

East Lampeter Township Non-Residential & Multi-Family

Procedure for applicants to obtain a Building / Zoning Permit will be as follows:

1. The applicant for a Building Permit or their selected agent will select and contact one of the authorized review and inspection agencies to contract for plan review and construction services from that agency. Once an inspection agency has been selected and a plan review is performed for a Building Permit, that agency will perform all inspections associated with that permit also.
2. The applicant or selected agent will complete the East Lampeter Township Application for Non-Residential and Multi-Family Zoning Permit, the UCC Application for Building Permit, and the UCC Plan Review Checklist to be provided by East Lampeter Township and submit the completed applications along with construction plans and any other required documents and specification for plan review to the selected agency. East Lampeter Township will require three (3) complete sets of approved plans and related documents for processing of the permit.
3. Upon completion of the plan review process, three (3) complete sets of plans along with any accompanying documents & specifications, the completed East Lampeter Township Application for Non-Residential and Multi-Family Zoning Permit, the UCC Application for Building Permit, the UCC Plan Review Checklist, a complete list of required inspections, and the inspectors name & phone number are to be submitted to the Building Code Official (BCO) at East Lampeter Township for the final processing of the Zoning / Building Permit and issuance of the Permit to the applicant along with the approved drawings and any accompanying documents & specifications. No inspections are to be performed until the Township has released the Building / Zoning Permit without prior approval of the BCO.
4. All plan review and inspection fees are to be set by and collected by the inspection agency. East Lampeter Township will collect its own zoning, code administration and L&I educational fees separately when application for a permit is made to the Township. The Township will not collect or pay out fees for plan reviews and inspections.
5. The Certificate of Use and Occupancy will be issued by East Lampeter Township. The Township is to be provided with a list of all inspections performed and the result of those inspections (passed or failed) signed by the inspector who performed the inspection and a final inspection sheet listing all the inspections and signed by the respective inspectors to be attached to the C/O. It would be helpful to notify the BCO prior to final inspection of a project to coordinate the final inspection with the BCO. The BCO will need to inspect the project prior to issuing a C/O.
6. Please note, Page 3 of the Unified Construction Code (UCC) Application for Building Permit (New UCC-3.pdf) under "Fees" at the top of the page refers to a fee schedule & "checks made payable to the Commonwealth of Pennsylvania".

Our inspection agencies are all ADA certified. Therefore submission to PA Department of Labor & Industry (L&I) is not part of the permit process. The "Fees" section of the UCC Application for Building Permit is not to be complied and should be ignored. Everything else on Page 3 is to be completed and submitted with the UCC Application for Building Permit.

East Lampeter Township

Procedure for Applicants to obtain a Building / Zoning Permit will be as follows:

For Non-Residential & Multi-Family Residential Building Permits

1. The applicant for a Non-Residential or Multi-Family Residential Building Permit or their selected agent will select and contact one of the authorized review and Inspection Agencies to contract for plan review and construction services from that Agency. Once an inspection Agency has been selected and a plan review is performed for a Building Permit, that Agency will perform all inspections associated with that permit also. If the development has a name, that name must appear on the Building Permit Application.
2. The applicant or selected agent will complete the East Lampeter Township Application for Non-Residential and Multi-Family Zoning Permit, the UCC Application for Building Permit, and the UCC Plan Review Checklist provided by East Lampeter Township and will submit the completed applications along with construction plans and any other required documents and specification for plan review to the selected Agency. East Lampeter Township requires three (3) complete sets of approved plans and related documents for processing of the permit.
3. Upon completion of the plan review process, three (3) complete sets of plans along with any accompanying documents & specifications, the completed East Lampeter Township Application for Non-Residential and Multi-Family Zoning Permit, the UCC Application for Building Permit, the UCC Plan Review Checklist, a complete list of required inspections, and the inspectors name & phone number shall be submitted to the Building Code Official (BCO) at East Lampeter Township for the final processing of the Zoning / Building Permit and issuance of the Permit to the applicant along with the approved drawings and any accompanying documents & specifications. No inspections shall be performed until the Township has released the Building / Zoning Permit without prior approval of the BCO.
4. All plan review and inspection fees are to be set by and collected by the Inspection Agency. East Lampeter Township will collect its own zoning, code administration and L&I educational fees separately when application for a permit is made to the Township. The Township will not collect or pay out fees for plan reviews and inspections.
5. All the review and inspection agencies which are authorized to perform non-residential and multi-family residential reviews and inspections are ADA certified. Therefore, s separate submission to PA Department of Labor & Industry (L&I) is not required as part of the permit process for obtaining an East Lampeter Township Building Permit.
6. Initially, only a Footer & Foundation Deferred Permit will issued for projects involving new building construction or building addition. A Full Building Permit will be issued only after receipt of a certification from a Professional Land Surveyor registered in the Commonwealth of Pennsylvania stating that the footer & foundation of the building are within the approved building envelope and clear of any utility , storm water management or sanitary sewer easements: that the elevations of the footer, foundation & first floor elevation are within the parameters of the approved Storm Water Management Plan; that the footer, foundation & first floor elevations are located in compliance with the approved Land Development Plan for the project; that proposed building is at the location shown on the approved Final Plan for the project; and that the storm water management berm, outlet structure & emergency spillway have been constructed per approved Storm Water Management Plan, all subject to review, verification and approval by appropriate Township staff.
7. The Certificate of Use and Occupancy will be issued by East Lampeter Township. The BCO must be notified prior to final inspection of a project to coordinate such final inspection. The BCO must inspect the project prior to issuing a Certificate of Occupancy. Upon such successful inspection and upon receiving a list of all inspections performed and the result of such inspections signed by the inspector who performed the inspections, the Certificate of Use & Occupancy will be issued by East Lampeter Township.

Effective Date: October 1, 2009

**East Lampeter Township Non-Residential & Multi-Family
Third Party Inspection Agency List**

- 239 Planner, Inc. P.O. Box 193 Dallastown, PA 17313 Ph. 717-244-9513
dennisness@excite.com
- Associated Building Inspections, Inc. Lincoln Office Building 1248 West Main Street, Suite 23 Ephrata, PA 17522 Ph. 877-721-4224 randy.m@weknowcodes.com
- Code Administrators, Inc. 4340 Oregon Pike Ephrata, PA 17522 Ph. 717-859-3350
codeadm@ptd.net
- Municipal Solutions, Inc. 136 Farm View Drive Oxford, PA 19363 Ph. 610-932-4643
- Technicon Enterprises, Inc. II 200 Bethlehem Drive Morgantown, PA 19543 Ph. 610-286-1622 dhutzell@technicon2.com

EAST LAMPETER TOWNSHIP

2250 Old Philadelphia Pike, Lancaster, PA 17602
Phone: (717) 393-1567/Fax: (717) 393-4609

APPLICATION FOR NON-RESIDENTIAL & MULTI-FAMILY ZONING PERMIT

APPLICANT NAME: _____ Phone # _____

Applicant Address: _____ City/State/Zip _____

Applicant Signature: _____ Date _____

DATE OF ESTIMATED PROJECT COMPLETION (Required) _____

OWNER NAME: _____ Phone # _____

Present Address: _____ City/State/Zip _____

SITE ADDRESS: _____ City/State/Zip _____

CONTRACTOR: _____ Phone # _____

Contractor Address: _____ City/State/Zip _____

TENANT _____ Phone # _____

Tenant Address _____ City/State/Zip _____

ARCHITECT or ENGINEER _____ Phone # _____

Address _____ City/State/Zip _____

A) TYPE OF USE: NON-RESIDENTIAL

B) TYPE OF IMPROVEMENT: (Circle one)

- 1) New Building 2) Addition 3) Alteration 4) Electric Only
5) Plumbing 6) HVAC Only 7) Other _____

Description of work _____

C) Is any part of this lot located within a Flood-prone area? (Circle one) Yes or No

ESTIMATED COST OF CONSTRUCTION: \$ _____ **PROPERTY OWNER SIGNATURE (Required)** _____

The above applicant hereby makes application for a Non-Residential & Multi-Family Zoning Permit under all applicable ordinances of East Lampeter Township, and hereby certifies, under the penalties of perjury, that all facts set forth herein are true and correct and the actual work will be performed in accordance with the above.

FOR ZONING OFFICER USE ONLY

Permit # _____ Zoning District _____ Permit Fee: _____ Paid

Date Application Received: _____ Date of Action: _____ Permit Granted / Permit Denied

Date Application Refilled: _____ Date of Action: _____ Permit Granted / Permit Denied

Code fees _____ Zoning fees _____ L&I _____ Admin. _____ D/W _____ Well _____ Sewer _____ Total _____

File #: _____
 Permit #: _____
 Date: _____

S4

Uniform Construction Code (UCC)

APPLICATION FOR BUILDING PERMIT

Application Type

- Accelerated Approval Accessibility Review under §403.141(b) of UCC
 Addition Alteration or Renovation
 New Building New Structure/Facility Revision of App. Plan

Use/Occupancy Classification

(Please check all that apply)

- A-1 A-2 A-3 A-4 A-5 B E
 F-1 F-2 H-1 H-2 H-3 H-4 H-5
 I-1 I-2 I-3 1-4 M R-1 R-2
 R-3 Adult Care R-3 Child Care R-3 R-4 S-1
 S-2 U

Owner Information

Owner Name _____
 Street Address _____
 City _____ State _____ Zip Code _____
 Phone Number (____) _____ - _____

Site Information

(Political Subdivision & County names are required.)

Project Name _____
 Street Name and # _____
 City _____ State _____ Zip Code _____
 Political Subdivision _____ County _____

Lot Number _____ Block Number _____

Does municipality have a zoning ordinance? Yes No
 If "yes," has zoning permit been obtained? Yes No Date _____

Minimum setbacks required by zoning ordinance (ft):

Front _____ Rear _____ Right Side _____ Left Side _____

Is project in flood hazard area? Yes No If "yes," attach one of the flood hazard certifications mandated in section 1612.5 of the International Building Code.

Project Data

Provide a description of existing and or proposed use(s), with sufficient detail for determination of appropriate classification of occupancy type(s):

FOR
L&I USE
ONLY

Check Number: _____ Amount: _____ Bates Number: _____

East Lampeter Township Non-Residential & Multi-Family Fee Schedule

ELT Administration Fees for Non-Residential & Multi-Family Building Permits

- Interior renovation, additions & new buildings - \$100.00
- Plumbing, Electrical & Mechanical Only Projects & Signs - \$10.00/inspection
- L&I Educational Fee - \$4.00 per permit

ELT Zoning Permit Fees for Non-Residential & Multi-Family Zoning Permits

New Construction – Multi-Family Units (Each building requires a separate permit)

- One (1) thru four (4) units - \$185.00 per unit
- Five (5) thru twenty (20) units - \$95.00 per unit
- Twenty one (21) units and above - \$45.00 per unit.

Non-Residential Construction

- For each \$1,000.00 of fair market value, or part thereof, up to \$500,000.00 market value - \$5.50
- For each \$1,000.00 of fair market value, or part thereof, over \$500,000.00 fair market value - \$2.80
- Minimum fee per permit min. - \$185.00

**Project Data
(continued)**

Sq. ft. of conditioned space _____
 Sq. ft. of unconditioned space _____
 Number of stories above grade _____
 Does it have a basement? Yes No
 Total floor area (sq. ft.) _____
 Floor area **new** construction (sq. ft.) _____
 Floor area of **addition** (sq. ft.) _____
 Floor area **renovated** (sq. ft.) _____
 # of multi-family dwelling units _____
 # of accessible dwelling units _____
 Type(s) of construction per Chapter 6 of the *International Building Code* (check all that apply):
 IA IB IIA IIB IIIA IIIB IV VA VB

Fire suppression: Full Partial None

If work involves existing building, list code requirements it will comply with:
 International Existing Building Code Chapter 34 of *International Building Code*

If existing building, list all prior occupancy permits issued:
 PA Fire and Panic issued on (date) _____
 Municipal permit issued by _____ on (date) _____
 using (code) _____
 UCC permit issued by _____ on (date) _____

Is this permit for a medical care facility regulated by the Health Care Facilities Act?
 Yes No If "yes," please attach copy of plan approval issued by the PA Department of Health.
 Electricity provider: _____
 Gas provider: _____

**Design
Professional
In Responsible
Charge**
 (Affix seal to the
right of name and
address)

Name: _____
 Address: _____
 PA License #: _____
 E-Mail: _____
 Phone: _____
 Fax: _____

**Special
Inspection and
Structural
Observation
Program**

Sections 1704 and 1709 of the *International Building Code* require special inspections and structural observations, in certain circumstances.
 Please check which (if any) apply to this construction:
 section 1704 Special Inspections section 1709 Structural Observations
 If either box is checked, submit copy of the "Special Inspections & Observations Statement".

**Alternative
Construction
Method/Material**

Will an alternative construction method or material be used on this project? Yes No
 If "Yes," applicant or design professional must submit a signed statement indicating that the proposed method or material meets the requirements of 34 PA Code §403.44.

Uniform Construction Code (UCC)
UCC PLAN REVIEW CHECKLIST

This checklist must accompany permit applications for new buildings/structures, additions and renovation projects.	
<u>ALL INFORMATION MUST BE FILLED IN, CHECKED OR MARKED "NA"</u>	
Project Name:	
Project Address:	
Owner/Agent:	Telephone:
Design professional or other person we can contact about info on this form and other project details (if same as Owner/Agent, just provide fax # and e-mail address):	Phone: _____ Fax : _____ E-mail: _____

General Requirements:

All drawings, shall be sealed, signed, and dated, by a design professional (licensed architect or engineer). The only exception is when all of the following apply:

- a) The proposed work only involves remodeling or alterations of an existing building or structure.
- b) The proposed work does not change the building's structure or means of egress.
- c) The person preparing the plans is not compensated for the preparation of the drawings.

All drawings must be neatly drawn with clean, crisp lettering --- they must remain legible after reduction for microfilming.

Computer-generated vicinity maps obtained from web-based services (such as *MapQuest*) are acceptable, as long as the roadways or street names are legible and will remain that way after reduction for microfilming.

When photographs (including digital ones) are submitted to show building elevations, the images must be in focus and correctly exposed.

A Pennsylvania Department of Transportation (PennDOT) permit allowing access to a highway under its jurisdiction is not required at the time that application is made for a UCC building permit. If the highway occupancy permit issued by PennDOT requires a location of the building/structure differing from that approved under the UCC building permit, applicants must send the Department a letter requesting a determination whether a revision of approved plans will be required.

While we understand that many items on this check-list may not be included in minor alteration or renovation projects, we request that all applicants work through the entire checklist to ensure that any necessary items are included. If any item is not necessary, please insert NA ("not applicable"). This will greatly facilitate review and approval of projects.

- ___ **Three (3) sets of drawings** are included in this application package.
- ___ **Four (4) site plans** are included in this application package.
- ___ **One (1) set of specifications** is included in this application package.

SITE PLANS:

- ___ a. Site plans shall be prepared to scale (not less than 1"=20'), with legend, north arrow, and separate vicinity (site location) map.
- ___ b. Show the correct street address, parcel number and required municipal zoning (if there is local zoning ordinance) on the site plans.
- ___ c. Show and identify all property lines and rights-of-way, with distance from property lines and adjacent buildings on site plans.
- ___ d. Show all accessible parking spaces and signage per ICC/ANSI A117.1 and the *International Building Code* on site plan.
- ___ e. Show accessible curb cuts, ramps and access ways to the building.
- ___ f. Show all existing and proposed driveway entrances.
- ___ g. Identify adjacent land uses and zoning.
- ___ h. Show all easements, flood ways, and required buffers.
- ___ i. Show existing and proposed utilities (with backflow preventers) to serve the site.
- ___ j. Show existing and proposed finish grades.
- ___ k. Show details, sections, and elevations needed for construction.
- ___ l. Show all buffer and screening landscaping.
- ___ m. Show all required parking and loading spaces and calculations.

ARCHITECTURAL PLANS:

- ___ a. Show architectural floor plans of each floor. These pages must be at least 18" x 24" in size (but not more than 36" x 42"), drawn to a scale of not less than 1/8" = 1'. Indicate (or reproduce) the approved, tested hourly rating, number and location of all rated members and assemblies (walls, columns, beams, floor and ceiling, and ceiling and roof fire-rated design assemblies).
Show all fire-rated walls (both existing and new) with their ratings, if not shown elsewhere. Drawings submitted without required fire-rated walls shown will be rejected.
- ___ b. Show the square footage of each floor on the corresponding floor plans.
- ___ c. Identify the names and uses of each room.
- ___ d. Furnish door schedule(s), including size, type, rating (if any) and hardware.
- ___ e. Provide all glazing schedules.
- ___ f. Show elevations with dimensions defining overall building height, floor-to-floor heights, or heights to ridge and eave as applicable to the type of building construction listed on the UCC application. (Note: Where an existing building is involved, photographs of all sides of the building may be submitted to show elevations. **These will be acceptable only if they show all elements necessary to determine compliance with the UCC.**)

- ___ g. Provide basement percentage-below-grade calculations.
- ___ h. Indicate roof slopes, drainage system and sized through wall scuppers, if applicable to the project.
- ___ i. Show fixed seating for assembly occupancy to allow determination of occupancy posting required by *International Building Code*.
- ___ j. Show wall sections with proposed material sizes, construction and fire-rated assemblies.
- ___ k. Show proposed plumbing fixtures and privacy screens on the plans.
- ___ l. If masonry construction is proposed, include the following information:
 - ___ Type of brick ties and spacing of weep holes
 - ___ Control joints
 - ___ Placement of wall flashing and reinforcement.
- ___ m. If appropriate for the proposed occupancy, plans should identify all hazardous material control areas, fire barriers and the required fire-resistance ratings for these barriers. All identified control areas shall list the name, class, quantity and method of storage of all hazardous materials processed, manufactured or used in a manufacturing process and contained within its fire barriers. Provide a Material Safety Data Sheet for each listed hazardous material. See sections 414 and 415 of the *International Building Code*.
- ___ n. Show the floor slab vapor barrier.
- ___ o. Show foundation water-proofing, if applicable.
- ___ p. All penetrations of fire-rated construction must be per manufacturer's details. The details shall meet or exceed the rating of construction being penetrated. The penetration details shall be exactly as tested by an approved testing laboratory or agency and shall include their system numbers. New penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.
- ___ q. Show penthouse drawings.
- ___ r. Provide on the drawings the calculations for the means of egress widths for the entire floor occupancy load and the existing capacity of all exits including all stairs, doors, corridors and ramped exits.
- ___ s. Show required ventilation louvers and vent sizes.

STRUCTURAL PLANS:

- ___ a. Show foundation plans indicating the proposed slab elevations and type of foundation (i.e., mat foundation, caissons, spread footings, etc.).
- ___ b. Provide preliminary soil analysis data done by a licensed engineer, if required.
- ___ c. Indicate dimensions of foundations.
- ___ d. Show type, size and location of piling and pile caps for pile foundation.
- ___ e. Indicate grade beam sizes.
- ___ f. Indicate a footing schedule defining footing sizes and the required reinforcing.
- ___ g. Show the established footing depth below grade and method of frost protection allowed in section 1805.2.1 of the *International Building Code*.
- ___ h. Indicate the thickness of the floor slab, size of reinforcing, slab elevations, and type and details of foundations.
- ___ i. Indicate location, size and amount of reinforcing steel.
- ___ j. Show foundation corner reinforcing bars and minimum overlapping (as applicable to project structure).
- ___ k. Provide strength of concrete according to designed soil reports.
- ___ l. Show beams, joists, girders, rafters, and/or truss layouts and details of connections, structural steel stud gage, gage size, and connections.

- ___ m. Indicate the sizes and species of all wood members and their respective design strength.
- ___ n. Show all columns, girders, joists, purlins, beams and base plates; for wood construction show all headers.
- ___ o. Provide a complete lintel schedule.
- ___ p. Indicate the type of anchoring for steel bearing directly on masonry.
- ___ q. Indicate design dead and live, wind, snow, seismic loads for floor areas, roofs, balconies, porches, breezeways, corridors, stairs, mezzanines and platforms. Show concentrated loads, i.e. file rooms, machinery and forklift areas, if greater than those shown on the Code Summary Sheet. Identify shear walls, bracing, strapping fastening, reinforcement and any special anchoring required.
- ___ r. Where applicable, indicate on roof framing plan where concentrated loads (mechanical equipment, cranes, etc.) will be placed.
- ___ s. Indicate on foundation and framing plans the location and lateral load resisting system. (Show walls, braced frames, moment connections, etc.)

FIRE PROTECTION PLANS:

- ___ a. Complete a sprinkler design data sheet and include it on the first plan of the sprinkler drawings.
- ___ b. Show floor plans for each floor with sprinkler piping layout, pipe sizes, pipe hanger details, piping materials, doors, walls and room identities.
Often, these shop drawings are not available at the time of initial plan submission. If this is the case, write in "NA," but note the following:
 - These shop drawings must be submitted for Department review and approval **at least two weeks before the projected installation date.**
 - Failure to obtain approval of these drawings before installation could result not only in delay of the final inspection and issuance of an occupancy permit, but also in removal and reconstruction of installations which fail to meet UCC requirements.
- ___ c. Show ceiling plans with sprinkler head(s) layout, walls, soffits, openings, doors, dimensions and room identities.
- ___ d. Verify system design by providing hydraulic calculations along with the following:
 - ___ Recent water flow test
 - ___ 10 percent safety margin
 - ___ Type of backflow-preventer or reduced pressure zone showing equivalent foot loss
 - ___ Fire pump summary
- ___ e. Note the type of sprinkler system used (e.g., 13, 13D, or 13R)
- ___ f. For residential occupancies such as apartments and condominiums, show sprinkler head locations at breezeways, if applicable.
- ___ g. Indicate the certified testing laboratory agency (e.g., U.L.), their test number and hourly ratings of all new and/or affected rated members and assemblies (i.e. columns, beams, floor/ceiling and ceiling/roof fire-rated design assemblies). Show all new and/or affected fire-rated walls with their ratings, if not shown elsewhere.
- ___ h. All penetrations of fire-rated construction must be per manufacturer's details. Details shall meet or exceed ratings of construction being penetrated. Penetration details shall be exactly as tested by a certified testing laboratory or agency and shall include their system

numbers. All new penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.

- ___ i. Provide a fire alarm riser showing connection to a UL-approved central station. Show tamper switches on both OS and Y valves of backflow prevention device, unless shown elsewhere.
- ___ j. Indicate commodity class (per section 2303 of the *International Fire Code*) and height of any storage.
- ___ k. Provide Material Safety Data Sheets for any hazardous materials (also specified under “**Architectural Plans**”).
- ___ l. Where special temperature-rated or high-temperature sprinklers are required, show sprinkler type(s) per area, office size, cut sheets with K-factor, water requirements, spray pattern, coverage and other pertinent data.

SYSTEM CALCULATIONS (FIRE PROTECTION):

Hydraulically calculated and pipe schedule fire systems should be designed with a 10 percent safety margin for all new buildings and additions to existing buildings. Calculations for hydraulic systems should include:

- ___ a. Flow and pressure at each flowing sprinkler head
- ___ b. Flow diagram for a grid system.

PLUMBING PLANS:

- ___ a. Show a site utilities plan, if not provided with the civil drawings.
 - ___ 1. Show the domestic water, fire, and irrigation services.
 - ___ 2. Show the location of water meters, backflow protection type and location.
 - ___ 3. Show the sanitary sewer service from building to public sewer or approved private sewage disposal system.
- ___ b. Show interceptors as applicable to project and size by flow rate. (i.e., grease, oil, lint, acid, sand).
- ___ c. Provide plumbing plan layouts for each floor. These should show the water distribution and drain-waste-vent piping, and all details, notes, legends, and schedules necessary to define the system being installed.
- ___ d. Show the location of all major components required for a complete system.
- ___ e. Provide fixture and equipment schedule showing fixture number, detailed description, hot water, cold water, waste and vent connection sizes and other pertinent data.
- ___ f. Identify all fixtures on floor plans and in riser diagrams with the plumbing fixture schedule number.
- ___ g. Supply and Waste/Vent piping shall be shown on the floor plans. All pipe sizes shall be clearly shown. In congested areas (e.g., restaurants, grocery stores, etc.), isometrics are required.
- ___ h. On buildings two stories and above, provide isometric diagrams and/or schematic riser diagrams for Supply and Waste/Vent piping and identify the risers by number (e.g., R1, R2, etc.). Show where all riser base terminations connect to the building drain, along with all interconnected piping on each floor plan. All pipe sizes shall be clearly defined.

- ___ i. Show the water, sanitary drain-waste-vent piping and storm leaders/drains. Indicate sizes and materials for above/below grade.
- ___ j. Show slope of horizontal sanitary and storm drains that equal or exceed 3" diameter, if less than 1/8" per foot.
- ___ k. Indicate roof drains and emergency roof drains/scuppers with the areas they impact. Note that "emergency" = "secondary" = "overflow," see following roof drainage examples:
 - Roof Drain - 6" RD (16880 SF)
 - Emergency Roof Drain - 6" ERD (8180 SF)
 - Parapet Wall Scupper - 8" x 5" WS (4000 SF)
 - Emergency Scupper - 8" x 7" ES (4200 SF)
- ___ l. Show toilet room layouts with minimum of 1/4 " = 1 foot scale.
- ___ m. Show drinking fountain locations.
- ___ n. All penetrations of fire-rated construction must be per manufacturer's details. The details shall meet or exceed rating of construction being penetrated. The penetration details shall be exactly as tested by an approved testing laboratory or agency and shall include their system numbers.
- ___ o. Room names and numbers for each floor should be on a floor plan for each level.
- ___ p. Provide minimum facilities calculations.
- ___ q. Column line notations, if provided on the architectural/structural plans, shall be indicated on the plumbing plans.

MECHANICAL PLANS:

- ___ a. Show all required wall louvers, penetrations and fans.
- ___ b. Indicate roof-mounted equipment locations.
- ___ c. Show all mechanical equipment, piping, ductwork (above/below slab) on the mechanical floor and/or roof plan.
- ___ d. Provide mechanical plans for each floor and the roof. These shall show the ductwork layouts, schedules, notes, legends, piping schematics, and details necessary to define the system being installed.
- ___ e. Indicate air distribution devices and show cfm for all supply, return and exhaust devices.
- ___ f. Indicate the location of all equipment components required for a complete system.
- ___ g. Show the smoke ventilation of atriums and pressurization of high-rise stairwells.
- ___ h. Show condensation drains, primary and secondary, from the unit to the point of discharge.
- ___ i. Indicate toilet exhaust requirements.
- ___ j. Show mechanical room layouts at sufficient scale for dimensions and details to be ascertained.
- ___ k. Show the size of duct runs.
- ___ l. Indicate controls for fan shutdown: emergency manual and automatic smoke detection.
- ___ m. Show the location of all UL 555-certified fire dampers, ceiling radiation dampers, smoke dampers, and fire doors.
- ___ n. Show all fire-rated walls (both existing and new) with their ratings on the mechanical plans.
- ___ o. All penetrations of fire-rated construction must be per manufacturer's details.
- ___ p. Room names and numbers for each floor should be on a floor plan for each level.
- ___ q. Provide outside air ventilation rate per the *International Mechanical Code*.
- ___ r. Column line notations, if provided on the architectural/structural plans, shall be identified on the mechanical plans.

- ___ s. Provide gas piping layout on the floor plan for each floor. If it is a multi-story building, all gas piping shall be shown per floor. Include pipe sizes, water column, and type of material. Provide a schedule of connected equipment, total BTUH demand, total equivalent length, and most remote gas appliance.

ELECTRICAL PLANS:

- ___ a. Provide panel schedules with circuit and feeder loading, overcurrent protection, and NEC load summaries for all new and/or affected panels and services (loading has to be evaluated by highest phase); include fault current data, short circuit ratings and fault current protection co-ordination.
- ___ b. Provide a single line riser diagram showing all new and/or affected services, feeders, wire sizes and insulation types, and conduit sizes and types.
- ___ c. Indicate number of services and their physical locations; clearly indicate mains and characteristics.
- ___ d. Indicate the grounding electrode conductor size with new and/or affected services and transformers; where necessary provide details or notes on methods.
- ___ e. Show physical locations of all new and/or affected panels and switchgear (indicate front).
- ___ f. Indicate receptacle plans with circuitry.
- ___ g. Indicate lighting plans with circuitry.
- ___ h. Show electrical plans for each affected floor, including the roof.
- ___ i. Show wiring method(s), conduit sizes and types, termination temperature (60, 75, 90) requirements, conductor sizes and insulation types.
- ___ j. Indicate the design and/or operation for any of the following applicable life safety systems: emergency generators, smoke evacuation, shaft pressurization and relief, smoke detection, egress and emergency lighting, and fire alarms.
- ___ k. Indicate how special needs such as classified (hazardous), corrosive and patient care are treated. Provide detailed plan of classified areas, the classifications and how complied with (i. e. hangers, waste treatment and collection, flammable dusts, gases or liquids, spray booths, vehicle servicing and parking, etc.).
- ___ l. Provide all HVAC nameplate data, including MCA and MOCP. List all other appliance and/or equipment (other than those which will be connected to a general use receptacle) with nameplate data (i.e., voltage, phasing, HP, KVA, FLA, RLA, etc.).
- ___ m. Indicate all motor horse power ratings, if not supplied elsewhere.
- ___ n. Indicate the certified testing laboratory or agency (e.g., UL), their test # and hourly ratings of all new and/or affected rated members and assemblies (i.e. columns, beams, floor/ceiling, and ceiling/roof fire-rated design assemblies). Show all new and/or affected fire-rated walls with their ratings, if not shown elsewhere.
- ___ o. All penetrations of fire-rated construction must be per manufacturer's details. The details shall meet or exceed ratings of construction being penetrated. Penetration details shall be exactly as tested by an approved testing laboratory or agency and shall include their system numbers. New penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.
- ___ p. Provide all applicable *International Energy Conservation Code* compliance data on the Building Code Summary sheet or on the electrical plans.
- ___ q. All submittals should include a listing and labeling statement. (All electrical materials, devices, appliances and equipment shall be labeled and listed by a certified testing laboratory or agency.)

File #:	_____
Permit #:	_____
Date:	_____
A6	

Uniform Construction Code (UCC)

SPECIAL INSPECTIONS AND OBSERVATIONS STATEMENT

This statement must accompany permit applications for all construction for which special inspections and observations are required in section 1704 and 1709 of the <i>International Building Code</i> .	
Project Name:	
Project Address:	
Owner:	Telephone:

This is to certify that all the inspections and observations checked on pages 2 and 3 of this statement are required for the project named above and will be performed by the designated individuals or firms.

By signing this statement, I also acknowledge that:

- these inspections and observations must be performed by competent individuals in accordance with sections 1704 and 1709 (as applicable) and that the construction work must comply with the Department-approved plans and specifications and all applicable provisions of the Uniform Construction Code;
- records of all required special inspections and observations will be retained and made available to Department representatives, upon request; and,
- the Final Report section of this statement must be signed by me and a copy of this statement submitted to the Department inspector, at the time that the final inspection is performed and before a certificate of occupancy is issued.

Name of Design Professional in Responsible Charge

Signature of Design Professional in Responsible Charge

_____/_____/_____
PA License Number Date signed (Month/Day/Year)

PLEASE AFFIX SEAL IN SPACE TO THE LEFT.

File #: _____
 Permit #: _____
 Date: _____

A6

CHECK EACH THAT APPLIES	TYPE OF SPECIAL INSPECTION OR OBSERVATION	<u>NAME AND ADDRESS</u> OF INDIVIDUAL AND/OR FIRM PERFORMING INSPECTION OR OBSERVATION	CREDENTIALS (Enter acronym from page 4. If "Other," please specify special training or basis for competency to perform work.)
<input type="checkbox"/>	Inspection of Fabricators		
<input type="checkbox"/>	Inspection of Steel Construction		
<input type="checkbox"/>	Inspection of Concrete Construction		
<input type="checkbox"/>	Inspection of Masonry Inspection		
<input type="checkbox"/>	Inspection of Wood Construction		
<input type="checkbox"/>	Inspection of Soil Conditions		

File #: _____
 Permit #: _____
 Date: _____

A6

CHECK EACH THAT APPLIES	TYPE OF SPECIAL INSPECTION OR OBSERVATION	<u>NAME AND ADDRESS</u> OF INDIVIDUAL AND/OR FIRM PERFORMING INSPECTION OR OBSERVATION	CREDENTIALS (Enter acronym from page 4. If "Other," please specify special training or basis for competency to perform work.)
<input type="checkbox"/>	Inspection of Pile Foundations		
<input type="checkbox"/>	Inspection of Pier Foundations		
<input type="checkbox"/>	Inspection of Wood Panels and Veneers		
<input type="checkbox"/>	Inspection of Sprayed Fire-Resistant Materials		
<input type="checkbox"/>	Inspection of Smoke Control		
<input type="checkbox"/>	Structural Observations		

File #: _____
 Permit #: _____
 Date: _____

A6

FINAL REPORT

I certify that each of the inspections or structural observations checked above has been completed and that the covered work is in compliance with the Department-approved plans and specifications and all applicable provisions of the Uniform Construction Code.

Signature of Design Professional in Responsible Charge:

Date signed (Day/Month/Year):
 ____/____/____

KEY for use in CREDENTIALS column:	ACI	American Concrete Institute Certified Concrete Field Testing Technician
	AWS	American Welding Society Certified Welding Inspector
	ASNT	American Society of Non-Destructive Testing
	MCA	Model code agency (ICC, BOCA, SBCCI, ICBO) special inspection certification
	PA	Professional Architect (currently licensed)
	PE	Professional Engineer (currently licensed)
	OTHER	Specialized training coursework or other basis for competency deemed acceptable

C #:	_____
R #:	_____
Date:	_____
UCF	

Uniform Construction Code (UCC)
COMPLAINT FORM

Please type or print all requested information clearly. Note that all of the information on this form may be subject to public disclosure by way of a court order.

COMPLAINT FILED BY:		COMPLAINT FILED AGAINST:	
Name: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Fax : _____ E-mail: _____ Date: _____ Signature: _____ (REQUIRED)	Name: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____ Title: _____ Registration #: _____ Certification#: _____ Employer: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____		

Please provide the following information about anyone who was a witness to the matter raised in your complaint regarding the named code official.

Name: _____ Address: _____ _____ City: _____ State: _____ Zip Code: _____ Phone: _____	_____ _____ _____ _____ _____ _____
--	--

Please provide the following information regarding the complaint you are filing:

Date of Incident: _____			
Location of Incident (Building Name or Site): _____			
Building Street Address: _____			
City: _____	State: _____	Zip Code: _____	
Political Subdivision Name: _____		County: _____	

C #:	_____
R #:	_____
Date:	_____
	UCF

Please describe in detail the incident and why and how you believe the named code official has violated the requirements of the Uniform Construction Code. If more space is needed, please attach additional 8 1/2" x 11" pages.

Please describe any actions you have taken to resolve this matter prior to contacting the Department of Labor & Industry. If more space is needed, please attach additional 8 1/2" x 11" pages.

Workers Compensation Insurance Coverage Information

(Attach to Zoning and/or Building Permit Applications)
(If work is being done by homeowner you are exempt from this form)

A. THE APPLICANT IS: (THIS INCLUDES ALL SUBCONTRACTORS)

A contractor within the meaning of the Pennsylvania Workers Compensation Law
 Yes No

If the answer is "YES" complete Section (B), If "NO" complete Section (C).

B. INSURANCE INFORMATION:

Name of applicant: _____

Federal or State employer identification No. _____

Applicant is a qualified self-insurer for workers compensation.
 Certificate attached

Name of Workers Compensation Insurer: _____

Workers Compensation Insurance Policy No. _____
 Certificate attached

Policy Expiration Date: _____

C. EXEMPTION:

Complete Section C if the applicant is a contractor claiming exemption from providing workers compensation insurance. (MUST GET NOTARIZED).

The undersigned swears or affirms that he/she is not required to provide Workers Compensation Insurance under the provisions of Pennsylvania's Workers Compensation Law for one of the following reasons, as indicated:

Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.

Religious exemption under the Workers Compensation Law.

Subscribed and sworn to before me this
_____ day of _____ 20____

(Signature of Notary Public)

My commission expires: _____

(SEAL)

Signature of applicant _____

Address _____

County of _____

Municipality of _____