

Application for Non-Residential Building Permit Procedure

- Applicant completes item 1 – 11 of the Non-Residential Building Permit Application
- Applicant provides a copy of his/her Workers Compensation Certificate or file an Affidavit of Exemption.
- Provide proof of Department of Agriculture plan approval (for food handling).
- Provide three (3) complete sets of building plans and specifications with registered design, professional seal, and signature.
- Applicant to provide an 8 ½ x 11 sheet of paper(s) showing proposed floor plan layout of tenant space drawn to scale or adequate dimensions. Floor plan must show room/space uses, room sized, aisle way sizes, door sizes, counter areas, exits, and fire extinguisher location(s).
- Applicant to submit completed fire prevention survey form.
- The application is received and checked for completeness. The applicant will be notified of incomplete applications.
- The applications will be reviewed for Zoning compliance and Building and Fire Prevention Code compliance.
- Applicant must indicate which 3rd party inspections are required.
- Applicant will be notified of permit issuance, submit applicable fees, and receive permit.

Application for Non-Residential Zoning Approval Procedure

- Applicant completes items 1 – 4 of the non-residential zoning approval application
- Provide two (2) copies of the approved site plan on an 8 ½” x 11” sheet
- Provide two (2) copies of the floor plan layout on an 8 ½” x 11” sheet
- Applicant completes the proposed use narrative on the next page
- Provide the completed fire prevention survey
- The application is received and checked for completeness. The applicant will be notified of incomplete applications.
- The application will be reviewed for Zoning compliance and Building and Fire Prevention Code compliance.
- Applicant will be notified of permit issuance, submit applicable fees. The zoning approval will be issued after passing a site inspection.

Non-Residential Building Permit Application

1. Location of Property

Development Name _____ Street Address _____ Suite # (if applicable) _____

2. Description of Building/Structure to be Constructed _____

3. Type of Permit(s) Requested:
(check all that apply)

Building Plumbing Mechanical Demolition

4. Check One of the Following that Apply:

New Non-Residential Structure (NEWNRS) Interior Alterations of existing tenant space (NRSALT)
 Interior Build out of new space (NRSBLD) Footer/Foundation Only (NRSFO)

5. Third Party Inspections Required – Check all that apply:

Soils Bolt Tightening
 Concrete Electrical
 Welding Miscellaneous _____

6. Estimated Cost of Construction \$ _____ X .0015 = Review Fee \$ _____

7. _____
(Owner Name)

8. _____
(Contractor/Company)

(Street Address)

(Street Address)

(City, State, and Zip Code)

(City, State, and Zip Code)

(Phone) (Fax)

(Phone) (Fax)

9. _____
(Engineer/Architect Name)

10. Worker's Compensation Certification Provided with
this Application: YES NO

(Street Address)

Applicant is Exempt (No Employees-Exemption Form
Completed with this Application): YES NO

(City, State, and Zip Code)

(Phone) (Fax)

11. **I hereby acknowledge the information contained herein is true and correct, and I hereby agree that all applicable provisions of the Zoning and Building Codes shall be complied with.**

Applicant Signature

Date

Print Name

E-mail Address (optional)

Non-Residential Zoning Approval

8. Name of Property Owner _____ Phone # _____

Address _____ Fax # _____

9. Name of Applicant/Lessee _____ Phone # _____

Address _____ Fax # _____

10. Name of Business _____ Business Address _____

11. Proposed use(s) as per defined in the Zoning Ordinance

****Application Narrative must be Provided** (included in Non-Residential building package)**

I hereby acknowledge the information contained herein is true and correct, and I hereby agree that all applicable provisions of the Zoning and Building Codes shall be complied with.

Applicant-Signature _____ Date _____

Print Name _____ E-mail Address (optional) _____

(FOR TOWNSHIP USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE)

AP # _____ Map & Parcel # _____ NAICS _____

Permitted Zoning Use _____ Zoning District _____ # Employees _____

Fee: \$ _____

Code Administrator

Approval Date

Proposed Use Application Narrative

Please print all information

Complete the below proposed use narrative and submit with building permit applications.

- Business name _____
- Exact nature of business _____

- Days of business _____
- Hours of business operation _____
- Number of employees _____
- Materials/products/supplies used in conjunction with business _____

- List hazardous materials used or manufactured (MSDS sheets are required)

- Does the business-operation require reporting to the U.S. EPA? Yes No
- Address of business main office _____
_____ Phone Number _____
- Emergency contact name _____ Phone Number _____
- Gross square footage of tenant space _____

Fire Prevention Survey

DATE _____

Name of Establishment _____ Location _____

Address _____ Suite # _____

Business Phone _____

Nature of Business _____

Emergency Contact _____ Key holder
(Name) Occupant _____ (Phone #)

Emergency Contact _____ Key holder
(Name) Occupant _____ (Phone #)

ICC type of Construction _____ Roof materials _____

Number of Stories _____ Number of Floors _____ Basement (Yes/No) _____

Length of Building _____ Width of Building _____ No. of Elevators _____ No. of Stairways _____

Use Group _____

Notes to Fire Department _____

Fire Protection Equipment:

Automatic Sprinkler System Full Partial None

Number of Risers _____ Type of System: Wet Dry Combination

Fire Department Connection (Yes/No) _____ Location _____

Standpipes & Hose Cabinets (Yes/No) _____ Location _____

Fire Alarm System (Yes/No) _____ Smoke Detectors Heat Detectors

Pull Stations Duct Detectors

Fire Alarm Panel Location Remote Panel _____

Main Panel _____

Facilities with cooking appliances:

Hood provided (Yes/No) _____ Automatic Hood suppression provided (Yes/No) _____

Last test date of hood suppression system: _____

Utilities:

Electric _____

Panel Location _____

Gas _____

Shut off Valve Location _____

Water _____

Shut off Valve Location _____

Hazardous Materials Stored/Processed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Building Placarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Explosive Materials? If yes, what type? _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Flammable liquids (i.e.: Gal. Above ground) _____		
Flammable liquids (i.e.: Gal. Below ground) _____		
List of Hazardous Materials”		
_____	Quantity	_____
_____	Quantity	_____
_____	Quantity	_____
Provide complete list for additional items. Check here if additional list is provided [†]		
Knox Box provided (yes/no) _____ If yes, list location of box _____		

FOR TOWNSHIP USE ONLY- PLEASE DO NOT WRITE BELOW THIS LINE

<input type="checkbox"/>	Site plan provided on 8 ½ x 11 sheet
<input type="checkbox"/>	Floor plan layout provided on 8 ½ x 11 sheet
<input type="checkbox"/>	Fire Prevention Survey complete
<input type="checkbox"/>	MSDS Sheets provided for HAZMAT
<input type="checkbox"/>	Locations of Knox Box, Fire Alarm panels, sprinkler valves, fire hydrants, etc. on plans.
Permits required: _____	

Building Plan Review Requirements

In order to perform a thorough Building Plan Review, the following specifications, drawings and details must be submitted:

Complete signed and sealed architectural plans, structural plans and material specifications of all work.

A site plan including the following information:

1. Size and location of all new construction and all existing structures on the site.
2. Distances from lot lines.
3. Established street grades and proposed finish grades.

Architectural plans and specifications to include:

1. Description of uses and the proposed use group(s) for all portions of the building. The design approach for mixed uses (as applicable).
2. Proposed type of construction of the building.
3. Fully dimensioned drawings to determine areas and building height.
4. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
5. Exit signs/means of egress lighting, including power supply.
6. Accessibility provisions.
7. Description and details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
8. Adequate details to evaluate fire-resistive construction requirements, including data substantiating required ratings.
9. Details of plastic, insulation, and safety glazing installation.
10. Details of required fire protection systems.

Structural plans, specifications, and engineering details to include:

1. Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
2. Signed and sealed structural design calculations which support the member size on the drawings.
3. Local design load criteria, including frost depth.
4. Earthquake seismic zone/effective peak acceleration coefficient.
5. Details of foundations and superstructure.
6. Provisions for required special inspections.
7. Applicable construction standards and material specifications (i.e.: masonry, concrete, wood, steel, etc.)

Commercial Building Plan Review Procedure

- ❑ Completed building permit application.
- ❑ Completed zoning approval application.
- ❑ Three (3) complete sets of building plans and specifications with all required information for plan review to determine code compliance.
- ❑ All construction documents required for a building permit shall be prepared by a registered design professional consistent with the professional registration laws of the state of Pennsylvania.
- ❑ When the proposed work is minor in nature and has no effect on the structural integrity of an existing building, and is in compliance with all other provisions of this code, plans need not be prepared by a licensed engineer, or registered architect provided such plans are drawn to scale and contain sufficient detail and clarity that the work will be of sound construction and in compliance with the provisions of this code.
- ❑ The permit applicant for a commercial plan review for a new structure shall submit a review fee calculated at .0015 x estimated construction value. This review fee shall be submitted with application. If plans are sent to the ICC for review, the applicant shall also pay the full ICC review fee.
- ❑ Upon receipt of submittal, the Township will perform an administrative review of the submission for completeness.
- ❑ A determination will be made by the Department of Community Development as to whether review of plans will be in-house by the Department or forwarding plans to ICC for review.
- ❑ A commercial plan review is 10 – 15 working days.
- ❑ Review comment letter will be sent to applicant.
- ❑ Permit applicant shall provide written responses, item by item, for review comments and revise plans and specifications to meet code compliance.
- ❑ Applicant shall submit two (2) complete sets of revised plans, specifications and written response to plan review comments.
- ❑ Township may forward new or revised structural calculations to ICC for review if necessary to determine code compliance.
- ❑ If plan review comments are minor in content and require no plan or specification revisions, then the applicant may provide a written response form the plans and specification preparer for the comments.
- ❑ Prior to permit issuance, applicant is required to provide copies of Department of Agriculture for food handling.
- ❑ Once it has been determined by the Township that the plans and specifications are code compliant, the plans and specs are stamped approved and one set of documents for construction are returned to applicant with building permit issuance. These approved plans should be retained on-site as a reference for construction.

Climatic and Geographic Design Criteria

Ground Snow Load	Wind Speed (mph)	Seismic Design Category	Subject to Damage From				Winter Design Category	Ice Shield Under-layment Required	Flood Hazards	Air Freezing Index	Mean Annual Temp
			Weathering	Frost Line Depth	Termite	Decay					
25	90	A	Severe	36"	Mod/Hvy	Slt/Mod	0-20	Yes	FEMA	1500 or less	50

Mechanical Plan Review Requirements

In order to perform a thorough Mechanical Plan Review, the following specifications, drawings and details must be submitted:

Complete signed and sealed plans and specifications of all heating, ventilating and air conditioning work.

Labeling criteria of all mechanical equipment.

Heating equipment data including the following information:

1. Equipment capacity (b.t.u.)
2. Controls
3. Appliance layouts showing location, access and clearances.
4. Disconnect switches
5. Indoor and outdoor design temperatures.

Ventilation data, ductwork and equipment including the following:

1. Ventilation schedule indicating the amount of outside air (in c.f.m.) supplied to each room or space.
2. Layout showing outside air intakes.
3. Construction of ducts, including support and sheet metal thickness.
4. Duct lining and insulation materials with flame spread and smoke-developed ratings.
5. Exhaust fan ductwork layout and termination to the outside.
6. Size of louvers and grilles for attic ventilation.

Boiler and water heater equipment and piping details including safety controls and distribution piping layout.

Gas and fuel oil piping layout, material, sizes, and valves.

Combustion air intake quantities and details.

Commercial kitchen exhaust equipment details including hood and fan drawings, details of automatic fire suppression, and clearances.

Chimney and chimney connector or vent and vent connector details and connector gages and clearances.

Mechanical refrigeration equipment data and details.

Solid fuel burning appliance details including incinerator and fireplace drawings and details.

Energy conservation equipment data and details.

Plumbing Plan Review Requirements

In order to perform a thorough Plumbing Plan Review, the following specifications, drawings and details must be submitted:

Complete signed and sealed plans and specifications of all plumbing work.

Plumbing fixture and piping material specifications including identification of the applicable referenced standard.

Note: all changes/installations to plumbing under the floor slab must be approved/inspected by the Sewer & Water Department.

Plumbing fixture information to include:

1. The occupant load used to determine the number of required plumbing fixtures.
2. Number and distribution based on the use group.
3. Separate facilities for each sex.
4. Accessible plumbing facilities and details.
5. Anti-scald shower valves.

Plumbing piping plan showing layout, pitch of drainage lines, cleanouts, size of traps, and riser diagram.

Water supply and distribution plan showing piping sizes, valves, water heater details and temperature-pressure relief valve with discharge pipe.

Sanitary drainage and vent system riser diagram showing drainage fixture units (dfu), sizes and vent termination details through the roof.

Potable water system riser diagram showing piping sizes and provisions for protection of potable water supply.

Piping support and installation schedule.

Storm drainage details including rain gutter or roof drain sizes and downspout/leader sizes.

Health care plumbing and fixture details.

Electrical Plan Review Requirements

In order to perform a thorough Electrical Plan Review, the following specifications, drawings and details must be submitted:

Complete plans and specifications of all electrical work.

Labeling criteria of all electrical equipment.

Lighting floor plan including electrical circuits indicating conduit and wiring sizes.

Power floor plans including electrical circuits indicating conduit and wiring sizes, equipment and disconnect switches.

Exit sign/means of egress lighting location and power supply.

Panel board schedule.

Lighting fixture schedule.

Symbol schedule and diagrams.

Specifications to include requirements for:

1. Raceway and conduit with fittings.
2. Wire and cable.
3. Electrical boxes, fittings and installation.
4. Electrical connections.
5. Electrical wiring devices.
6. Circuit and motor disconnects.
7. Hangers and supporting devices.
8. Electrical identification.
9. Service entrance and details.
10. Overcurrent protection.
11. Switchboards.
12. Grounding.
13. Transformers.
14. Panel boards.
15. Motor control centers.
16. Lighting fixtures.
17. Fire Protective signaling systems.
18. Automatic fire detection systems.
19. Emergency/standby systems.

Energy Plan Review Requirements

In order to perform a thorough Energy Plan Review, the following specifications, drawings, and details must be submitted:

1. Complete signed and sealed architectural plans and material specifications of all work. Details and plans drawn to scale with sufficient clarity, details and dimensions to show the nature and extend of the work proposed.
2. Three (3) sets of construction documents and other supporting data.
3. Three (3) sets of exterior envelope component materials.
4. U-factors of the envelope systems.
5. U-factors of fenestration products.
6. R-values of insulating materials.
7. Size and type of apparatus and equipment.
8. Equipment and systems controls.
9. Other pertinent data as required to indicate compliance with the requirements of the Code.
10. Com-Check information as provided from <www.energycodes.gov>

Accessibility Plan Review Requirements

In order to perform a thorough Accessibility Plan Review, the following specifications, drawings and details must be submitted:

Complete signed and sealed architectural plans and material specifications of all work. Details and plans drawn to scale with sufficient clarity, details and dimensions to show the nature and extent of the work proposed.

A site plan including the following information:

1. Size and location of all new construction and all existing structures on the site.
2. Location of any recreational facilities (i.e.: pool, tennis courts, etc.)
3. Established street grades and proposed finished grade.
4. Accessible parking, other locations of public access to the facility, accessible exterior routes and locations of accessible entrances.

Architectural plans and specifications to include:

1. Description of uses and the proposed use group(s) for all portions of the building. The design approach for mixed-uses (as applicable).
2. Fully dimensioned drawings to determine areas and building height.
3. Adequate details and dimensions to evaluate accessible means of egress, including occupant loads for each flow, exit arrangement and sizes, corridors, doors, stairs, areas of refuge, etc.
4. Adequate details and dimensions to evaluate the accessible route to areas required to be accessible, including corridors, doors, protruding objects, maneuvering clearances, clear floor space at fixtures and controls, etc.
5. Accessibility provisions including but not limited to access to services, seating, listening systems, accessible fixtures, elevators, work surfaces, etc.
6. Accessible plumbing facilities and details.
7. Tactile signage provided.
8. Details of required fire protection systems.