

Collier Township
2418 Hilltop Road, Suite 100, Presto, PA 15142
Ph. 412-279-9998

PERMIT SUBMITTAL GUIDE FOR COMMERCIAL PROJECTS

This guide applies to all projects except 1 & 2 family dwellings and townhouses

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INTRODUCTION

This booklet was prepared to assist owners, design professionals and contractors in submitting the information necessary for the Township Staff to process your Application for Zoning Review, Building Plan Examination, and Building Permit, for commercial projects. (This includes multi-family and motel use group projects and any project outside of the one- and two-family dwellings (IRC)) Your project will be evaluated and reviewed for compliance with the Commonwealth of Pennsylvania Uniform Construction Code (UCC), § 5-101 Uniform Construction Code. [Ord. 604, 6/1/2004, § I; as amended by Ord. 652, 4/13/2011], as well as the International Code Council Building, Fire, Mechanical, Electrical, Energy and Accessibility code requirements as adopted by Collier Township. The Department of Building and Code Administration also reviews plans for compliance with all Zoning, § 27-106 Compliance Required. [Ord. 687, 8/12/2015] and Township Ordinance requirements.

- Upon issuance, the Building Permit is required to be posted and visible from the public roadway.
- Permit approval requires compliance with all codes, regulations, and ordinances adopted by Collier Township.
- Construction documents are required for Township review and approval.
- After approval, one set of stamped, approved Township construction documents (plans and specifications) and permit amendments are returned to the permit applicant when the building permit is issued.
- The Township approved set of construction documents shall remain on the job site at all times.
- The contractor's name, project street address, building permit number, email address and type of inspection must be provided when scheduling inspections.

Structures shall not be used and/or occupied without obtaining a CERTIFICATE OF USE AND OCCUPANCY PERMIT (§ 403.46. *Certificate of occupancy*) from the Township; and will include employee hiring or training, and the placement of any inventory, merchandise, furnishings or supplies. Temporary Certificates of Use and Occupancy may be issued if warranted and may be issued on a case-by-case basis.

Should you have any questions concerning your project, please contact the Building and Code Administration Department for further assistance:

Buildings and Code Administration Office
2418 Hilltop Rd
Presto, PA 15142
412-279-9998

CODE COMPLIANCE/BUILDING PLAN REVIEW

REQUIREMENTS FOR COMMERCIAL NEW CONSTRUCTION/ADDITIONS

- Submit a completed Application for Zoning Review, Building Plan Examination, and Building Permit Review, Escrow and Application fees shall be paid upon submission of the applications.
- All permit fees shall be paid upon permit issuance. Applicable fees may include but are not limited to the following: building permit, zoning, and transportation impact fees.
- A payment invoice will be provided to the permit applicant at the time of the permit issuance.
- Submit three (3) sets of construction documents, hard copy and electronic PDF format, (plans and specifications) that include: building exterior wall envelope, flashing details, building floor plans indicating the use(s), structural plans, cross sections, structural calculations, electrical, mechanical, fire protection and plumbing systems. Engineered drawing sizes shall be minimum of 18" x 24" and maximum of 36" x 42". Scale no less than 1/8" = 1'-0".
- Indicate occupant loads for each room or space on the plans.
- Submit three (3) copies of the energy evaluation report for the Building Envelope, Interior and Exterior Lighting and Mechanical HVAC.
- Submit three (3) copies of the Geo-Technical Report signed and sealed by a Professional Engineer.
- Submit three (3) copies of the site plans which include details for parking and access by the physically handicapped, accessible routes, location and design of test manhole for industrial wastes, underground fire main lead-in details, fire hydrant and fire department connection locations, site utilities such as gas, water, sewer and electrical service. **(Note: Two (2) additional copies of the site plans, separate from the other construction documents, are required for review by Planning and Zoning if required)**
- Identify the licensed architect(s), engineer(s) and who is the design professional of record.
- All construction documents and project specifications, including structural calculations must be signed and sealed by a Professional Engineer or Registered Architect in 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 approved the building and a Certificate of Use and Occupancy is issued.*
- Submit copies of the Pennsylvania Labor and Industry approvals for Elevators, Boilers over 199,000 BTU, Department of Health regulated work, etc.
- Automatic Fire Sprinkler Systems and Standpipe Systems – Submit three (3) complete sets of drawings, hydraulic calculations, and material data sheet. All drawings and calculations must be signed and sealed by a Professional Engineer or NICET Level III or IV Designer responsible for the design.
- A completed Submittal Guide for Fire Protection Systems must be submitted for fire alarm systems and for the supervision of fire sprinkler systems. Certification Forms of Completion are to be submitted at final for Automatic Fire Detection Systems. Required systems to be UL or FM certificated.
- Fire Alarm systems shall be installed, tested & maintained by a licensed fire alarm contractor.
- For new construction, submit a copy of the Sewer Connection Permit.
- For new construction, submit evidence of the domestic and fire water design approval.
- For new construction with a fire sprinkler system, submit a copy of a letter from the Water Authority specifying the available water supply.
- Blasting – A separate Fire Permit issued by the Department of Building and Code Administration is required for all blasting operations. Fire permits for the purpose of blasting are only issued to blasting contractors licensed by the Township. (For more information on licensed contractors or obtaining a blasting permit, contact the Code Administration Department.)
- Tanks – A separate Fire Permit is required for the removal or installation of aboveground and underground storage tanks used for combustible and flammable liquids, and related equipment.

- All commercial buildings are required to display the street address and unit number on the building in an approved location not less than 6 inches in height at the front. All multi-tenant buildings must also display street/unit numbers not less than 6 inches in height at all entrances. The street address numbers shall be easily observed and readable from the public right-of-way and shall be of contrasting colors to the background on which they are placed, in addition to being permanent in nature.

- **GRADING PERMIT** – A grading permit is required in accordance with § 9-106, Permits Required.
 - For all approved on-site improvements on the exterior of the building(s) as reference.
 - Submit Application for Grading Permit with three site improvement plans attached. All site improvement plans for commercial projects, land development; subdivision and stormwater projects require the seal and signature of an individual properly registered in the Commonwealth of Pennsylvania to perform such duties.
 - Submit the required fee.
 - Submit an electronic version of all submittals in the PDF format.

- **STREET OPENING PERMIT** – A Street Opening Permit is required for all work occurring within a public right-of-way, in accordance § 21-403 Requirements for Street Opening Permit Issuance, with Submit the proper application and fee.

CODE COMPLIANCE/BUILDING PLAN REVIEW

REQUIREMENTS FOR COMMERCIAL ALTERATIONS

- Submit a completed Application for Zoning Review, Building Plan Examination, and Building Permit.
- Review, Escrow and Application fees shall be paid upon submission of the applications.
- All permit fees shall be paid upon permit issuance. Applicable fees may include but are not limited to the following: building permit, zoning, and transportation impact fees.
- A payment invoice will be provided to the permit applicant at the time of the permit issuance.
- Submit three (3) sets of construction documents (plans and specifications) that include: Site plan, building exterior wall envelope, flashing details, building floor plans indicating the use(s), structural plans, cross sections, structural calculations, electrical, mechanical, fire protection and plumbing systems. Engineered drawing sizes shall be minimum of 18" x 24" and maximum of 36" x 42". Scale no less than 1/8" = 1'-0".
- Submit an electronic version of all submittals in the PDF format.
- Indicate occupant loads for each room or space on the plans.
- Submit three (3) copies of the energy evaluation report for the Building Envelope, Interior and Exterior Lighting and Mechanical HVAC.
- Submit three (3) copies of the Geo-Technical Report signed and sealed by a Professional Engineer.
- Submit three (3) copies of the site plans which include details for parking and access by the physically handicapped, accessible routes, location and design of test manhole for industrial wastes, underground fire main lead-in details, fire hydrant and fire department connection locations, site utilities such as gas, water, sewer and electrical service. **(Note: Two (2) additional copies of the site plans, separate from the other construction documents, are also required for review by the Planning and Zoning Department.)**
- Identify the licensed architect(s), engineer(s) and who is the design professional of record.
- Provide all contact information for the design professional of record.
- All construction documents and project specifications, 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 approved the building and a Certificate of Occupancy is issued.*
- Submit copies of the Pennsylvania Labor and Industry approvals for Elevators, Boilers over 199,000 BTU, Department of Health regulated work, etc.
- Automatic Fire Sprinkler Systems and Standpipe Systems – Submit three (3) complete sets of drawings, hydraulic calculations and material data sheet. All drawings and calculations must be signed and sealed by a Professional Engineer or NICET Level III or IV Designer responsible for the design.
- A completed Submittal Guide for Fire Protection Systems must be submitted for fire alarm systems and for the supervision of fire sprinkler systems. Certification Forms of Completion are to be submitted at final for Automatic Fire Detection Systems. Required systems to be UL or FM certificated.
- Fire Alarm systems shall be installed, tested & maintained by a licensed fire alarm contractor.
- All commercial buildings are required to display the street address number on the building in an approved location not less than 6 inches in height at the front. All multi-tenant buildings must also display street numbers not less than 6 inches in height at all entrances. The street address numbers shall be easily observed and readable from the public right-of-way and shall be of contrasting colors to the background on which they are placed, in addition to being permanent in nature.

ZONING REQUIREMENTS

REQUIREMENTS FOR NEW CONSTRUCTION & ADDITIONS

- Submit three (3) copies of site plans.
- Submit three (3) copies of building floor plans which clearly identify the use(s) for each room or area.
- Obtain final plan approval from the Township Board of Commissioners (applicable for Land Development, Subdivision and certain Stormwater plans)
- Submit an electronic version of all submittals in the PDF format.
- Securities required by Ordinance shall be obtained before recording for Land Development, Subdivision and Stormwater plans.
- Transportation Impact Fee Determination calculation must be submitted for review and approval.
- After Township approval, the Transportation Impact Fee is paid before permit issuance.
- Submit a copy of the approval letter from the Allegheny County Soil Conservations District, if applicable.
- Submit a copy of any required PennDOT permits (driveway, highway occupancy, and signalization), if applicable.
- Structures shall not be used or occupied without a Certificate of Use and Occupancy from the Township's Building and Code Administration Department.

REQUIREMENTS FOR ALTERATIONS

- Submit three (3) sets hard copies and an electronic PDF copy of interior plans drawn to scale which clearly identify each space as to its intended use.
- Submit three (3) sets hard copies, and an electronic PDF copy of site plans to the Planning and Zoning Department if the interior alterations affect the outside site requirements, such as setbacks, number of parking spaces, landscaping, etc.
- Indicate any change of use that may apply to the Impact Fee Ordinance. If applicable the Transportation Impact Fee Determination calculation must be submitted for review and approval, if required.
- Signs must be applied for under separate permit. A Sign Submittal Guide may be obtained from the Code Administration Department upon request.
- Structures shall not be used or occupied without obtaining a Certificate of Use and Occupancy from the Township.
- Submit an electronic version of all submittals in the PDF format.

EXAMPLES OF INSPECTIONS FOR BUILDING PERMITS

See the Back of the Building Permit Card for the Required Building Inspections

1. **FOOTINGS-** poured-in-place walls, and grade beams – before pouring concrete; forms and reinforcing steel must be in place with proper clearances. Soils and concrete testing may be required.
2. **WATER SERVICE-** piping inspection and test on the building side of the water meter or meter pit.
3. **FOUNDATIONS-** with insulation, damp-proofing or waterproofing - before backfilling.
4. **UNDERGROUND/UNDER SLAB SEWER LATERAL, WATER SERVICE- Inspection and tests** – prior to concealment.

5. **UNDERGROUND FIRE SERVICE-** piping visual inspection – prior to concealment and prior to connection to above ground piping.
6. **UNDERGROUND FIRE SERVICE-** piping hydrostatic test and flushing – prior to concealment and prior to connection to the above-ground sprinkler piping.
7. **UNDERGROUND ELECTRICAL-** all conduit and encasements to be inspected prior to concealment.
8. **ABOVEGROUND FIRE SPRINKLER-** piping and standpipe hydrostatic testing (air and/or water).
9. **ELECTRICAL INSPECTIONS:** service, underground/slab, rough wire and final
10. **ABOVEGROUND DRAIN WASTE VENT (DWV) PIPING, WATER DISTRIBUTION PIPING, AND GAS PIPING INSPECTIONS-** and tests – prior to framing inspection and concealment.
11. **MECHANICAL EQUIPMENT AND HVAC DUCT ROUGH IN AND FINAL INSPECTIONS.**
12. **FRAMING:** exterior structural envelope and interior members – prior to concealment by insulation, drywall or other materials.
13. **KITCHEN HOOD/EXHAUST AND FIRE SUPPRESSION SYSTEM.**
14. **FIRE ALARM SYSTEM-** final acceptance test of all equipment, wiring and devices including verification of signals that are transmitted to an approved central station.
15. **AUTOMATIC FIRE SPRINKLER SYSTEM-** final including the inspector’s test connection and main drain test.
16. **ABOVE CEILING-** inspection of all above ceiling level prior to the installation of the finished ceiling
17. **FINAL INSPECTION OF ALL SITE IMPROVEMENTS-** by the Planning and Zoning Department.
18. **FINAL BUILDING, PLUMBING, ELECTRICAL, MECHANICAL, FIRE PROTECTION SYSTEMS** inspection prior to use and occupancy.

All testing (IE. Concrete testing and break reports, Steel assembly inspection, welds, torque and bolting) completion forms must be completed and given to the Code Official at the time of inspections and submitted electronically in the PDF format.

All inspections and tests shall be scheduled through the Township by calling 412-279-9998 **except** for electrical inspections. Electrical inspections are to be scheduled through **NIRA Engineering 412-262-3970**

Inspections are scheduled on a first come, first serve basis, so plan accordingly to obtain a desired inspection time. A 24-36 hour lead time is typical for scheduling of construction inspection during work hours of 9:00 AM to 3:30 PM Monday-Friday, with exception to holidays. Special inspections and re-inspections and additional inspections may require additional inspection fees.

Non-Residential Building Permit Applications

The following information must be provided at time of permit submittal.

- Completed and signed permit application.
- Completed Non-Residential Permit Fee Schedule Worksheet

For New Construction and Additions:

- Three (3) copies, and electronic in PDF format of construction documents including site plans, floor plans with each room identified, wall cross-sections and any specifications, manufacturer's information sheets, and calculations for the Code Compliance Department; and
- Two (2) copies, and electronic in PDF format of the site plan, separate from the construction documents, for the Planning and Zoning Department; and

For Interior Alterations:

- Three (3) copies and electronic in PDF format of construction documents including floor plans with each room identified, wall cross-sections and any specifications, manufacturer's information sheets, calculations; for the Code Compliance Department; and
- Three (3) copies, and electronic in PDF format of the floor plan with the use of each room identified, separate from the construction documents, for the Planning and Zoning Department.
- Three (3) copies, and electronic in PDF format full sets of site plans, separate from the construction documents, will also be required by the Planning and Zoning Department if the interior alterations affect the site plan requirements.

Note: One (1) copy of the evidence of any other agency approvals such as, but not limited to, Pa. Dept. of Health, Pa Dept. of Labor & Industry (Elevators), Water Authority, Sewer Authority, is required before permit issuance.

The Code Compliance Department will not accept incomplete permit applications.

GENERAL SUBMITTAL REQUIREMENT CHECKLIST

The checklist below is a partial list of documents that may be required. The applicant shall fill out the checklist and provide the contact information of the registered professionals responsible for the documents. This appendix is to be submitted with the building permit application.

Checklist for Construction Documents*

No.	Item	Mark "x" where applicable		
		Submitted	Incomplete	Not Required
1	Architectural			
2	Foundation			
3	Structural			
4	Fire Suppression			
5	Fire Alarm (may require repeaters)			
6	HVAC			
7	Electrical			
8	Plumbing (include local connections)			
9	Gas (Natural, Propane, Medical or other)			
10	Surveyed Site Plan (Utilities, Wetland, etc.)			
11	Specifications			
12	Structural Peer Review			
13	Structural Tests & Inspections Program			
14	Fire Protection Narrative Report			
15	Existing Building Survey/Investigation			
16	Energy Conservation Report			
17	Workers Compensation Insurance			
18	FEMA Elevation Certificates & other Flood Plain Documentation			
19	Other (Specify)			
20	Other (Specify)			
21	Other (Specify)			

*Deferred Submittals must be identified herein. Work so identified must not be commenced until this application has been amended and the proposed construction documents have been approved by the authority having jurisdiction.