



James Raudenbush/BCO

Commercial Building/Zoning Permit & Inspection Procedure

- Apply for the zoning and/or sign permit(s) and business license(s) at the Palmer Township Municipal Building. A business license is required for each contractor/subcontractor working within jurisdictional limits.
- Apply for the building permit at Base Engineering. You will be required to submit the zoning permit number (by Palmer Township) at the time of application. Submit plans to:

Base Engineering
Tino Nocchi / Building Codes Director
1010 North Quebec Street
Allentown, PA 18109
(610) 437-0978

- Existing food establishments, food courts or other grease discharge generator/facility - Obtain inspection, by Base Engineering, pursuant to Palmer Township's ordinance 2017-450 - Fats, Oils and Greases Control Program (aka FOG Program).
- Palmer Township will issue the zoning permit and Base Engineering will issue the building permit, upon review and approvals. **Work may not commence until both permits are obtained.**
- Contact the Palmer Township Sewer Department to pay any associated tapping fees (if applicable) at (610) 253-7191.
- Contact the Palmer Township Fire Commissioner for information on hydrant connection types and the Key Lock Box System/ Knox Box at:
Palmer Township Fire Department – Station #1
3245 Old Nazareth Road
(610) 559-9809
- Obtain all building inspection approvals from Base Engineering.
- Obtain approvals of any conditions set forth in the Land Development Plan and/or the PennDOT Highway Occupancy Permit (if applicable).
- Contact the Palmer Township Building Department for the final inspection. The building department will issue the certificate of occupancy upon completion and approval of all required items. Note: the knox box system must be installed and approved by the fire commissioner prior to issuance of the certificate of occupancy (ord. no. 2001-300). You may schedule the final inspection, by Palmer Township, at:
Palmer Township Municipal Building
3 Weller Place
Palmer, PA 18045
(610) 253-7191