



## BOROUGH OF HELLERTOWN

Zoning and Codes Office  
685 Main Street  
Hellertown, Pennsylvania 18055-1745  
Hellertownborough.org  
610-838-7041 \* Fax 610-838-0500

May 22, 2025

Evan Foster

RE: 1320 Jefferson St., Hellertown Pa 18055

Dear Evan:

Responsive to your May 16, 2025, request to research the referenced property for building permits, code violation & special assessment fees. I have enclosed the property file on record, pulled by Matthew Lewis, Zoning/Code Compliance Officer of the Borough of Hellertown.

If you have any further questions, please contact Cathy Hartranft, the Borough's Right-to-Know Officer. Please be advised that this correspondence will serve to close this record with our office as permitted by law.

Sincerely,

Cathy Hartranft  
Right-to-Know Officer  
Borough Manager

CC: Michael Corriere, Esquire  
CRF

**BOROUGH OF HELLERTOWN**

685 Main St., Hellertown PA 18055

Phone: 610-838-7041 Fax: 610-838-0500

www.hellertownborough.org

**ROOFING PERMIT****PLEASE PRINT LEGIBLY AND FILL OUT FORM COMPLETELY**

PROPERTY OWNER NAME: Ian Cody PHONE: 610 782-1838  
 PROJECT ADDRESS: 1320 Jefferson Street CELL: \_\_\_\_\_  
 CITY: Hellertown STATE: PA ZIP: 18055 EMAIL: \_\_\_\_\_  
 APPLICANT NAME: Novak Home Improvements Co. PHONE: 610 868-6090  
 APPLICANT ADDRESS: 2121 Ritter Avenue CELL: \_\_\_\_\_  
 CITY: Bethlehem STATE: PA ZIP: 18020 EMAIL: info@johnnovak.com  
 CONTRACTOR NAME: Novak Home Improvements Co. PHONE: 610 868-6090  
 CONTRACTOR PA REGISTRATION #: 073313 CELL: \_\_\_\_\_  
 CONTRACTOR ADDRESS: 2121 Ritter Avenue FAX: \_\_\_\_\_  
 CITY: Bethlehem STATE: PA ZIP: 18020 EMAIL: info@johnnovak.com

**PROPOSED WORK**

TYPE OF ROOFING MATERIAL: Architectural Shingles  
 DIMENSIONS: Number of Stories 2 Size of Roof sq. ft. 1500  
 COST OF PROPOSED WORK: \$ 4,845.00

**SIGNATURE**

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of the Borough of Hellertown. I understand that a copy of the Worker's Compensation Insurance Certificate must be provided by the contractor prior to issuance of permits.

SIGNATURE OF APPLICANT: Christina Olpp DATE: 10-2-18

**OFFICE USE ONLY**

PERMIT #: 180514  
 DATE ISSUED: 10/13/18  
 PERMIT FEE: \$ 79.50  
 APPROVED BY: [Signature]  
 TITLE: REC DATE: 10/10/18

**FEES**

BIA: \$ 60.00  
 BOROUGH: \$ 15.00  
 STATE: \$ 4.50  
 TOTAL: \$ 79.50

**PAYMENT**

CASH  
 CREDIT CARD  
 CHECK # 9173

BIA # 3-1318.100

OCT 16 2018



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## ROOFING PERMIT

PLEASE PRINT LEGIBLY AND FILL OUT FORM COMPLETELY

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CITY: Hellertown STATE: PA ZIP: 18055 EMAIL: \_\_\_\_\_  
APPLICANT NAME: Navak Home Improvements Co PHONE: 610 868-6090  
APPLICANT ADDRESS: 2121 Ritter Avenue CELL: \_\_\_\_\_  
CITY: Bethlehem STATE: PA ZIP: 18020 EMAIL: info@johnrnavak.com  
CONTRACTOR NAME: Navak Home Improvements Co PHONE: 610 868-6090  
CONTRACTOR PA REGISTRATION #: 073313 CELL: \_\_\_\_\_  
CONTRACTOR ADDRESS: 2121 Ritter Avenue FAX: \_\_\_\_\_  
CITY: Bethlehem STATE: PA ZIP: 18020 EMAIL: info@johnrnavak.com

### PROPOSED WORK

TYPE OF ROOFING MATERIAL: Architectural Shingles  
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SIGNATURE OF APPLICANT: Christina Olpp DATE: 10-2-18

#### OFFICE USE ONLY

PERMIT #: 180514  
DATE ISSUED: 10/15/18  
PERMIT FEE: \$ 79.50  
APPROVED BY: [Signature]  
TITLE: REC DATE: 10/10/18

#### FEES

BIA: \$ 62.50  
BOROUGH: \$ 15.00  
STATE: \$ 4.50  
TOTAL: \$ 79.50

#### PAYMENT

CASH \_\_\_\_\_  
CREDIT CARD \_\_\_\_\_  
CHECK # \_\_\_\_\_

BIA # 3-1318.100



# BOROUGH OF HELLERTOWN

685 Main St., Hellertown, PA 18055  
Phone: 610-838-7041 Fax: 610-838-0500

## BUILDING PERMIT

PLEASE PRINT LEGIBLY AND FILL OUT FORM COMPLETELY

PROPERTY OWNER NAME: Ian Cody PHONE: (484) 851-3401  
PROJECT ADDRESS: 1320 Jefferson st. CELL: (610) 782-1838  
CITY: Hellertown STATE: Pa ZIP: 18055 EMAIL: \_\_\_\_\_  
TAX PARCEL #: \_\_\_\_\_  
APPLICANT NAME: Ian Cody PHONE: \_\_\_\_\_  
APPLICANT ADDRESS: 1320 Jefferson st. CELL: \_\_\_\_\_  
CITY: Hellertown STATE: Pa ZIP: 18055 EMAIL: \_\_\_\_\_  
CONTRACTOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CONTRACTOR PA REGISTRATION #: \_\_\_\_\_ CELL: \_\_\_\_\_  
CONTRACTOR ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### BUILDING INFORMATION

#### TYPE OF CONSTRUCTION OR IMPROVEMENTS:

- ☒ New Construction ☐ Mechanical  
☐ Addition ☐ Plumbing  
☐ Alteration/Renovation ☐ Electrical  
☐ Repair/Replacement

#### PRINCIPAL TYPE OF FRAME:

- ☐ Masonry (Bearing Walls)  
☐ Wood Frame  
☐ Structural Steel  
☐ Reinforced Concrete  
☐ Other \_\_\_\_\_

#### DIMENSIONS:

No. of Stories \_\_\_\_\_  
Total Sq. Ft. \_\_\_\_\_ (All Floors. Exterior Dimensions)  
No. of Bedrooms \_\_\_\_\_  
No. of Bathrooms - Full \_\_\_\_\_ Partial \_\_\_\_\_  
Total Building Lot Size \_\_\_\_\_ Sq. Ft.

#### SEWAGE DISPOSAL:

- ☐ Public  
☐ Private (Septic Tank)

#### WATER SUPPLY:

- ☐ Public  
☐ Private (Well)

#### HEATING FUEL:

- ☐ Gas ☐ Oil ☐ Electric  
☐ Coal ☐ Other \_\_\_\_\_

#### PROPOSED USE:

- ☐ Single Family Dwelling ☐ Multi-Family Dwelling  
☐ Commercial

### PROPOSED WORK

DESCRIPTION OF PROPOSED WORK - PROVIDE SITE OR PLOT PLAN DETAILS: 18' Round Above ground pool, 4' depth on back corner of lot  
COST OF PROPOSED WORK: \$ \_\_\_\_\_

### SIGNATURE

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SIGNATURE OF APPLICANT: Ian Cody

DATE: 7/1/13

### OFFICE USE ONLY

PERMIT #: B-0233-BP  
DATE ISSUED: 7/8/13  
PERMIT FEE: \$ 54.00  
APPROVED BY: [Signature]  
TITLE: BC  
DATE: 7/8/13

#### FEES

BIA: \$ 40.00  
BOROUGH: \$ 10.00  
STATE: \$ 4.00  
TOTAL: \$ 54.00

#### PAYMENT

- ☐ CASH  
☒ CHECK # 0639  
☐ MAIL CK

#### DISTRIBUTION LIST

- ☐ CUSTOMER  
☐ CODE OFFICE  
☐ REGISTER  
☐ ADMINISTRATION  
☐ RIGHT TO KNOW

301 313.077

Rev. 3-21-2011

JUL - 9 2013

# CERTIFICATE OF OCCUPANCY

## Borough of Hellertown

Permit No.: \_\_\_\_\_ Building: \_\_\_\_\_ Zoning District: R1  
Electrical: \_\_\_\_\_  
Mechanical: 13-0080-MP  
Plumbing: \_\_\_\_\_

Property Location: 1320 Jefferson St. Hellertown , Pa 18055

Record Owner: Ian Cody

1320 Jefferson St.  
Hellertown, Pa 18055

Description: Replace Furnace

Contingents: N/A

Applicable Construction Code: 2009 IRC

Type of Construction: VB Wood Construction

Use & Occupancy Classification: R1 Final Inspection Date: 5/15/2013

Automatic Fire Suppression System Installed: ☐ Yes ☒ No

Stipulations/Conditions/Board of Appeals Rulings: N/A

Existing Use: Single Family Dwelling

Proposed Use: Single Family Dwelling

This is to certify that the building or structure has been inspected and found in compliance with the Pennsylvania Uniform Construction Code and Zoning Codes of Hellertown Borough Pennsylvania, and the above stated occupancy and use thereof is hereby authorized.

**ANY CHANGES IN THE USE AND OCCUPANCY AS DESIGNATED ABOVE  
WITHOUT APPROVAL OF THE ZONING ADMINISTRATOR AND BUILDING CODE  
OFFICIAL, WILL AUTOMATICALLY RENDER THIS CERTIFICATE NULL AND VOID.**

Date: 5/15/2013

Signed By:   
Building Code Official



# CERTIFICATE OF OCCUPANCY

## Borough of Hellertown

Permit No.: \_\_\_\_\_ Building: \_\_\_\_\_ Zoning District: R1  
Electrical: 13-0051-EP  
Mechanical: \_\_\_\_\_  
Plumbing: \_\_\_\_\_

Property Location: 1320 Jefferson St. Hellertown , Pa 18055

Record Owner: Ian Cody

1320 Jefferson St.  
Hellertown, Pa 18055

Description: 100 Amp Electrical Service

Contingents: N/A

Applicable Construction Code: 2009 IRC

Type of Construction: VB Wood Construction

Use & Occupancy Classification: R1 Final Inspection Date: 5/9/2013

Automatic Fire Suppression System Installed: ☐ Yes ☒ No

Stipulations/Conditions/Board of Appeals Rulings: N/A

Existing Use: Single Family Dwelling

Proposed Use: Single Family Dwelling

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**ANY CHANGES IN THE USE AND OCCUPANCY AS DESIGNATED ABOVE WITHOUT APPROVAL OF THE ZONING ADMINISTRATOR AND BUILDING CODE OFFICIAL, WILL AUTOMATICALLY RENDER THIS CERTIFICATE NULL AND VOID.**

Date: 5/9/2013

Signed By: 

Building Code Official