

March 25, 2005

Re:ACT 13 Quarterly Reporting Form

Dear Municipal Official:

Enclosed you will find the reporting form required for the remittance of all applicable funds collected in accordance with ACT 13 of 2004.

As you are aware, ACT 13 requires that any municipality or third-part agency providing administration of the PA Uniform Construction Code collect an additional \$2 for every construction permit issued in accordance with the Uniform Construction Code. This would include all new construction, including additions, accessory structures, electrical, mechanical, plumbing and demolition permits for both residential and commercial construction projects within the Commonwealth. The \$2 surcharge must be collected in addition to those fees imposed by the regulating agency. The collected fees must be remitted to DCED (the Department of Community and Economic Development) within thirty days after the end of the reporting period. All monies collected under this program will be utilized to offset the costs of certification and continuing education training administered through the Pennsylvania Construction Codes Academy (PCCA).

It is the responsibility of the appointed **BUILDING CODE OFFICIAL (BCO)** to collect and remit this information to DCED. Section "C" of the ACT 13 reporting form specifically asks for the name and information for the appointed BCO plus the license number assigned to that individual by the Department of Labor & Industry.

If there are any questions regarding this process or the remittance of this form, please contact Harry Krot or myself, toll free, at 1-888-223-6837.

Sincerely,

Mitch Hoffman
Local Government Policy Manager