



LOWHILL TOWNSHIP

LEHIGH COUNTY, PENNSYLVANIA

7000 Herber Road, New Tripoli, PA 18066 | 610-298-2641 | www.lowhilltp.org

UNIVERSAL ELECTRONIC PERMIT SUBMISSION COVER SHEET

Required for Every Electronic Permit Submission

IMPORTANT — A SUBMISSION IS NOT COMPLETE UNTIL THE TOWNSHIP RECEIVES A COMPLETED APPLICATION AND ALL REQUIRED PLANS, REPORTS, AND SUPPORTING DOCUMENTATION.

This cover sheet implements the electronic-submission procedure authorized by proposed Ordinance No. 2026-4, Section 5, upon enactment.

NO PIECEMEAL APPLICATIONS WILL BE ACCEPTED

All applications must be submitted as one complete electronic package with the applicable application form and all required supporting plans and documentation. **THIS COVER SHEET IS NOT A PERMIT APPLICATION.** It must accompany the applicable original Lowhill Township permit application available in the Form & Docs section of the Lowhill Township website. <https://lowhilltp.org/forms-docs>. A submission consisting only of this cover sheet will be considered incomplete and will not be accepted for review.

1. SUBMISSION / PROPERTY INFORMATION

Submission Date:		Township Permit/File No.:	
Property Address:		Tax Parcel No.:	
Property Owner:		Applicant/Contractor:	
Phone / Email:		Applicant Phone / Email:	

2. PERMIT / APPLICATION TYPE — CHECK ALL THAT APPLY

Zoning Permit New/Change of Use	Building / UCC	Electrical	Plumbing
Mechanical / HVAC	Grading / Earth Disturbance	Driveway / Road Occupancy	Temporary Zoning Permit
Sign	Demolition	Pool / Spa	Shed
Deck	Fence	Other Accessory Building/Structure	Other: _____

3. REQUIRED PROJECT DESCRIPTION

A. EXACT SCOPE OF WORK — What is being constructed, installed, altered, repaired, removed, or used?

B. EXACT LOCATION OF WORK — Identify the building, room, floor, wall, staircase, accessory structure, exterior area, or site location.

4. REQUIRED ELECTRONIC SUBMISSION CHECKLIST

Completed and signed applicable permit application(s)	Site / plot plan showing property lines, structures, setbacks and work location, when applicable
Construction / architectural plans and specifications, when applicable	Electrical / plumbing / mechanical / fire-protection plans or diagrams, when applicable
Grading, erosion & sedimentation, stormwater information and calculations, when applicable	Required engineering / architectural seals, reports or certifications, when applicable
Required outside-agency approvals / permits, when applicable	Other supporting documentation needed to fully describe the proposed work

5. APPLICANT CERTIFICATION

I certify that this electronic submission includes this Universal Electronic Permit Submission Cover Sheet, the applicable original Lowhill Township permit application from the Township Forms section, and all required supporting plans and documentation. I understand that this cover sheet does not replace any required permit application and that incomplete or piecemeal submissions will not be accepted or forwarded for review.

Applicant Signature: _____ Date: _____

6. TOWNSHIP USE ONLY — COMPLETENESS / ROUTING

Complete for Township intake	Incomplete — return/request information	Date Complete: _____
Zoning review required	Zoning approved / compliant	Reviewed by: _____
Forward to Barry Isett / BCO	Grading / Township Engineer review	Date Forwarded: _____
Other: _____		

DO NOT BEGIN WORK UNTIL ALL REQUIRED TOWNSHIP AND UCC PERMITS / APPROVALS HAVE BEEN ISSUED.