

Building Permit Packet

Commercial

Borough of Plum



2000 Old Mine Road
Pittsburgh, PA 15239
(412)795-6800 – phone
(412)793-4061 – fax
www.plumboro.com

Borough of Plum

Commercial Building Permit Application

The following information is taken from the Pennsylvania Uniform Construction Code, Act 45 of 1999.

- Commercial construction – A building, structure or facility that is not a residential building. (401.1)
- An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a commercial 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. (403.42)
- A licensed architect or licensed professional engineer shall prepare the construction documents under the Architects Licensure Law (63 P.S. §§ 34.1 – 34.22), or the Engineer, Land Surveyor and Geologist Registration Law (63 P.S. §§ 148 – 158.2). An unlicensed person may prepare design documents for the remodeling or alteration of a building if there is no compensation, and the remodeling or alteration does not relate to additions to the building or changes to the building's structure or means of egress. (403.42a.(c))
- 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. (403.42a.(j))
- The permit applicant shall submit construction documents in a format approved by the building code official. Construction documents shall be clear, indicate the location, nature and extent of the work proposed, and show in detail that the work will conform to the Uniform Construction Code. (403.42a.(e))
- A construction code official shall perform inspections to ensure that the construction complies with the approved permit and the Uniform Construction Code. (403.45.(a))
- The permit holder or an authorized agent shall notify the construction code official when work is ready for inspection and provide access for inspection. The work shall remain accessible and exposed for inspection. A construction code official may inspect the construction and equipment only during normal hours at the construction site unless the permit holder or agent requests or agrees to another time. Inspections may be conducted under §403.86 (relating to right of entry to inspect). (403.45.(c))
- A building, structure or facility may not be used or occupied without a certificate of occupancy issued by a building code official. (403.46.(a))

* The project may require submission to the Planning Commission or Zoning Hearing Board. Contact the Plum Borough Planning Department for verification (412)795-6800.

Inspections: (412)795-6800 ext. 4504

Borough of Plum Building Inspection Department
2000 Old Mine Road
Pittsburgh PA 15239

Office Hours:

Monday – Thursday 8:00am – 5:00pm
Friday 8:00am – 4:00pm

- To schedule an inspection please leave a message and include:
 - permit number
 - type of inspection needed
 - your name and phone number
 - date and time of inspection requested

- A member of the Building Inspection Department will return your call to schedule the inspection.
- All inspections require a 48-hour notice.
- No inspections will be conducted before 8:30am.
- No inspections will be conducted after 4:00pm Mon. – Thurs. and after 3:00pm on Friday
- No inspections will be conducted on Saturdays or Sundays
- The approved drawings shall be on site at the time of **all** inspections.

- Inspections are required by the Uniform Construction Code
- Failure to obtain the required inspections is a violation
- Violations are subject to fines

- A representative in charge, either the property owner or the principal contractor, shall be at all inspections. We will not instruct sub-contractors.

- Alarmed key boxes are required on all buildings exceeding 5000 sq. ft., both new construction and change of ownership on existing buildings (Plum Borough Ordinance #708-03). The code official shall approve the type, location, key requirement, and key distribution. The box must show an alarm when opened or removed from its installation. The box shall be connected to Central Command Station if installed.

- The applicant must notify the Plum Municipal Authority of the intent to construct and verify the need for sewer or water taps. (412)793-7331

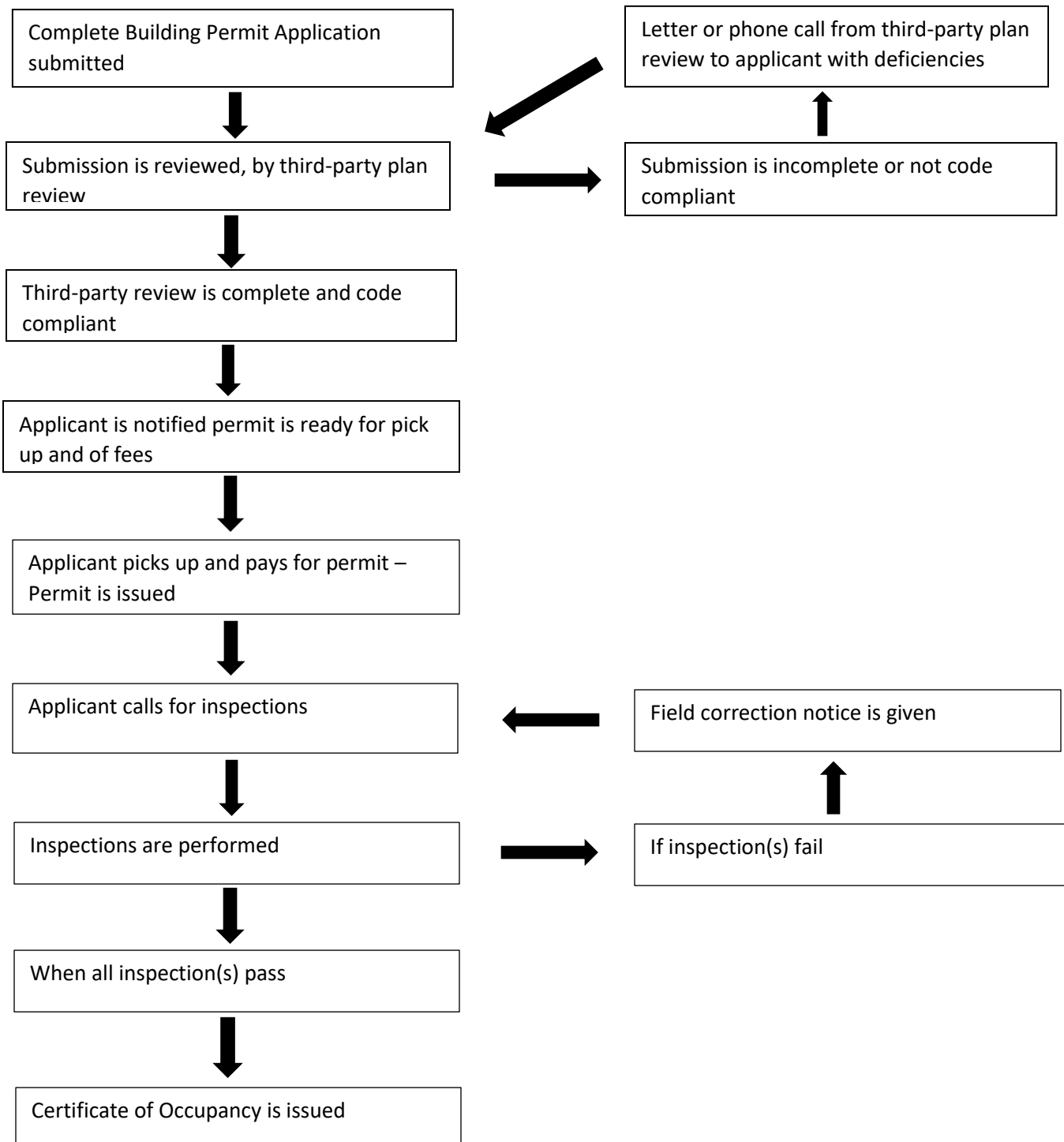
- Allegheny County Health Department Plumbing Division shall review all plumbing plans and conduct all plumbing inspections. Plans should include Use Group – Type of Construction - Occupant Load.

- A permit becomes invalid unless the authorized construction work begins within 180 days after the permit's issuance or if the authorized construction work permit is suspended or abandoned for 180 days after the work has commenced. A permit holder may submit a written request for an extension of time to commence construction for just cause. The building code official may grant extensions of time in writing. A permit may be valid for no more than 5 years from its issue date. (PA UCC - 403.43)

Permitting Process:

- The applicant submits a completed application and all required information to the Borough
- Borough of Plum sends the submission to third party plan review for UCC and Borough Ordinance compliance
- The applicant is contacted, by plan review, if the submission is incomplete or more information is necessary
- The applicant is notified of permit fee amount once application is approved
- Applicant pays permit fee and obtains the permit
- Applicant contacts the Borough for required inspections
- A Certificate of Occupancy is issued by the Borough after all inspections are successfully completed

Permit Application Flow Chart



Application Submission Requirements

1. _____ Completed Commercial Building Permit Application.
2. _____ (2) - Sets of licensed architect or licensed professional engineer construction documents, along with the corresponding building plan submission checklist.
3. _____ (2) - Site plan that is drawn to scale.
4. _____ Certificate of Insurance – Proof of workman’s compensation insurance.
* If the contractor doing the work does not have workman’s compensation insurance, a completed and notarized Affidavit of Exemption is required.
5. _____ Projects that access a State Highway or State Road will require a Department of Transportation highway access permit prior to applying to Plum Borough. (412)429-4803

All drawings shall be sealed, signed, and dated by a design professional (licensed architect or engineer). The only exception is when all 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 items must be submitted together, and all required information must be given. Incomplete submissions will be returned to the applicant and will result in delays to the permitting process.

Building Plan Submission Requirements for Existing Buildings:

- Alterations Renovations Small Additions Change of Occupancy

Drawings must include all information on this form. Each item should be checked off and this form must be returned with drawings.

Checklist:

- _____ 1. Drawings must contain a contact person (name, address, and telephone number) and designate code used for design so that any questions raised in the plan review may be expeditiously addressed. Drawings must include all portions of the building affected by any change of use or alteration project. Provide code compliance path (ie: IBC Chapter 34 or existing building code). Designate level of work as per code.
- _____ 2. An unlicensed person may submit plans for alterations if there is no compensation involved and there are no change of use, structural or egress changes. When stamped plans are required, each sheet of the submission plan must be sealed by a Pennsylvania Registered Architect or Engineer.
- _____ 3. Plans must be submitted on paper not less than 15" by 24" in size and drawn to a scale of not less than 1/8" equals one foot. The following information (if applicable to project) must be shown on submitted plans:
 - _____ a. All floor plans including basement (both existing floor plan and revisions must be included). Provide overview layout and detail of all structural elements.
 - _____ b. Elevations of all sides of the building (existing buildings may substitute photographs of all sides).
 - _____ c. Typical wall-section to indicate type of construction. Designate type of construction and use group for all portions of building on plan.
 - _____ d. Designate all fire walls and separations.
 - _____ e. All stairways, stair towers, ramps, fire escapes, etc.
 - _____ f. Direction of swing for all doors and the type of fire door assemblies where required by regulation.
 - _____ g. Emergency lighting systems, fire alarm systems, or fire extinguishing apparatus shall be completely shown on plans or with the drawings submitted before approval of the building is obtained.
 - _____ h. Dimensions of all areas and rooms of building. Designate occupant load for each room and entire building. Indicate building means of egress, exit arrangement and sizes, corridors, doors, stairs, etc.
 - _____ i. For all projects that contain plumbing, electric, mechanical or fire system installation or alteration, a detail and scope of work for each discipline must be provided.
 - _____ j. Exit signs and means of egress lighting, including power supply.
 - _____ k. Handicapped accessibility provisions.
 - _____ l. Provide energy code compliance path (ex: Comcheck)

- The above requirements indicate the minimum submission information required to comply with Section 403.42a.(b) of the PA Uniform Construction Code (UCC). This information is vital to provide adequate data for a thorough plan review submission.
- Section 403.42a.(l) "A building code official may not waive the submission of site plans that relate to accessibility requirements."

Building Plan Submission Requirements for:

- New Buildings/Structures Additions Renovation Projects

Drawings must include all information on this form. Each item should be checked off and this form must be returned with drawings.

Checklist:

Site Plans:

- _____ a. Site plans shall be prepared to scale (not less than 1" = 20'), with a legend, north arrow, and separate vicinity (site location) map.
- _____ b. Show the correct street address, parcel number and required municipal zoning on the site plans.
- _____ c. Show and identify all property lines and right-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-rated design assemblies). Show all fire-rated walls (both existing and new) with their ratings, if not shown elsewhere. Indicate draft stopping and fire blocking details when required. 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. Designate occupant load of each room and total.
- _____ d. Provide all applicable ICC/ANSI accessibility requirements on general plans.
- _____ e. Provide separate drawing showing all accessibility details applicable to the project.
- _____ f. Furnish door schedule(s), including size, type, rating (if any) and hardware.
- _____ g. Provide interior finish data as per IBC Chapter 8.
- _____ h. Provide all glazing schedules.
- _____ i. 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 all elevations. These will be acceptable only if they show all elements necessary to determine compliance with the UCC.)
- _____ j. Provide basement percentage-below-grade calculations.
- _____ k. Indicate roof slopes, drainage system and sized through wall scuppers, if applicable to the project.
- _____ l. Show fixed seating for assembly occupancy to allow determination of occupancy posting required by the International Building Code.
- _____ m. Show wall sections with proposed material sizes, construction, and fire-rated assemblies.
- _____ n. Show proposed plumbing fixtures and privacy screens on the plans.

- _____ o. 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.
- _____ p. 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.
- _____ q. Show the floor slab vapor barrier.
- _____ r. Show foundation water-proofing, if applicable.
- _____ s. 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.
- _____ t. Show penthouse drawings.
- _____ u. 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.
- _____ v. Show required ventilation louvers and vent sizes.
- _____ w. Provide all applicable International Energy Conservation Code compliance data on the Building Code Summary sheet on the electrical plans.
- _____ x. Show occupancy hazard classification, size, type, and location of all fire extinguishers.

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 sheer 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 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 back-flow 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 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

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, schedule notes, legends, piping schematics, and details necessary to define the system being installed.
- _____ e. Show calculations and totals for combustion air requirements.
- _____ f. Indicate all air distribution devices and show total cfm of each unit for all supply, return and exhaust devices.
- _____ g. Indicate the location of all equipment components required for a complete system. Include thermostat controls.
- _____ h. Show the smoke ventilation of atriums and pressurization of high-rise stairwells.
- _____ i. Show condensation drains, primary and secondary, from the unit to the point of discharge.
- _____ j. Indicate toilet exhaust requirements.
- _____ k. Show mechanical room layouts at sufficient scale for dimensions and details to be ascertained.
- _____ l. Show the size of duct runs.
- _____ m. Indicate controls for fan shutdown: emergency manual and automatic smoke detection.
- _____ n. Show the location of all UL 555-certified fire dampers, ceiling radiation dampers, smoke dampers, and fire doors.
- _____ o. Show all fire-rated walls (both existing and new) with their ratings on the mechanical plans.
- _____ p. All penetrations of fire-rated construction must be per manufacturer's details.
- _____ q. Room names and numbers for each floor should be on a floor for each level.
- _____ r. Provide outside air ventilation rate per the International Mechanical Code.
- _____ s. Column line notations, if provided on the architectural/structural plans, shall be identified on the mechanical plans.
- _____ t. Show calculation and methods used for each room for ventilation.
- _____ u. 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. Show method used and calculation for gas pipe sizing.

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 must be evaluated by highest phase); include fault current data, short circuit ratings and fault current protection coordination.
- _____ 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 horsepower 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-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. All submittals should include a listing and labeling statement. (All electrical materials, devices, appliances, and equipment shall be labeled by a certified testing laboratory or agency.)



Borough of Plum
Commercial Building Permit Application

Date Submitted: _____

- Checkboxes for: New Building, Addition, Alteration, Repair, Demolition, Relocation, Use, Plumbing, Mechanical, Electrical, Fire

LOCATION OF PROPOSED WORK:

Name of Business _____ Lot & Block _____
Site Address _____
City _____ State _____ Zip _____

BUILDING INFO:

Table with 3 columns: Cost, No. of Stories, Total Sq. Ft., Use Group, Construction Type, Occupancy Load, Code Used, and checkboxes for New/Existing Building.

ZONING INFO:

Table with 3 columns: Zoning District, Zoning Use, and checkboxes for Permitted/Conditional Use.

OWNER:

Address _____ City _____ State _____ Zip _____
Phone _____ Cell Phone _____ Fax _____
E-Mail _____

PRINCIPAL CONTRACTOR:

Address _____ City _____ State _____ Zip _____
Phone _____ Cell Phone _____ Fax _____
E-Mail _____

LICENSED PROFESSIONAL IN CHARGE:

Address _____ City _____ State _____ Zip _____
Phone _____ Cell Phone _____ Fax _____
E-Mail _____

THE ABOVE INFORMATION SUBMITTED IS TRUE AND CORRECT. I HEREBY AGREE THAT ALL THE PROVISIONS OF THE BOROUGH'S ZONING ORDINANCE AND ADOPTED BUILDING CODES SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

Owner (Please Print)

Owner's Signature

APPROVED BY: _____

Zoning Official

Building Official



Borough of Plum
Affidavit of Exemption

Commonwealth of Pennsylvania)

)SS:
County of _____)

2000 Old Mine Road
Pittsburgh PA 15239
Ph: (412)795-6800
Fax: (412) 793-4061

WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION

The Workers' Compensation Reform Act (Act 44 of 1993) effective August 31, 1993, requires all municipalities to require proof of workers' compensation insurance prior to issuing a Building Permit or to require an affidavit stating the contractor that is doing the work is not required to carry Workers' Compensation Insurance.

A. The Contractor is within the meaning of the Pennsylvania Workers' Compensation Law:

yes

If the contractor has Workers' Compensation Insurance, please provide The Borough of Plum with the contractor's Certificate of Insurance showing proof of coverage.

If yes is checked here, this form does NOT need to be notarized.

B. The Contractor has no employees or the homeowner is doing the work, check yes here and HAVE THIS FORM NOTARIZED.

yes no

C. Religious exemption under the Pennsylvania Workers' Compensation Law, check yes here and HAVE THIS FORM NOTARIZED.

yes no

Subscribed and sworn before me on this day of , of .

Notary (please print)

Signature of Notary

(seal)

Applicant's Name (please print)

Applicant's Signature