

FINDLAY TOWNSHIP BUILDING INSPECTION DEPT.

1271 Route 30 / PO Box W / Clinton, PA 15026
724-695-0500

**COMMERCIAL CONSTRUCTION BUILDING PERMIT APPLICATION SUBMITTAL
REQUIREMENTS CHECKLIST**

Construction Document Plan Review: (Effective as of January 1, 2010)

All commercial construction drawings and related documents shall be reviewed for compliance with the PA Uniform Construction Code by a third party plan review agency. Applicants may use any plan review agency that is certified by the PA Department of Labor & Industry to perform commercial plan review of projects in Allegheny County. A list of certified plan review agencies can be found on the L & I website at: <https://www.dli.pa.gov/ucc/buildings/Pages/default.aspx>

The construction drawings (bearing the original seal & signature of a Design Professional registered in PA) and related documents must be submitted to the third party agency for review for compliance with the following codes:

- Building (2018 International Building Code)
- Mechanical (2018 International Mechanical Code)
- Electrical (2017 National Electrical Code)
- Accessibility (2017 ICC/ANSI A117.1-Accessible and Usable Buildings and facilities)
- Energy Conservation (2018 Int'l. Energy Conservation Code)
- Plumbing (2017 Allegheny County Health Department Article XV, Plumbing rules and Regulations Note: Final Plumbing approval must be obtained through the Findlay Township Plumbing Inspector
- Chapter 49 of the Findlay Township Code of Ordinances

Construction Document requirements see: SUBMITTAL GUIDE FOR COMMERCIAL PROJECTS.

If the third party plan review agency determines that the plans do not comply with the codes, the design professional(s) must respond and/or correct the list of non-compliant items generated by the third party agency. Two sets of the approved construction documents or an electronic copy, bearing the approval stamp of the third party agency must then be submitted to the Findlay Township Building Inspection Department along with the following permit application forms. Applicable fees will be calculated after the permit application is received.

- I. Building Permit Application-one copy required.**
- II. Use-By-Right (Zoning) permit application-one copy required.**
- III. Certificate of Use and Occupancy Permit application-one copy required.**
- IV. Contractor's proof of Worker's Compensation Insurance coverage-** insurance certificates may be submitted with the Building Permit application or faxed to Findlay Township Building Inspection Department. Fax: 724-695-1700

FINDLAY TOWNSHIP BUILDING INSPECTION DEPT.

1271 Route 30 / PO Box W / Clinton, PA 15026

724-695-0500

V. **One Copy of Allegheny Co. Health Dep't. Septic permit** (if applicable).

VI. **Road occupancy permit-** If the project requires a road occupancy permit from Findlay Township or Pennsylvania, the permit shall be included with the Building Permit application submittal.

FEE SCHEDULE (effective as of January 3, 2022)

I. **BUILDING PERMIT APPLICATION FEE:**

(Building Permit fees are based on total square footage of project.)

New Construction & Additions \$.30 per square foot + \$4.50 PA UCC fee

Remodeling/Alterations \$.13 per square foot + \$4.50 PA UCC fee

MINIMUM BLDG PERMIT FEE \$104.50

Note: The minimum Building Permit Fee of \$104.50 includes a \$4.50 UCC Inspector Training fee levied on each Building Permit by the state of PA.

II. **USE-BY-RIGHT PERMIT APPLICATION FEE:**

New construction & additions- \$25.00 (first 5,000 square feet plus \$2.00 per each additional 1,000 square feet) plus \$200.00 escrow.

Remodel/Alterations- \$25.00

III. **CERTIFICATE OF USE & OCCUPANCY PERMIT APPLICATION FEE-\$100.00**

All previously listed fees may be paid with a single check made out to:

The Township of Findlay or via Visa, MasterCard or Discover (3% or \$3.00 minimum fee applies to credit card).

IV. **NOTE: SEWER AND WATER TAP FEES FOR NEW CONSTRUCTION MUST BE PAID TO THE FINDLAY TOWNSHIP MUNICIPAL AUTHORITY (724-695-3108) BEFORE A BUILDING PERMIT WILL BE ISSUED.**

FINDLAY TOWNSHIP BUILDING INSPECTION DEPT.

1271 Route 30 / PO Box W / Clinton, PA 15026

724-695-0500

Submittal Guide for Commercial Projects

Building Plan Requirements for Commercial Projects

All of the following items are required for new commercial projects. Information for additions/alterations shall provide all information that is applicable. Drawings should be drawn to 1/4" or 1/8" 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 documents, or an unlocked set of electronic documents, shall be submitted and shall include:

Statement of Special Inspections; As required by 2018 IBC Section 1704.

Title Page Drawing; to include the contact information for all design professionals, design code utilized (2018 Int'l Bldg. Code OR Int'l. Existing Bldg. Code), description of square footage per floor, number of floors, type of construction, area modifications utilized, use group classification(s), separation or non-separation of mixed use groups, design occupant load(s), finish materials classification.

Site Plan Drawings; to include all utility layouts, fire hydrant locations, 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, location of all fire and smoke dampers, location of all duct smoke detectors.

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.

Energy Conservation; Provide verification of compliance with the provisions of the 2018 International Energy Conservation Code (or) ASHRAE Standard 90.1-2016 (Energy Standard for Buildings Except Low-rise Residential Buildings). COMcheck submittals shall include compliance certificates for the Building Envelope, Lighting System and Mechanical System.

Fire Protection Systems; Provide design criteria for each type of system. Provide hydraulic calculations for all sprinkler and standpipe systems. Include the submittal guide for each type of system. Fire protection shop drawings shall be submitted for approval prior to the start of system installation.