
Civil • Municipal • Environmental • Engineering and Surveying

CONSTRUCTION PERMIT APPLICATION INSTRUCTIONS (COMMERCIAL)

When is a permit required?

Section 403.42 and Section 403.62 of the Uniform Construction Code states: “Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building, structure and facility or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code shall first apply to the Building Code Official and **obtain the required permit.**” A list of work that is exempt from permitting is also included in this pamphlet.

Requirements for Obtaining a Commercial Permit

Step 1. Pick up the construction permit application from your municipality. Check with your local municipal office to see what, if any, prior approvals and local permits are required before construction can begin. (Zoning Permit, Sewer Approval, Flood Zone Verification, etc.)

Step 2. Fill out all information on the Construction Permit Application.

Step 3. After the application has been filled out completely, return the application along with three sets of sealed construction drawings from a PA licensed Architect or Engineer and a copy of the Zoning Permit to HMT & Associates. All plan review fees are due at this time. See the attached **Commercial Plan Review Checklist** and the **Building Permit Fee Schedule**.

Step 4. The Building Code Official will review the application and construction drawings for code compliance. If more information is required, the Building Code Official will contact you.

Step 5. When the Building Permit is approved and ready to be picked up, HMT & Associates will contact you.

Step 6. You are now ready to start construction. See the **Required Inspection Checklist** sheet for the required inspections for your project.

Step 7. Please request inspections 24 hours in advance. Call the Building Code Official for all inspection requests...8:30 a.m. to 5:00 p.m....724-350-2708. At each inspection, the inspector will leave an inspection notice or sticker notifying you of the result of the inspection. Once an inspection has been approved, you may move on to the next inspection. See the **Required Inspection Checklist** sheet for the required inspections for your project.

Step 8. When all final inspections have been approved, a Certificate of Occupancy will be signed and sent to you from the Building Official.

What inspections are required under the State Building Code?

- Footer
- Foundation
- Framing and Masonry
- Insulation
- Electrical
- HVAC
- Plumbing
- Final, including: Accessibility and Fire Protection

(See the Required Inspection Checklist you received to see what inspections are required for your project.)

What type of work is exempt from the permit requirements?

- Agricultural buildings as defined by Act 45 7210.103.
- Fences that are not more than 6' high.
- Oil Derricks
- Retaining walls not over 4" high.
- Sidewalks and driveways that are 30" or less above the adjacent grade and not placed over a basement or story below it and not part of an accessible route.
- Prefabricated swimming pools that are less than 24" deep.
- Painting, papering, tiling, carpeting, cabinets.
- Swings and playground equipment accessory to one and two family dwellings.
- Window replacement without structural change.
- Minor electric repairs and maintenance.
- Clearing of plumbing stoppages or repairing leaks as well as removal and reinstallation of toilets.

(Zoning approval might be required for these projects. Check with your local municipality)

PLAN REVIEW CHECKLIST (COMMERCIAL)

(These items must be on the plans in order to obtain approval.)

BUILDING PLAN REQUIREMENTS:

- Plan(s) showing to scale the size and location of all new construction and all existing structures on the site, distances from lot lines, established street grades and the proposed finished grades. Site plan shall be drawn in accordance with an accurate boundary line survey.
- One copy of report signed and sealed by a reporting engineer or registered design professional.
- Geo-technical report or soil investigation with any recommendation.
- Three (3) sets of plans and specifications signed and sealed by a registered design professional licensed in the state where the construction is to be performed.
- Front, rear and side elevations.
- Type(s) of construction.
- Use group(s) and use of each area or room.
- Means of egress plan.
- Rated assembly details with design numbers.
- Window, door and finish schedule.
- Design loads and design calculations.
- Shop and prefabricated component drawings.
- Wall, floor, roof and foundation sections.
- Details, connections and material designation.

PLUMBING PLAN REQUIREMENTS:

- Plan(s) showing to scale the size and location of all new construction and all existing structures on the site .
- Three (3) sets of plans and specifications signed and sealed by a registered design professional licensed in the state where the construction is to be performed.
- Isometric diagram of potable water supply system with fixtures, locations and WSFU values.
- Isometric diagram of DWV system with fixtures, location and DFU values.
- Hangers and supports.
- Indirect waste piping.
- Details of special devices: Backflow, grease trap, sewer pump, oil separator, and steam boiler.
- Specifications for all fixtures, appliances, piping material and connections for all plumbing systems.
- Design basis for sizing of potable water supply system
- Material designation.

ELECTRICAL PLAN REQUIREMENTS:

- Plan(s) showing to scale the size and location of all new construction and all existing structures on the site.
- Three (3) sets of plans and specifications signed and sealed by a registered design professional licensed in the state where the construction is to be performed.
- Location of electrical devices: lighting, receptacles, switches, equipment, appliances, transformers, panels and subpanels.
- Size, type and number of conductors in conduit and raceway.
- Size and type of conduit and raceway.
- Panel and subpanel schedule with load calculations.
- Single line diagram.
- Load calculations for service equipment.
- Emergency lighting and exit signs.
- Location of GFCI receptacles.
- Size and demand of electrical appliances, equipment and devices.
- Grounding and overcurrent protection systems.

HVAC PLAN REQUIREMENTS:

- Plan(s) showing to scale the size and location of all new construction and all existing structures on the site.
- Three (3) sets of plans and specifications signed and sealed by a registered design professional licensed in the state where the construction is to be performed.
- Location and size of equipment.

- Air distribution and return air system.
- Ventilation and exhaust schedule(s).
- Duct detection system.
- Combustion air.
- Gas piping diagram.
- Oil piping diagram.
- Hydronic piping diagram.
- Chimney system.
- Vent system.
- Design calculations.
- Floor plan(s) of systems and piping.
- Material designation.

FIRE ALARM/DETECTION SYSTEM PLAN REVIEW REQUIREMENTS:

- Three (3) sets of plans and specifications signed and sealed by a registered design professional licensed in the state where the construction is to be performed.
- Types of systems or services.
- System signals and functions.
- Monitoring.
- Location of alarm initiating devices.
- Types of alarm initiating circuits.
- Primary and secondary power sources.
- Wiring types and methods.
- Manufacturers' specifications.
- Manufacturers' installation instructions.

EXTINGUISHING SYSTEM PLAN REVIEW REQUIREMENTS:

- Three (3) sets of plans and specifications signed and sealed by a registered design professional licensed in the state where the construction is to be performed.
- Amount and type of agent in system.
- Size, length and arrangement of piping.
- Description and location of nozzles.
- Location and function of detection devices.
- Locations and function of operating devices.
- Flow rates of nozzles.
- Type of fire extinguisher(s).
- Cleaning schedule.
- Material designation.
- Dry Chemical Extinguishing System, NFPA 17
- Wet Chemical Extinguishing System, NFPA 17A
- Carbon Dioxide Extinguishing System, NFPA 12
- Sprinkler Extinguishing System, NFPA 13

COMMERCIAL COOKING SYSTEM PLAN REVIEW REQUIREMENTS:

- Three (3) sets of plans and specifications signed and sealed by a registered design professional licensed in the state where the construction is to be performed.

Hood

- Canopy or non-canopy.
- Material, gauge, joints welded, surface.
- Exhaust CFM.
- Make-up air.
- Grease removal device, size accessibility and angle.
- Clearances.

Duct Construction and Termination

- Each independent system.
- Material gauge and connection to hood.
- Collection points.
- Air velocity.
- Cleanout location.
- Penetration protection.
- Clearances.
- Front lot line, air intake, above roof.
- Above adjoining ground level.
- Weather protection, penetration protection.

SPRINKLER/STANDPIPE PLAN REVIEW REQUIREMENTS:

- Plan(s) showing to scale the size and location of all new construction and all existing structures on the site.
Distances from lot lines, established street grades and the proposed finished grades. Site plan shall be drawn in accordance with an accurate boundary line survey.
- Three (3) sets of plans and specifications signed and sealed by a registered design professional licensed in the state where the construction is to be performed.
- Water supply test results.
- Make, type, location and orifice size of sprinkler heads.
- Number of sprinkler heads on each riser per floor.
- Total area protected by each system on each floor.
- Total number of heads on each dry pipe, preaction, deluge or combination system.
- Temperature rating and location of high-temperature sprinkler heads.
- Make, type, model and size of alarm on dry-pipe valve.
- Make, type, model and size of preaction or deluge valve.
- Capacity of each dry-pipe system.
- Type and location of alarm bells.
- Type, location and methods of securing sprinkler system.
- Control valves, check valves, drain pipes and test connections.
- Pipe size, type and schedule.
- Type of fittings and joints and locations of welds and bends.
- Location and size of riser nipples.
- Size and location of hose outlets and hose racks.
- Supervision of valves and switches.
- Signed and sealed calculations for hydraulically designed systems.
- Full height cross section.
- Location of fire walls.
- Location of partitions.
- Occupant load of each area or room.
- Use of each area or room.
- Areas or rooms that are not sprinklered.
- Material designation.
- Fire department connection.
- Classification of system(s).
- Classification of occupancies.

(Please return the Plan Review Checklist (Commercial) with your building permit application.)