formulario separado) - \$25.00 por 5 días - 30 días= \$150.00
- Se debe proporcionar un número de licencia comercial de la Ciudad de Reading y un número de licencia de privilegio comercial de la Ciudad de Reading para cada empresa comercial que realice trabajos en el proyecto. Se debe proporcionar un número de licencia comercial para cualquier empresa/negocio que participe en el proyecto.
- Mecánica las solicitudes de permisos mecánicos deben ser realizadas por una persona que tenga una licencia de contratista vigente emitida por la División de Construcción y Oficios de la Ciudad de Reading.
- Eléctricidad las solicitudes de permisos eléctricos deben ser realizadas por un maestro electricista que tenga una licencia de contratista vigente emitida por la División de Construcción y Oficios de la Ciudad de Reading.
- Plomería las solicitudes de permisos de plomería deberán ser realizadas por un maestro plomero que tenga una licencia de contratista vigente emitida por la División de Construcción y Oficios de la ciudad de Reading.
- Si se modifican, trasladan o añaden elementos de carga, elementos de salida o componentes de seguridad contra incendios, se debe incluir también un plano de revisión que muestre la ubicación de los elementos mencionados y que incluya dibujos detallados de todas las conexiones de los elementos de carga, rutas de salida y componentes de seguridad contra incendios relacionados con el proyecto.

- Las solicitudes, los documentos requeridos y las tarifas del proyecto deben presentarse de una sola vez, a menos que se soliciten presentaciones diferidas. Se debe presentar un formulario de solicitud de presentación diferida para su revisión. Véase el documento adjunto.

Sólo se aceptarán el (los) importe (s) de la tarifa corregida (s) y completada (s), la (s) solicitud (es) de permiso y los documentos adjuntos. El equipo de Building & Trades está deseando trabajar con su equipo para avanzar en su proyecto. no dude en ponerse en contacto con nosotros si tiene alguna pregunta o duda. Número de teléfono de Building & Trades: 610-655-6284



Building and Trades Permit Application

OWNER: PHONE:

ADDRESS:

CITY: STATE: ZIP CODE:

EMAIL ADDRESS: ZONING APPROVAL

CONTRACTOR: ADDRESS:

CITY: STATE: ZIP CODE:

CONTRACTOR PHONE:

CONTRACTOR EMAIL:

PERMIT TYPE

BUILDING ELECTRICAL OTHER
PLUMBING MECHANICAL

JOB SITE ADDRESS:

DESCRIPTION OF WORK: SUBMITTED WITH PLANS? YES NO

FOR CONTRACTORS ONLY

TRADES LICENSE # BPL

PROJECT COST (Labor + Materials)

PERMIT FEE

Under penalty of intentional misrepresentation and / or perjury, I declare that I have examined and / or made this application and is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the ordinances of the City of Reading and applicable Building Codes. I realize that the information I have stated herein forms a basis for the issuance of the building permit herein applied for and approval of any plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any provision of the UCC therewith. Where no work has been started within 180 days after the issuance of a permit or when more than 180 days lapses between approval of required inspections, such permit shall be void. I hereby certify that I am the owner at this address or that, for the purpose of obtaining this approval, I am acting on behalf of the owner. All contract work on this project will be done by a contractor holding valid business privilege license and contractor's license by the City of Reading.

SIGNATURE Owner / Representative DATE:
Contractor

APPROVED BY: DATE:



Building and Trades Division Department of Community Development

Deferred Submittal request

Design professional in responsible charge

Full Name: _____ Date: _____
Last First M.I.

Professional
Seal
(Seal Only required for commercial projects)

Address: _____

Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Project address: _____

| Portions of the proposed design requesting to be deferred | Date to be submitted | Approved |
|---|----------------------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |

Signature: _____ Date: _____

Official use only

Building Code Official: _____ Date: _____

ADDITIONAL NOTES:

Approved deferred submittals must be received by the date agreed upon. Failure to submit the approved deferred submittals by the agreed upon date will result in the remaining required permit application fees being doubled. Submission date extensions may be requested in writing (Email will accepted). Submission date extension requests must be received prior to the approved date to be submitted. Failure to submit a date extension request prior the date to be submitted will result in the remaining required permit application fees being doubled. Submission date extensions may be requested in writing (Email will accepted).

**CITY OF READING BUILDING/TRADES DIVISION
APPLICATION FOR TEMPORARY DUMPSTER/STORAGE UNIT PERMIT**

PERMIT NUMBER: _____

DATE PERMIT ISSUED: ____ / ____ / ____

TO BE COMPLETED BY APPLICANT

| | | |
|--|----------------------------|----------------------|
| LICENSED HAULERSNAME: _____ | | |
| LICENSED HAULERSADDRESS: _____ | | |
| CITY/STATE/ZIP CODE: _____ | | PHONE: # () _____ |
| ADDRESS OF CONTAINERLOCATION: _____ | | |
| SIZE OF CONTAINER: _____ | PURPOSE OFCONTAINER: _____ | |
| TEMPORARY DUMPSTER _____ | PERMANENT DUMPSTER _____ | PERMANENT CART _____ |
| START DATE: _____ | | ENDDATE: _____ |
| <small>\$5.00 per calendar day – Minimum \$25.00 Example: 1-4 days = \$25.00 – 5 or more days = \$25.00 – 30 days = \$150.00</small> | | |
| CONTAINER WILL BE LOCATED: | | |
| 1. STREET | SIDEWALK | ALLEY |
| 2. FRONT OF PROPERTY | REAR OF PROPERTY | SIDE OF PROPERTY |
| MEETS CONDITIONS OF ORDINANCE 51- 2022(See attached): <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| PROPERTY OWNERNAME: _____ | | |
| PROPERTY OWNER MAILINGADDRESS: _____ | | |
| _____ | _____ | _____ |
| SIGNATURE OF APPLICANT | PHONE NUMBER | DATE |

TO BE COMPLETED BY THE BUILDING AND TRADESDIVISION

| | | | |
|----------------------|--------------------|--------------------|------------------|
| DATE RECEIVED: _____ | APPROVED BY: _____ | AMOUNT PAID: _____ | CHECK/MO#: _____ |
|----------------------|--------------------|--------------------|------------------|

ATTACH PAYMENT HERE

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

KNOW ALL MEN BY THESE PRESENT THAT:

(Name) (Address)

In consideration of the City of Reading issuing a permit permitting the placing or erecting a dumpster on property located at _____, Reading, PA

or on the sidewalk or street abutting the property, hereby agrees to hold the City of Reading, its officers, agents, servants, employees, and their successors, harmless from any claims by persons or entities arising out of the location, condition or use of said dumpster; and further agrees to indemnify the City of Reading, its officers, agents, servants, employees, and their successors, against any loss as a result of claims of persons or entities arising from location, condition or use of said dumpster.

IN WITNESS WHEREOF, the above named, intending to be legally bound, has executed this Hold Harmless and Indemnification Agreement this _____ day of _____, 20 _____

Signature

(If Corporation identify by name and include title of officer signing agreement)

ATTEST:
