RMS
Regional Municipal Services
561 Mott Street, Sugar Notch PA 18706 570-795-9810

PA Uniform Construction Code
Zoning & Code Enforcement Services

Forty Fort Borough

1271 Wyoming Avenue

Forty Fort, PA 18704

(570) 287-8586

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Dear President Thomas Murray ,

Regional Municipal Services is an equal opportunity employer that would like the opportunity to provide code enforcement services in Forty Fort Borough. RMS inspectors have the experience in the fields in which we inspect. We also carry the certified zoning official designation, (CZO) which provides a proven knowledge in the zoning and code related fields and in the legal aspects of zoning.

RMS is a growing organization that provides both primary and supplemental Pennsylvania Uniform Construction Code enforcement services along with property maintenance services, Stormwater Management, Floodplain Management, and consultation services for the communities that we serve including codification of ordinances and all levels of Grant writing and support. RMS is also fully capable of offering emergency code enforcement services during floods, fires, and other emergency situations. We have extensive knowledge of the state and federal requirements as well as compliance determinations and documentation required by state and federal organizations.

RMS inspectors have been providing code enforcement and construction services since the induction of the PA UCC in 2004. Our inspectors have performed inspections for numerous municipalities in Luzerne County. Currently we perform PA Uniform Construction Code and Zoning and Property Maintenance operations in local communities including **Wright Township, Sugarloaf Township, Montour Township, Nescopeck Township, Rice Township, Luzerne Borough, Sugar Notch Borough, Laflin Borough, Warrior Run Borough, Harveys Lake Borough and Nuangola Borough**. We are proud of the communities in which we serve. We often donate our time or resources for projects within the communities we serve.

More often than not residents and contractors have time and money constraints that require they start their project as soon as possible. Having had these constraints on our personal projects, we understand the need to get the required permits and approvals within a timely manner. That is why we strive to ensure that all plan reviews and permits are issued as soon as possible, provided all the required information is submitted with the initial submittal. We are excited to collaborate with the employees and elected officials of Forty Fort Borough and we look forward to a lasting relationship with the community.

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Permitting & Inspection Procedures

The building permit application may be received either at our office or at the Forty Fort Borough Municipal Building. Payments may be made to either Forty Fort Borough or RMS at the time of submission, whichever the Borough would prefer. Our office will accommodate either picking up or dropping off submitted applications and plans. Upon review of the submission and a successful determination of compliance, the permit will be returned to the applicant once it has been issued, along with a copy of the application and building permit submitted to Forty Fort Borough. A monthly report of the permits issued will be prepared and submitted to Forty Fort Borough. Depending on the preference of the Borough, either a check or invoice can be submitted to the Borough for review and/or payment.

The fee schedule RMS will utilize is the fee schedule currently approved by Forty Fort Borough or you may utilize RMS's fee schedule. The fee schedule can be altered by Forty Fort Borough if desired. The fee schedules include all inspections, documentation and certificate of occupancy. No additional fees will be required to be paid once the permit is paid for and issued.

Inspections may be requested by phone, email, text, and personal interaction. Inspection requests submitted prior to 10:00 AM can be fulfilled on the same business day. Plans examinations will generally be completed within 10 business days, provided all of the required information is submitted with the initial submission. Inspection results shall be submitted to the Borough within 5 business days after the inspections.

Forty Fort Borough's primary contact will be Henry Mleczynski at (570)795-9810 or (570) 881-9874. If for any reason municipal employees have any questions about a project in particular to the individual disciplines, prior practice has been to contact the inspector involved directly. Our primary inspector's information is listed on the next page.

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Qualifications of Personnel

Regional Municipal Services inspectors are certified with the International Code Council, and the PA Department of Labor & Industry for the individual disciplines in which they perform inspections. Our inspectors also participate in continuing education courses from the International Code Council, Pennsylvania Construction Codes Academy, American Society of Heating, Refrigerating, and Air Conditioning Engineers, IAEI and other code education organizations.

RMS currently has 4 certified inspectors covering all the applicable certification categories required under the PA UCC. Below is a list of all of our inspectors and their respective qualifications.

Henry Mleczynski **PA UCC Certification No. 006758**
Resident of Sugar Notch Borough
Sugar Notch Borough Council Member

Certification Number	Certification Category
CZO	Certified Zoning Official
10	Residential Building Inspector
11	Residential Electrical Inspector
12	Residential Mechanical Inspector
13	Residential Plumbing Inspector
14	Residential Energy Inspector
15	Commercial Building Inspector
20	Commercial Mechanical Inspector
21	Commercial Plumbing Inspector
22	Commercial Energy Inspector
23	Commercial Accessibility Inspector/ Plans Examiner
24	Commercial Building Plans Examiner
26	Commercial Mechanical Plans Examiner
27	Commercial Plumbing Plans Examiner
28	Commercial Energy Plans Examiner
29	Building Code Official

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Marc Faulkner **PA UCC Certification No. 004569**
Resident of Phoenixville

Certification Number	Certification Category
10	Residential Building Inspector
11	Residential Electrical Inspector
13	Residential Plumbing Inspector
14	Residential Energy Inspector
15	Commercial Building Inspector
19	Commercial Electrical Inspector
20	Commercial Mechanical Inspector
21	Commercial Plumbing Inspector
22	Commercial Energy Inspector
23	Commercial Accessibility Inspector/ Plans Examiner
24	Commercial Building Plans Examiner
25	Commercial Electrical Plans Examiner
26	Commercial Mechanical Plans Examiner
27	Commercial Plumbing Plans Examiner
28	Commercial Energy Plans Examiner
29	Building Code Official

Ralph "Sonny" Kelchner **PA UCC Certification No. 006909**
Resident of Berwick

Certification Number	Certification Category
10	Residential Building Inspector
11	Residential Electrical Inspector
12	Residential Mechanical Inspector
13	Residential Plumbing Inspector
14	Residential Energy Inspector
15	Commercial Building Inspector
21	Commercial Plumbing Inspector
29	Building Code Official

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Matt Ogden **PA UCC Certification No. 008792**
Resident of Pringle

Certification Number	Certification Category
29	Building Code Official

"FEE SCHEDULE"

RMS will utilize the currently adopted fee schedule of Forty Fort Borough