

Permit Application Requirements for Non-Residential New Construction, Additions and/or Alterations

- Submit a completed Application for Building Plan Examination and Building Permit.
- Submit three (3) sets of construction documents (plans and specifications, 24" x 36" preferred minimum) that include: building floor plans indicating the use(s), structural plans, cross sections, structural calculations, electrical, mechanical, fire protection and plumbing systems.
 - The following information must be included on the cover sheet:
 - 1) Location Map
 - 2) Site Plan
 - 3) Occupancy classification per the International Building Code
 - 4) Construction type per the International Building Code
 - 5) Occupant Load
 - 6) The level of renovation per the International Existing Building Code (if applicable).
 - All of the following fire egress and occupancy requirements apply to construction documents:
 - 1) The permit applicant shall submit construction documents that show insufficient detail the location, construction, size and character of all portions of the means of egress in compliance with the Uniform Construction Code.
 - 2) The construction documents for occupancies other than Groups R-2 and R-3 shall contain designation of the number of occupants to be accommodated on every floor and in all rooms and spaces.
 - 3) The permit applicant shall submit shop drawings for a fire protection system that indicates conformance with the Uniform Construction Code in accordance with the following:
 - i. The shop drawings shall be approved by the building code official before the start of the system installation.
 - ii. The shop drawings must contain the information required by the reference installation standards contained in Chapter 9 of the "International Building Code."
 - Construction documents shall contain the following information related to the exterior wall envelope:
 - 1) Description of the exterior wall envelope indicating compliance with the Uniform Construction Code.
 - 2) Flashing Details.
 - 3) Detail relating to intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane and details around openings.

- Submit three (3) copies of the energy evaluation report for the building envelope, lighting and HVAC, per the IECC-2006 or compliance certificate generated by COMcheck software.
- Submit three (3) copies of the site plans drawn to scale which include details for the following:
 - 1) The size and location of new construction and existing structures on the site.
 - 2) Accurate boundary lines.
 - 3) Distances from lot lines.
 - 4) The established street grades and the proposed finished grades.
 - 5) If the construction involves demolition, the site plan shall indicate construction that is to be demolished and the size and location of existing structures and construction that will remain on the site or plot.
 - 6) Location of parking spaces, accessible routes, public transportation stops and other required accessibility features.
- All construction documents, including structural calculations must be signed and sealed by a Professional Engineer or Registered Architect for the State of Pennsylvania responsible for the design of the project.

Note: *One set of approved construction documents will be returned with the building permit. These plans will be stamped approved and this set is to remain on the job site until this office has performed all inspections on the building and a Certificate of Occupancy is issued.* The construction documents must show in detail that all work will conform to this Uniform Construction Code.
- Submit copies of the Pennsylvania Labor and Industry approvals for elevators, boilers, Department of Health regulated work, etc.
- Automatic Fire Sprinkler Systems and Standpipe Systems – Submit two (2) complete sets of drawings and hydraulic calculations. All drawings and calculations must be signed and sealed by a Professional Engineer or NICET Level III or IV Designer responsible for the design.
- If the construction is located within a flood hazard area, a permit applicant shall submit certifications required in the “International Building Code” for construction in the flood hazard area to the building code official.
- A permit applicant shall identify, on the application, the name and address of the licensed architect or engineer in responsible charge. The permit applicant shall notify the building code official in writing if another licensed architect or engineer assumes responsible charge.
- For alterations and/or repairs, specify the level of alteration as defined in the International Existing Building Code. The construction documents must show in detail that all work will conform to the requirements as stated for the level of renovation determined.