

SUBMISSION REQUIREMENTS FOR A COMMERCIAL BUILDING PERMIT

Permit Application:

A complete Permit Application must be submitted. All items on the Application must be filled in. The Application must be signed by a responsible party.

Plan Requirements:

All plans submitted must be stamped by an Architect, Engineer or Surveyor (as applicable) licensed in the Commonwealth of Pennsylvania.

Four (4) complete sets of plans shall be submitted with the Building Permit Application.

The plans submitted shall adequately depict compliance with the Uniform Construction Code for Footings and Foundation, Structural, Electrical, Mechanical, Plumbing, Accessibility, Energy Code and Fire Safety, as applicable.

NOTE: If this application applies to new construction or the change in exterior dimensions of an existing building, Planning Commission approval is required prior to submission of a Building Permit Application. In this case, the approved site plans must be included with each set of drawings submitted with the Permit Application.

Permit Fee:

The Permit Fee will be determined based on the Fee Schedule approved by the Borough Council. Payment of the Permit Fee will be required when the Permit is picked up at the Borough Administrative Office. The Applicant will be notified of the Permit Fee when the Permit is approved.

Inspections:

The Applicant will be notified of the required inspections at the time of Permit Issuance. The required inspections will be dependant upon the nature of the work. An inspection schedule will be included with the Building Permit. A 24 hour notice is required prior to all inspections.