



BOROUGH OF MILLERSVILLE BUILDING/ZONING PERMIT APPLICATION

OFFICE USE ONLY

Date Received _____ Lot No _____ Account No _____ Permit No. _____

A. Construction Details

Street Address _____ Subdivision _____ Lot Type ☐ corner ☐ interior
Application is for ☐ New ☐ Renovation ☐ Addition ☐ Change of Use ☐ Repair/Replace
☐ Sign ☐ Home Occ ☐ Curb and/or Sidewalk ☐ Other
Proposed Use ☐ Single Family ☐ Two Family ☐ Multi-Family ☐ Other Building ☐ Accessory Structure
Heating/Cooling ☐ Gas ☐ Oil ☐ Electric ☐ Geothermal ☐ Central Air

Detail Description _____

Dwelling/Addition Width _____ Depth _____ #Stories _____ Square Footage _____

Accessory Structure Width _____ Depth _____ #Stories _____ Square Footage _____

Total Cost of Construction _____ Total Square Footage _____

B. Owner/Contractor Information

Owner Name _____	Address _____	Phone _____
Applicant _____	Address _____	Phone _____
Contractor _____	Address _____	Phone _____
Contractor _____	Address _____	Phone _____
Contractor _____	Address _____	Phone _____
Contractor _____	Address _____	Phone _____

C. Authorization

Is application being made by owner of property _____? If not, by what authority _____

Estimated Starting Date _____

Estimated Completion Date _____ Signature of Applicant _____ Date _____

D. Required with each Building Permit Application

- | | | |
|--|---|---|
| ▪ (3) sets of construction plans | ▪ window and door schedule with U factors | ▪ complete the workers' comp insurance form |
| ▪ ResCheck or Energy worksheet | ▪ stamped and signed truss drawings | ▪ copy of workers' comp insurance certificate |
| ▪ plot plan with lot size and setbacks | | ▪ include total cost of construction |

OFFICE USE ONLY

ZONING HEARING BOARD

Appeal Number _____

Approval Date _____

Conditions ☐ yes ☐ no

FEE SCHEDULE

Zoning Hearing Fee _____

REVIEWS / APPROVALS

Yes No N/A

Building Plans ☐ ☐ ☐

Zoning (Construction) ☐ ☐ ☐

Stormwater Mgmt. ☐ ☐ ☐

Sub-Division Land Dev. ☐ ☐ ☐

Sewage System ☐ ☐ ☐

Energy Plan ☐ ☐ ☐

Historic Commission ☐ ☐ ☐

Building Permit Fee _____

Zoning Permit Fee _____

SWM Filing/Insp. Fee _____

Escrow _____

Sewer Permit/Tap Fee _____

Curb and/or Sidewalk Fee _____

UCC Fee _____

Total Fees

Date Paid _____

Date Permit Granted / Denied _____

Code Enforcement Officer _____



BOROUGH OF MILLERSVILLE BUILDING/ZONING PERMIT APPLICATION

A. The applicant is:

1. A contractor within the meaning of Act 44 of the Pennsylvania Workers' Compensation Law

☐ Yes ☐ No

If the answer is Yes, complete Sections B & C below, as appropriate

2. A Homeowner

☐ Yes ☐ No

Note: If you are a homeowner applying for a Building Permit on behalf of a contractor, the contractor must complete this form and provide any required documentation.

B. Insurance Information:

Name of Applicant _____

Federal or State Employer Identification Number _____

Applicant is a qualified self-insurer for Workers' Compensation.

☐ Certificate attached

Name of Workers' Compensation Insurer _____

Workers' Compensation Insurance Policy Number _____

Workers' Compensation Insurance Policy Expiration Date _____

C. Exemption:

Complete and notarize Section C if the Applicant is a contractor claiming exemption from providing Workers' Compensation Insurance.

The undersigned swears or affirms that he/she is not required to provide Workers' Compensation Insurance under the provisions of Pennsylvania 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 Borough.
- ☐ 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 _____

Name of Firm _____

Address _____

Phone _____ Date _____

Failure to submit all or part of this information will result in denial of the building permit.

Submittal Guide for Commercial Projects

Building Plan Requirements for Commercial Projects

The following items are required for new commercial projects. Drawings should be drawn to ¼ in. or 1/8 in. scale and shall provide the necessary information to verify compliance with the building code.

All drawings shall bear the stamp and signature of the design professional responsible for the design.

Two (2) sets of construction drawings shall be submitted and shall include:

Title Page Drawing; to include the contact information for all design professionals, description of square footage per floor, number of floors, type of construction to be utilized, area modifications utilized, use group classification(s), separation or non- separation of mixed use groups, design occupant load(s), finish materials classification, design codes utilized.

Site Plan Drawings; to include all utility layouts, handicap parking & access, designated fire lanes, distance between adjacent structures and property lines.

Floor Plan Drawings; to include the use of all areas, location & types of fire resistant construction, U.L. Listing of fire resistant construction, means of egress components, handicap access.

Structural Drawings; to include the structural design calculations, geo-technical engineering report, uniform live loads, dead loads, roof & snow loads, wind loads, footing construction detail, foundation construction details, framing construction details, concrete construction details, masonry construction details, wood construction details, steel construction details.

Electrical Drawings; to include all lighting facilities, electrically operated equipment, and electrical circuits required for all service equipment of the building or structure. Drawings should include panel schedules, grounding systems, and wiring methods.

Mechanical Drawings; to include size & type of appliances, construction of flues and chimney systems, ventilation air provided, fresh air make-up provided, location of all ducting and piping.

Plumbing Drawings; to include a plan view and a riser diagram of waste & water piping, pipe sizing, grade of piping, drainage fixture unit loads on stacks and drains, water distribution design criteria.

Fire Protection Systems; to include the submittal guide for each type of system. See specific submittal guide requirements.

GENERAL PLAN REVIEW REQUIREMENTS

Cover Letter

A letter (or an authorized pre-printed form) authorizing CCIS to perform the Plan Review is required. CCIS performs plan reviews for the ICC *International Code* series (Building, Mechanical, Plumbing, Electrical, Sprinkler, Model Energy, Accessibility). Be sure to indicate the applicable code series, discipline and edition year to be reviewed.

Preliminary Building Review

For fast track projects and others such as permit application requests for a foundation permit where a complete set of building plans and specifications are not available, you may want to consider a CCIS Preliminary Building Review. This is a two-step Plan Review with the first step consisting of a review of code parameters such as minimum type of construction, preliminary means of egress, fire resistance construction requirements, foundation design, and fire protection system requirements. Once the design drawings and specifications are completed, the entire package can then be re-submitted for a comprehensive Final Building Plan Review. The fee for this service is assessed at 50 percent of the Building Plan Review for the first submittal with the remaining 50 percent assessed at the Final Building Plan Review.

Plans and Specifications

The Plan Review will reflect the extent and completeness of the submitted documents. Attached is a listing (by discipline) of the plans, specifications, and engineering details which should be submitted. If the Plan Review request is for a single discipline, please provide one set of the necessary documentation. However, in an effort to facilitate the Plan Review process, please submit two complete sets of materials when requesting Mechanical, Plumbing and/or Electrical reviews in addition to a Building Review.

Completed Plan Review

Upon completion, you will be sent a comprehensive CCIS Plan Review. This review will include a copy of the ICC Plan Review Record which identifies the code sections evaluated and a report identifying the deficiencies found in the review. In all cases, you are encouraged to review the completed Plan Review and call us directly if you have any questions concerning the review. Our invoice for the Plan Review fee will follow shortly after the completed review is sent to you.

Questions concerning the service should be directed to: CCIS, Technical Services, 800-732-0043 Extension 406, e-mail codeservices@codeservices.net

BUILDING PLAN REVIEW REQUIREMENTS

In order to perform a thorough Building Plan Review, the following specifications, drawings and details should be submitted:

Complete signed and sealed architectural plans, structural plans and material specifications of all work.

A site plan including the following information:

1. Size and location of all new construction and all existing structures on the site.
2. Distances from lot lines.
3. Established street grades and proposed finish grades.

Architectural plans and specifications to include:

1. Description of uses and the proposed use group(s) for all portions of the building. The design approach for mixed-uses (as applicable).
2. Proposed type of construction of the building.
3. Fully dimensioned drawings to determine areas and building height.
4. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
5. Exit signs/means of egress lighting, including power supply.

6. Accessibility provisions.
7. Description and details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
8. Adequate details to evaluate fire resistive construction requirements, including data substantiating required ratings.
9. Details of plastic, insulation, and safety glazing installation.
10. Details of required fire protection systems.

Structural plans, specifications, and engineering details to include:

1. Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
2. Signed and sealed structural design calculations which support the member sizes on the drawings.
3. Local design load criteria, including frost depth.
4. Earthquake seismic zone/effective peak acceleration coefficient.
5. Details of foundations and superstructure.
6. Provisions for required special inspections.
7. Applicable construction standards and material specifications (i.e., masonry, concrete, wood, steel, etc.).

MECHANICAL PLAN REVIEW REQUIREMENTS

In order to perform a thorough Mechanical Plan Review, the following specifications, drawings and details should be submitted:

Complete signed and sealed plans and specifications of all heating, ventilating and air conditioning work.

Labeling criteria of all mechanical equipment.

Heating equipment data including the following information:

1. Equipment capacity (b.t.u.).
2. Controls.
3. Appliance layouts showing location, access and clearances.
4. Disconnect switches.
5. Indoor and outdoor design temperatures.

Ventilation data, ductwork and equipment including the following:

6. Ventilation schedule indicating the amount of outside air (in c.f.m.) supplied to each room or space.
7. Layout showing outside air intakes.
8. Construction of ducts, including support and sheet metal thickness.
9. Duct lining and insulation materials with flame spread and smoke-developed ratings.
10. Exhaust fan ductwork layout and termination to the outside.
11. Size of louvers and grilles for attic ventilation.

Boiler and water heater equipment and piping details including safety controls and distribution piping layout.

Gas and fuel oil piping layout, material, sizes, and valves.

Combustion air intake quantities and details.

Commercial kitchen exhaust equipment details including hood and fan drawings, details of automatic fire suppression, and clearances.

Chimney and chimney connector or vent and vent connector details and connector gages and clearances.

Mechanical refrigeration equipment data and details.

**Solid fuel burning appliance details including incinerator and fireplace drawings and details.
Energy conservation equipment data and details.**

PLUMBING PLAN REVIEW REQUIREMENTS

In order to perform a thorough Plumbing Plan Review, the following specifications, drawings and details should be submitted:

Complete signed and sealed plans and specifications of all plumbing work.

Plumbing fixture and piping material specifications including identification of the applicable referenced standard.

Plumbing fixture information to include:

1. The occupant load used to determine the number of required plumbing fixtures.
2. Number and distribution based on the use group.
3. Separate facilities for each sex.
4. Accessible plumbing facilities and details.
5. Anti-scald shower valves.

Plumbing piping plan showing layout, pitch of drainage lines, cleanouts, size of traps, and riser diagram.

Water supply and distribution plan showing piping sizes, valves, water heater details and temperature-pressure relief valve with discharge pipe.

Sanitary drainage and vent system riser diagram showing drainage fixture units (dfu), sizes and vent termination details through the roof.

Potable water system riser diagram showing piping sizes and provisions for protection of potable water supply.

Piping support and installation schedule.

Storm drainage details including rain gutter or roof drain sizes and downspout/leader sizes.

Health care plumbing and fixture details.

ELECTRICAL PLAN REVIEW REQUIREMENTS

In order to perform a thorough Electrical Plan Review, the following specifications, drawings and details should be submitted:

Complete signed and sealed plans and specifications of all electrical work.

Labeling criteria of all electrical equipment.

Lighting floor plan including electrical circuits indicating conduit and wiring sizes.

Power floor plans including electrical circuits indicating conduit and wiring sizes, equipment and disconnect switches.

Exit sign/means of egress lighting location and power supply.

Panelboard schedule.

Lighting fixture schedule.

Symbol schedule and diagrams.

Specifications to include requirements for:

1. Raceway and conduit with fittings.
2. Wire and cable.
3. Electrical boxes, fittings and installation.
4. Electrical connections.
5. Electrical wiring devices.
6. Circuit and motor disconnects.
7. Hangers and supporting devices.
8. Electrical identification.
9. Service entrance and details.

10. Overcurrent protection.
11. Switchboards.
12. Grounding.
13. Transformers.
14. Panelboards.
15. Motor control centers.
16. Lighting fixtures.
17. Fire protective signaling systems.
18. Automatic fire detection systems.
19. Emergency/standby systems.

SPRINKLER PLAN REVIEW REQUIREMENTS

In order to perform a thorough Sprinkler Plan Review, the following items should be submitted:

Complete signed and sealed plans and specifications for the sprinkler system and related equipment with description and locations of uses within the building.

Design details in accordance with the appropriate reference standard (i.e. NFPA 13, 13D, 13R) as referenced by the ICC International Building Code:

Working plans shall be drawn to an indicated scale, on sheets of uniform size, with a plan of each floor, and shall show those items from the following list that pertain to the design of the system.

- (1) Name of owner and occupant.
- (2) Location, including street address.
- (3) Point of compass.
- (4) Full height cross section, or schematic diagram, including structural member information if required for clarity and including ceiling construction and method of protection for nonmetallic piping.
- (5) Location of partitions.
- (6) Location of fire walls.
- (7) Occupancy class of each area or room.
- (8) Location and size of concealed spaces, closets, attics, and bathrooms.
- (9) Any small enclosures in which no sprinklers are to be installed.
- (10) Size of city main in street and whether dead end or circulating; if dead end, direction and distance to nearest circulating main; and city main test results and system elevation relative to test hydrant (see A-9-2.1).
- (11) Other sources of water supply, with pressure or elevation.
- (12) Make, type, model, and nominal K-factor of sprinklers.
- (13) Temperature rating and location of high-temperature sprinklers.
- (14) Total area protected by each system on each floor.
- (15) Number of sprinklers on each riser per floor.
- (16) Total number of sprinklers on each dry pipe system, preaction system, combined dry pipe-preaction system, or deluge system.
- (17) Approximate capacity in gallons of each dry pipe system.
- (18) Pipe type and schedule of wall thickness.
- (19) Nominal pipe size and cutting lengths of pipe (or center-to-center dimensions). Where typical branch lines prevail, it shall be necessary to size only one typical line.
- (20) Location and size of riser nipples.
- (21) Type of fittings and joints and location of all welds and bends. The contractor shall specify on drawing any sections to be shop welded and the type of fittings or formations to be used.
- (22) Type and locations of hangers, sleeves, braces, and methods of securing sprinklers when applicable.
- (23) All control valves, check valves, drain pipes, and test connections.
- (24) Make, type, model, and size of alarm or dry pipe valve.

- (25) Make, type, model, and size of preaction or deluge valve.
- (26) Kind and location of alarm bells.
- (27) Size and location of standpipe risers, hose outlets, hand hose, monitor nozzles, and related equipment.
- (28) Private fire service main sizes, lengths, locations, weights, materials, point of connection to city main; the sizes, types and locations of valves, valve indicators, regulators, meters, and valve pits; and the depth that the top of the pipe is laid below grade.
- (29) Piping provisions for flushing.
- (30) Where the equipment is to be installed as an addition to an existing system, enough of the existing system indicated on the plans to make all conditions clear.
- (31) For hydraulically designed systems, the information on the hydraulic data nameplate.
- (32) A graphic representation of the scale used on all plans.
- (33) Name and address of contractor.
- (34) Hydraulic reference points shown on the plan that correspond with comparable reference points on the hydraulic calculation sheets.
- (35) The minimum rate of water application (density), the design area of water application, in-rack sprinkler demand, and the water required for hose streams both inside and outside.
- (36) The total quantity of water and the pressure required noted at a common reference point for each system.
- (37) Relative elevations of sprinklers, junction points, and supply or reference points.
- (38) If room design method is used, all unprotected wall openings throughout the floor protected.
- (39) Calculation of loads for sizing and details of sway bracing.
- (40) The setting for pressure-reducing valves.
- (41) Information about backflow preventers (manufacturer, size, type).
- (42) Information about antifreeze solution used (type and amount).
- (43) Size and location of hydrants, showing size and number of outlets and if outlets are to be equipped with independent gate valves. Whether hose houses and equipment are to be provided, and by whom, shall be indicated. Static and residual hydrants that were used in flow tests shall be shown.
- (44) Size, location, and piping arrangement of fire department connections.

Design calculations indicating the discharge requirements of the system with evaluation of the arrangement and source of the water supply.

Results of a current flow test indicating the location and date of the test.

Working drawings indicating all pipe sizes and the spacing between branch lines and sprinklers on the branch line.

Material specifications and equipment specifications. All materials used should be verified that they are installed in accordance with their listing.

ENERGY PLAN REVIEW REQUIREMENTS

Commercial Energy Plan Reviews are based on Chapter 7 of the IECC or the referenced edition of ASHRAE/IER 90.1-1989, *Energy Code for Commercial and High-Rise Residential Buildings* as applicable.

In order to perform a thorough Energy Plan Review for commercial buildings and residential buildings greater than three stories in height, the following specifications, drawings and details should be submitted:

GENERAL

1. Complete signed and sealed architectural, mechanical, plumbing and electrical plans and specifications of all work.

2. A site plan including the size and location of all new construction and all existing structures on the site.
3. Interior and exterior design conditions consistent with climate.
4. Labeling criteria of all mechanical, electrical and service water heating (SWH) peripherals and equipment.

ENVELOPE

1. Architectural plans and specifications to include:

- a. Description of uses and the proposed use group(s) for all portions of the building.
- b. Thermal performance of envelope components.
- c. Fenestration performance details (U-factor, SC, SHGC, VLT, air leakage rates, etc.).
- d. Fully dimensioned drawings to determine gross and net areas of all envelope components.
- e. Details of vapor barrier and insulation installation, caulking, gasketing, weatherstripping and other means of sealing joints, cracks, holes and penetrations in the building envelope.
- f. ENVSTD output (where applicable).^a

2. Design conditions (interior and exterior) consistent with local climate.

ELECTRICAL POWER & LIGHTING^b

1. Complete plans and specifications of all electrical work.

2. Riser diagram(s) of the distribution system indicating:

- a. Check metering provisions for individual dwelling units.
- b. Subdivision of feeders by end use: 1) Lighting, 2) HVAC, 3) SWH and systems over 20 kW.

3. Lighting fixture schedule(s) depicting location, fixture lamps, ballasts, ballast specifications, fixture input watts, fixture wiring methods, power factor, etc.

4. Lighting plan(s) for building exteriors including total exterior Connected Lighting Power.

5. Lighting and power floor plans for building interiors including total interior CLP.

6. LTGSTD output (where applicable).

7. Interior and exterior means of lighting control.

8. Electric motor schedule including type, HP and efficiencies.

MECHANICAL SYSTEMS & EQUIPMENT

1. Mechanical equipment data, plans and specifications of all mechanical work including:

- a. Equipment type, capacity (Btuh) and efficiency (peak and part-load).
- b. System design air flow rates (cfm).
- c. Details of equipment/system sizing.
- d. System and/or zone control capabilities including terminal device schedule, provisions for humidity control (where applicable) and the corresponding testing of system controls.^a
- e. Provisions for automatic setback/shutdown.
- f. Indicate supply and exhaust systems to have automatic shutoff or volume reduction dampers.
- g. Energy consumed by fans in the form of an Air Transport Factor (ATF) and pumps.^a

2. Economizers (air or water) including provisions for integrated control.^a

3. Duct construction and system static pressure(s), including provisions for sealing.

4. Duct and/or hydronic-piping lining and insulation materials.

5. Provisions for air and/or hydronic system balancing.

6. Boiler and water heater equipment and piping details including safety controls and distribution piping layout.

SERVICE WATER HEATING (SWH)

1. SWH equipment data including type, capacity and efficiency.

2. SWH pipe insulation, thickness, conductivity and vapor retarder (where appropriate).

3. Water conservation requirements.

4. Energy conservation measures for swimming pools (where applicable).

^a Commercial buildings and residential buildings greater than three stories in height only.

^b Multifamily residential buildings three stories or less in height; the non-dwelling-unit portions only.

ACCESSIBILITY PLAN REVIEW REQUIREMENTS

Accessibility Plan Reviews are based on the specified edition of the ICC/ANSI A117.1 standard as referenced by the building code. In order to perform a thorough Accessibility Plan Review, the following specifications, drawings and details should be submitted.

1. Complete signed and sealed (as required by applicable laws) architectural plans and material specifications of all work. Details and plans drawn to scale with sufficient clarity, details and dimensions to show the nature and extent of the work proposed.
2. A site plan including the following information:
 - a. Size and location of all new construction and all existing structures on the site.
 - b. Location of any recreational facilities (i.e., pool, tennis courts, etc.)
 - c. Established street grades and proposed finished grade.
 - d. Accessible parking, other locations of public access to the facility, accessible exterior routes and locations of accessible entrances.
3. Architectural plans and specifications to include:
 - a. Description of uses and the proposed use group(s) for all portions of the building. The design approach for mixed-uses (as applicable).
 - b. Fully dimensioned drawings to determine areas and building height.
 - c. Adequate details and dimensions to evaluate accessible means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, areas of refuge, etc.
 - d. Adequate details and dimensions to evaluate the accessible route to areas required to be accessible, including corridors, doors, protruding objects, maneuvering clearances, clear floor space at fixtures and controls, etc.
 - e. Accessibility provisions including but not limited to access to services, seating, listening systems, accessible fixtures, elevators, work surfaces, etc.
 - f. Accessible plumbing facilities and details.
 - g. Tactile signage provided.
 - h. Details of required fire protection systems.

Note: The Accessibility Review will cover the scoping requirements in Chapter 11 and other accessibility related requirements mainstreamed throughout the applicable building code. Technical requirements covered will be based on the applicable edition of ICC/ANSI A117.1. Accessible and Usable Buildings and Facilities.

Date ____ / ____ / ____

APPLICATION FOR PLAN REVIEW & APPLICATION FOR COMMERCIAL BUILDING PERMIT

PROPERTY ADDRESS

Street Address:	Parcel	Zoning
Subdivision:	Lot	Type
Municipality	County	

OWNER ADDRESS

Last name or Business	First name	Phone	
		Fax	
Address	City	State	Zip

TYPE OF APPLICATION

<input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Accessibility <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Other <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Fire Suppression <input type="checkbox"/> Occupancy			
Type of Work (Check all that apply) <input type="checkbox"/> New Construction <input type="checkbox"/> Additional construction <input type="checkbox"/> Alteration/Structural/Egress Change <input type="checkbox"/> Repair/Renovation <input type="checkbox"/> IBC <input type="checkbox"/> IEBC (1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> <input type="checkbox"/> Foundation Permit <input type="checkbox"/> Change of Use/Occupancy <input type="checkbox"/> Initial Certificate of Occupancy	Type of Construction (Check all that apply) <input type="checkbox"/> IA <input type="checkbox"/> IV <input type="checkbox"/> 1B <input type="checkbox"/> IIA <input type="checkbox"/> VB <input type="checkbox"/> IIB <input type="checkbox"/> VA <input type="checkbox"/> IIIA <input type="checkbox"/> Separate Use <input type="checkbox"/> IIIB <input type="checkbox"/> Non-separated Use	Previous L&I Certificate #(s) <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	
PROPOSED CODE/YEAR FOR THIS PROJECT			
Use Group (List all) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> A1 <input type="checkbox"/> H1 <input type="checkbox"/> R1 <input type="checkbox"/> A2 <input type="checkbox"/> H2 <input type="checkbox"/> R2 <input type="checkbox"/> A3 <input type="checkbox"/> H3 <input type="checkbox"/> R3 <input type="checkbox"/> A4 <input type="checkbox"/> H4 <input type="checkbox"/> R4 <input type="checkbox"/> A5 <input type="checkbox"/> H5 </div> <div style="width: 33%;"> <input type="checkbox"/> B <input type="checkbox"/> I1 <input type="checkbox"/> S1 <input type="checkbox"/> <input type="checkbox"/> I2 <input type="checkbox"/> S2 <input type="checkbox"/> E <input type="checkbox"/> I3 <input type="checkbox"/> U <input type="checkbox"/> <input type="checkbox"/> I4 <input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> M </div> </div>	Fire Separation <input type="checkbox"/> Single Use <input type="checkbox"/> Separated Uses <input type="checkbox"/> Non-separated Mixed Use <input type="checkbox"/> Incidental Use Main Use _____		Fire Suppression (List all) Type: <input type="checkbox"/> Wet (Water) # _____ Standard _____ <input type="checkbox"/> Dry (Water) # _____ Standard _____ <input type="checkbox"/> Chemical # _____ Standard _____ Type _____
Start Date	Finish Date	Total Value of All Work	

Municipal Tracking #

Permit #

Plan Review #

FAILURE TO FILL OUT THE PERMIT APPLICATION COMPLETELY MAY RESULT IN DELAYS OR REJECTION OF APPLICATION

Description of proposed project:

Electrical Permit Information

Electrical Service Size

_____ Amps Power Company Name _____
_____ Volts Power Company Job # _____
_____ Ø

General outlets: _____ 120 volt _____ 240 volt

Circuits: _____ 2 wire _____ 3 wire _____ 4 wire

Device Name	Watts	Amps	#	Device Name	Watts	Amps	#

Start Date	Finish Date	Value of work
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Plumbing Permit Information

Water Service Size

_____ In. Dia. Water Company Name _____
 Water Company Job # _____

_____ Pressure at main (PSI) _____ Supply at main (GPM)

Supply branches: _____ Hot _____ Cold Total Demand: GPM _____ PSI _____

Fixture Name	GPM	PSI	#	Fixture Name	GPM	PSI	#

☐ **Sewer** Sewer Company Name _____ Job # _____

Size of Main _____ in. Size of Lateral _____ in. Capacity of System _____ dfu

☐ **Septic** S.E.O. Name _____ Job # _____

Size of Tank _____ gal. Size of Lateral _____ in. Capacity of System _____ dfu.

Size of Building Drain _____ in. Total Calculated Outflow _____ dfu

Fixture Name	Drain (in)	Vent(in)	DFU	Fixture Name	Drain (in)	Vent(in)	DFU

Grease Trap _____ gal. Garbage Disposal # _____ Air Admittance Valve # _____ Back Flow Preventer # _____

Start Date	Finish Date	Value of Plumbing Work
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Mechanical Permit Information

Number of systems	Type(s)			
SYSTEM	BTU	FUEL	VENT TYPE (+R-?)	FUNCTION (Heat? Cool? Water? Vent?)

Fuel Gas? <input type="checkbox"/> yes <input type="checkbox"/> no		Public? <input type="checkbox"/> yes <input type="checkbox"/> no		Piping Type(s) _____	
Oil? <input type="checkbox"/> yes <input type="checkbox"/> no		Tank Capacity? _____		Underground? <input type="checkbox"/> yes <input type="checkbox"/> no	
Electric? <input type="checkbox"/> yes <input type="checkbox"/> no		Total KW _____			
Duct Detectors? <input type="checkbox"/> yes <input type="checkbox"/> no		Number of Zones? _____		Type? _____	
Kitchen Hood? <input type="checkbox"/> yes <input type="checkbox"/> no		Fire Suppression System? <input type="checkbox"/> yes <input type="checkbox"/> no		Type? _____	
Hazardous Exhaust? <input type="checkbox"/> yes <input type="checkbox"/> no		Fire Suppression System <input type="checkbox"/> yes <input type="checkbox"/> no		Type? _____	
Fire Dampers? <input type="checkbox"/> yes <input type="checkbox"/> no		Smoke Dampers <input type="checkbox"/> yes <input type="checkbox"/> no			
Smoke Control System? <input type="checkbox"/> yes <input type="checkbox"/> no		Governing Code Section(s) _____			
Regular Exhaust Fans? <input type="checkbox"/> yes <input type="checkbox"/> no		Number? _____		Duct Type(s) _____	
Fireplace? <input type="checkbox"/> yes <input type="checkbox"/> no		Number? _____			
Gas? <input type="checkbox"/> yes <input type="checkbox"/> no		Piping Type _____		Vent Type _____	
Masonry? <input type="checkbox"/> yes <input type="checkbox"/> no		Material Type _____		Chimney Type _____	
Electric? <input type="checkbox"/> yes <input type="checkbox"/> no		Kw? _____			
Start Date		Finish Date		Value of work	

Fire Alarm Permit Information

Requiring Code Section_____		
Type(s) of Wiring_____		
Battery Back Up <input type="checkbox"/> yes <input type="checkbox"/> no Generator <input type="checkbox"/> yes <input type="checkbox"/> no		
Number of Zones_____		
Type(s) of System(s)_____		
Type(s) of Detectors(s)_____		
Smoke, heat, infrared, ultraviolet, etc.		
Types of Special Applications_____		
Types of Initiating Tests_____		
Start Date	Finish Date	Value of Work

Fire Suppression System Permit

Requiring Code Section(s)_____ Number of Systems_____

Design: NFPA 13 <input type="checkbox"/> yes <input type="checkbox"/> no	Wet System <input type="checkbox"/> yes <input type="checkbox"/> no	Number_____
NFPA 13R <input type="checkbox"/> yes <input type="checkbox"/> no	Dry System <input type="checkbox"/> yes <input type="checkbox"/> no	Number_____
System Type	Piping Type	System Design Pressure (PSI)
		System Design Capacity (GPM)

Alternate Systems <input type="checkbox"/> yes <input type="checkbox"/> no		Pre-action <input type="checkbox"/> yes <input type="checkbox"/> no		Number of Systems_____	
System Type	Chemical	Capacity	Reference Standard(s)		
Start Date	Finish Date	Value of Work			

PROPOSED DEFERRED SUBMITTALS

<input type="checkbox"/> Foundation Permit	ETA	_____ / _____ / _____
<input type="checkbox"/> Structural Steel	ETA	_____ / _____ / _____
<input type="checkbox"/> Fire Suppression	ETA	_____ / _____ / _____
<input type="checkbox"/> Fire Alarm	ETA	_____ / _____ / _____
<input type="checkbox"/> Roof Truss	ETA	_____ / _____ / _____
<input type="checkbox"/> Floor Truss	ETA	_____ / _____ / _____
<input type="checkbox"/> Spec Books	ETA	_____ / _____ / _____

Design Professional in Responsible Charge

Name: _____

Registration Number _____

Seal:

FAILURE TO FILL OUT THE PERMIT APPLICATION COMPLETELY MAY RESULT IN DELAYS OR REJECTION OF APPLICATION

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record, and I agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code Official or his delegated representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project.

Applicant _____ Date _____ Phone _____

Fax _____ Email _____ Mobile _____

PERSONNEL

General Contractor

General Contractor _____

Contact Person _____ Are there other prime contractors? ☐ yes ☐ no If yes, list separately.

Street Address _____

City _____ State _____ Zip _____

Phone _____

Mobile _____

Fax _____

Email _____

Architect

Architect in Responsible Charge	_____
Lead Architect	_____
Contact Person	_____
Street Address	_____
City	_____
State	_____
Zip	_____
Phone	_____
Mobile	_____
Fax	_____
Email	_____

Structural Engineer

Firm	_____
Lead Engineer	_____
Contact Person	_____
Street Address	_____
City	_____
State	_____
Zip	_____
Phone	_____
Mobile	_____
Fax	_____
Email	_____

Electrical Engineer

Firm	_____
Lead Engineer	_____
Contact Person	_____
Street Address	_____
City	_____
State	_____
Zip	_____
Phone	_____
Mobile	_____
Fax	_____
Email	_____

Mechanical Engineer

Architect in Responsible Charge _____

Lead Architect _____ Contact Person _____

Street Address _____

City _____ State _____ Zip _____

Phone _____

Mobile _____

Fax _____

Email _____

Plumbing Engineer

Firm _____

Lead Engineer _____ Contact Person _____

Street Address _____

City _____ State _____ Zip _____

Phone _____

Mobile _____

Fax _____

Email _____

Fire Alarm Engineer / Designer

Firm _____

Lead Engineer/Designer _____ Contact Person _____

Street Address _____

City _____ State _____ Zip _____

Phone _____

Mobile _____

Fax _____

Email _____

Fire Suppression Engineer / Designer

Firm		
Lead Engineer		Contact Person
Street Address		
City	State	Zip
Phone		
Mobile		
Fax		
Email		

NOTICE

All work, whether or not shown on the construction documents shall comply with the Pa. UCC (IBC and IRC 2003 as referenced). Work not shown will be field checked to determine compliance. Construction documents shall be on site at time of inspection; if not the inspection may be failed, at the discretion of the inspector, for failure to have them available for reference purpose.

Universal accessibility to all services, goods, events, and functions offered within the Commonwealth of Pennsylvania is a guaranteed civil right. Please review your construction documents to insure that right has not been violated. Basic compliance with *all* of the provisions of the standard ANSI A117.1 can help to insure that all of our citizens enjoy access to the goods and services offered within the state. Compliance with the provisions of IBC Chapter 11 and ANSI A117.1 will be field verified and shall be mandatory for receipt of a Certificate of Occupancy. Full compliance with accessibility provisions of the codes is mandatory. Failure to include provisions for compliance on the plan, or in the execution of the work is not an excuse to deny basic accessibility to our citizens.

A list of inspections that *probably* will be required, based on the permit application and plan submission, can be obtained from the Code Official at the time of permit issuance. Noted inspections may be waived or additional inspections may be required, at the discretion of the Code Official, as deemed necessary in order to insure Code Compliance. Inspection approval must be obtained for the work currently complete before proceeding to the next step of construction listed in order for each trade.

All inspections will be conducted by Commonwealth Code Inspection Service, with the exception of special inspections required by the Pa. UCC and/or IBC Chapter 17, and/or at the direction of the Design Professional; or as otherwise directed by the authority having jurisdiction. Special inspections shall be performed per the Pa. UCC and/or IBC Chapter 17, and/or at the direction of the Design Professional.

A special inspection program list shall be furnished to Commonwealth Code Inspection Service for approval prior to the start of the project phase associated with the inspection. The list shall include name of company, corporate officers, address and other contact information, accreditation, and qualifications of individual inspectors.

The applicant or authorized representative must request all regular inspections directly through Commonwealth Code Inspection Service, Inc. with at least 24 hours notice.

Same day service for inspections may be provided if calls are received before 8:00 AM. Telephone 717-664-2347 (Main Office) or 800-732-0043 (In Pennsylvania) or Contact your local CCIS office at