



APPLICATION FOR ANNUAL PERMIT

City of Warren Building Code Department

318 West Third Avenue, Warren, PA 16365

Phone (814) 723-6300 - Fax (814) 723-3242

www.cityofwarrenpa.gov

PLEASE COMPLETE ALL REQUIRED INFORMATION

(Incomplete applications cannot be processed)

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Site Address: _____

Facility Name: _____ Tax Parcel No.: _____

(REQUIRED)

Municipality: (Please check appropriate box)

- City of Warren
 Brokenstraw Township
 Clarendon Borough
 Glade Township
 Mead Township
 Pine Grove Township
 Pleasant Township
 Sheffield Township

INSTALLATIONS TO BE ALTERED (Please check all that apply)

Electrical Mechanical Gas Plumbing

OWNER / OPERATOR CERTIFICATION

As the owner/operator of the building, structure or premises where these alterations will occur, I certify that:

1. These alterations will be performed by persons who are regularly employed by me at this location and who are "qualified tradespersons" as defined in the Requirements for Annual Permit. (see reverse)
2. Detailed records of the work performed under the Annual Permit will be maintained and upon request, made available to the City of Warren Building Code Department.

Owner: _____ Phone: _____

Mailing Address: _____ Cell: _____

City: _____ State: _____ Zip: _____ Email: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Permit Approved? Yes No By: _____ Date: _____
Building Code Official

Permit Fee: \$ _____ Payment Type: Cash Check Permit No: _____

ANNUAL PERMIT REQUIREMENTS

Manufacturing facilities and institutions such as hospitals and schools that regularly perform alterations on approved electrical, gas, mechanical and plumbing installations, may apply for a single Annual Permit as described in the Pennsylvania Uniform Construction Code that will allow these alterations to be made over a 12-month period.

An Annual Permit may be issued as long as the following conditions are met:

1. Submission of one (1) copy of the **APPLICATION FOR ANNUAL PERMIT**. A separate application is required for each covered building, structure or premises.
2. The owner or operator of the building, structure or premises where the alterations will take place must certify that the persons performing the work are normally employed at this site and are “qualified tradespersons,” because they meet one of the following requirements:
 - They have performed similar alterations on the specified systems for at least three (3) years prior to making application; or,
 - They hold a Journeyman’s card in an applicable trade, or are registered apprentices working under the direct supervision of a Journeyman; or,
 - They hold a certification or other qualification issued by the Pennsylvania Department of Labor and Industry, another U.S. state, a national model code agency, a national standards writing organization, or a national association representing persons who work in the electrical, gas, mechanical or plumbing industries.
3. The permit holder must agree to maintain detailed records of all alterations made under the permit and to make these available, upon request, to construction code officials.