

Western Cumberland Council of Government's Uniform Construction Code (UCC) Program Land Use Permit Instructions

You have just obtained and completed a UCC application and your municipality has confirmed your paperwork is in order, but the process is not yet complete.

- Please take the attached paper work to West Pennsboro Township, 2150 Newville Road, Carlisle. This office is open Monday through Friday 8 a.m. to 4 p.m. The building inspector will pick up your application and plan there to review it.
Once the inspector reviews the application and returns it to West Pennsboro Township, you will receive a phone call notifying you that your permit is ready to be picked up as well as the amount of the UCC fee.
- Pick up your application & land use placard at West Pennsboro Township and pay the UCC fee. Your placard will now contain a UCC stamp and your building plan will contain a red stamp from Middle Department Inspection Agency indicating it has been reviewed and the placard/permit may be issued.
- Proceed with construction & post the land use placard on the job site. The entire land use application and building plan must be available at the job site at all times.
- Call Middle Department inspection Agency for your REQUIRED inspections at the appropriate times.

West Pennsboro Township Office
Phone (717) 243-8220 Fax (717) 243-1592