



**APPLICATION TYPE:**

- Addition
- Alteration/Renovation
- New Structure/Facility
- Accessibility Review under §403.141(b) of UCC
- New Building
- Revision of App. Plan

**USE/OCCUPANCY CLASS:** (Check all that apply)

- A-1
- A-2
- A-3
- A-4
- A-5
- B
- E
- F-1
- F-2
- H-1
- H-2
- H-3
- H-4
- H-5
- I-1
- I-2
- I-3
- I-4
- M
- R-1
- R-2
- R-3 Adult Care
- R-3 Child Care
- R-3
- R-4
- S-1
- S-2
- U

**PROJECT:** Provide a description of existing and/or proposed use(s), with sufficient detail for determination of appropriate classification of occupancy type(s):

Sq. ft. of conditioned space \_\_\_\_\_ Floor area new construction (sq. ft.) \_\_\_\_\_

Sq. ft. of unconditioned space \_\_\_\_\_ Floor area addition (sq. ft.) \_\_\_\_\_

Number of stories above grade \_\_\_\_\_ Floor area renovated (sq. ft.) \_\_\_\_\_

Does it have a basement?  Yes  No # of multi-family dwelling units \_\_\_\_\_

Total floor area (sq. ft.) \_\_\_\_\_ # of accessible dwelling units \_\_\_\_\_

Type(s) of construction per Chapter 6 of the *International Building Code* (check all that apply):

- IA  IB  IIA  IIB  IIIA  IIIB  IV  VA  VB

Fire Suppression:  Full  Partial  None

If work involves existing building, check appropriate box it will comply with:

- International Existing Building Code
- Level 1  Level 2  Level 3  Change of Use

If existing building, list all prior occupancy permits issued:

- PA Fire and Panic issued on (date) \_\_\_\_\_
- Municipal permit issued by \_\_\_\_\_ on (date) \_\_\_\_\_ using (code) \_\_\_\_\_
- UCC permit issued by \_\_\_\_\_ on (date) \_\_\_\_\_

Is this permit for a medical care facility regulated by the Health Care Facilities Act?

- Yes  No If "yes," please attach copy of plan approval issued by the PA Department of Health.

Electricity provider: \_\_\_\_\_

Gas Provider: \_\_\_\_\_

**DESIGN PROFESSIONAL RESPONSIBLE:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

PA License #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**SPECIAL INSPECTION & STRUCTURAL OBSERVATION PROGRAM:**

Sections 1704 and 1709 of the *International Building Code* require special inspections and structural observations, in certain circumstances. Please check which (if any) apply to this construction:

- Section 1704 Special Inspections  Section 1709 Structural Observations  
 If either box is checked, submit copy of the "Special Inspections & Observations Statement."

**ALTERNATIVE CONSTRUCTION METHOD/MATERIAL:**

Will an alternative construction method or material be used on this project?  Yes  No  
 If "yes," applicant or design professional must submit a signed statement indicating that the proposed method or material meets the requirements of 34 PA Code §403.44.

**FEES**

<input type="checkbox"/> <b>ELECTRICAL:</b> Complete "Application for Electrical Inspection" form *See MDIA form for fee schedule	\$
<input type="checkbox"/> <b>ELECTRICAL: IF NEEDED, FOR TEMP. POWER POLE - \$55</b> Complete "Application for Electrical Inspection" form	\$
<input type="checkbox"/> <b>DRIVEWAY:</b> FEE: \$30	\$
<input type="checkbox"/> <b>STREET OPENING:</b> \$75 per opening required for all openings in right-of-ways on streets accepted by the Township.	\$
<input type="checkbox"/> <b>BUILDING AND ZONING:</b> A discount of twenty (20) percent of the normal Building Permit fee shall apply when an ICC review is received. A greater discount may be permitted where justified and approved by the Township Manager. The applicant shall pay the full cost of the ICC review.  <b>ESTIMATED CONSTRUCTION COST \$</b> _____  <b>LIST TOTAL SQ. FT. OF FLOOR AREA:</b> _____  <b>FEES:</b> <i>ICC Construction Cost (Type VB) x square feet x .0057 (includes all living area, basements, garages and finished attics).</i>  <div style="text-align: right;">                     + \$4.50 <i>Pennsylvania State Permit Surcharge</i>                      _____                      \$ <b>4.50</b> </div> <div style="text-align: right; margin-top: 10px;">                     Zoning            \$25                      _____                      \$ <b>25.00</b> </div>	\$ _____           \$ <b>4.50</b>           \$ <b>25.00</b>
<input type="checkbox"/> <b>DEMOLITION:</b> \$40 + surety	\$

**TOTAL FEES FROM ABOVE (Payable to: "TOWNSHIP OF UPPER ST. CLAIR")**

OFFICE USE

CASH REC#: \_\_\_\_\_ CHECK # & BANK NAME: \_\_\_\_\_

<b>TOTAL: \$</b>
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ADD # OF EDU (Equivalent Dwelling Units)

WATERSHED:

**TOTAL SEWER PERMIT FEE (Payable to: "TOWNSHIP OF UPPER ST. CLAIR SANITARY SEWER FUND")**

OFFICE USE

CASH REC#: \_\_\_\_\_ CHECK # & BANK NAME: \_\_\_\_\_

<b>TOTAL: \$</b>
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## **BUILDING PLAN REQUIREMENTS FOR COMMERCIAL PROJECTS FOR ICC BUILDING PLAN REVIEW**

The following items are required for new commercial projects. 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.**

**Three (3) 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 occupancy 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.

**IECC (energy) Compliance:** Either *COMcheck* for commercial construction (<http://www.energycodes.gov/comcheck>) or details stating compliance with ICC Energy Codes.

# CHECKLIST FOR TENANT BUILDOUTS AND COMMERCIAL PROPERTIES

1. Three sets of construction drawings – sealed and stamped by a registered Pennsylvania architect. These drawings must have the following information
  - The *Cover Sheet* must have:
    - Use group
    - Type of construction
    - Occupant load
    - Is structure sprinklered?
  - ADA details on drawings
  - Sprinkler drawings
    - A permit must be filed with the Fire Marshal if sprinkler heads are altered or relocated
  - Electrical plans showing emergency lighting and exit signage

Depending on the size of tenant buildout, a determination will be made by the Chief Inspector and Fire Marshal if the plans will need to be reviewed by the International Code Council (ICC)

2. 2 copies of survey (plot plan) to scale (not reduced or enlarged) showing proposed construction.
3. Electrical Permit (*Inspection Application available in Community Development Office.*)
4. Plumbing Plans must be filed with Allegheny County Health Department by a plumber registered with Allegheny County
5. Application for Building Permit (Application for Commercial Building Permit)
6. A Certificate of Worker's Compensation Insurance with the Township of Upper St. Clair as the *Certificate Holder*
7. A letter from the property owner or management company accepting the plans for construction.
8. Fee: check made payable to *Township of Upper St. Clair* OR cash. If paying with cash, please have correct amount. (Be sure to complete "*Estimated Cost of Construction*" section of application form.)

**INCOMPLETE OR PARTIALLY COMPLETE APPLICATIONS  
CANNOT BE ACCEPTED FOR PROCESSING.**