

UCC COMMERCIAL BUILDING PERMIT APPLICATION INSTRUCTIONS

Technicon Enterprises, Inc., is responsible for performing all Uniform Construction Code building plan review and related inspections. All building permit and inspection related questions should be directed to Technicon Enterprises, Inc., at 610-286-1622. Scheduling of all inspections can be completed through Technicon's office by dialing 610-286-1622, ext. 0.

Listed below are some basic instructions for building permit application submission. These instructions are in addition to completion of the basic application that is attached to this cover sheet.

COMMERCIAL BUILDING PERMIT APPLICATIONS

- All commercial building permit application must be submitted with three (3) complete sets of building plans. These plans should include all architectural and structural details, along with plumbing, mechanical, electrical, fire protection and accessibility details and specifications.
- **ALL BUILDING PLANS FOR COMMERCIAL PROJECTS MUST BE PREPARED, STAMPED AND SEALED BY EITHER A REGISTERED ARCHITECT OR A LICENSED PROFESSIONAL ENGINEER LICENSED IN THE COMMONWEALTH OF PENNSYLVANIA.**
- Site plans for each project must also be submitted in triplicate.
- Full engineering data and calculations must be submitted with all commercial building permit applications. These would include, but are not limited to: fire protection calculations, HVAC ventilation schedules, plumbing fixture unit calculations, fuel gas pipe sizing calculations, electrical service calculations, etc.
- An Energy Conservation Code compliance certificate or equivalent must be submitted with all applications for new construction.
- A copy of the approval letter for erosion and sedimentation control from the Berks County Conservation District should also be submitted, if applicable.
- Be advised, that the UCC permits a 30 business day review period for all commercial building permit applications. No work shall begin on any project until a building permit has been issued.
- A Certificate of Workman's Compensation Insurance must be submitted with the application.

Upon issuance of a building permit, a permit placard along with supporting documentation will be returned to the permit applicant upon payment of permit fees. The permit will detail all required inspections that are specific to the project for which the permit has been issued.

UCC COMMERCIAL BUILDING PERMIT APPLICATION

Date received at Twp./Borough: _____ Building Permit No.: _____

County: _____ Municipality: _____ Zoning District: _____

Site Address: _____ Tax Parcel #: _____

Lot #: _____ Subdivision/Land Development: _____ Phase: _____ Section: _____

Total Lot Area (Dimensions in sq. ft.): _____

Owner: _____ Phone #: _____ Fax #: _____

Mailing Address: _____ Cell: _____

Principal Contractor: _____ Phone #: _____ Fax #: _____

Mailing Address: _____ Cell: _____

Architect: _____ Phone #: _____ Fax #: _____

Mailing Address: _____ Cell: _____

TYPE OF WORK OR IMPROVEMENT (Check All That Apply)

- | | | | | | |
|--|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| ☐ New Building | ☐ Addition | ☐ Alteration | ☐ Repair | ☐ Demolition | ☐ Relocation |
| ☐ Foundation Only | ☐ Change of Use | ☐ Plumbing | ☐ Mechanical | ☐ Electrical | |
| ☐ Sign | ☐ Other - Describe below | | | | |

Describe the scope of work: _____

ESTIMATED COST OF CONSTRUCTION (To include Time & Materials): \$ _____
(Detailed estimates may be requested to verify underestimated values)

CONSTRUCTION TYPE: (IBC Chapter 6) _____

DESCRIPTION OF BUILDING USE: (Check One)

Specific Use: _____

Use Group: _____

Business Name: _____

Change in Use: ☐ YES ☐ NO

Maximum Occupancy Load: _____

If YES, indicate Former: _____

DOES OR WILL YOUR BUILDING CONTAIN ANY OF THE FOLLOWING:

Fire Alarm System (Check): ☐ YES ☐ NO

Elevator/Escalators/Lifts/Moving walks: (Check) ☐ YES ☐ NO

Automatic Sprinkler System: ☐ YES ☐ NO

BUILDING DIMENSIONS:

Existing Building Area: _____ sq. ft.

Proposed Building Area: _____ sq. ft.

Total Building Area: _____ sq. ft.

Gross Area of Grade Level Floor: _____ sq. ft.

No. of Stories Existing: _____

No. of Stories Proposed: _____

Height of Structure Above Grade: _____

FLOODPLAIN

Is the site located within an identified flood hazard area? (Check One)
Will any portion of the flood hazard area be developed? (Check One)

☐ YES ☐ NO
☐ YES ☐ NO ☐ N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3(d)

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Phone Number

Directions to Site: _____

FOR CODE ADMINISTRATOR USE ONLY

ADDITIONAL PERMITS/APPROVALS REQUIRED

☐ ZONING	APPROVED	_____
☐ STREET CUT/DRIVEWAY	APPROVED	_____
☐ PENNDOT HIGHWAY OCCUPANCY	APPROVED	_____
☐ SOIL CONSERVATION	APPROVED	_____
☐ DEP FLOODWAY OR FLOODPLAIN	APPROVED	_____
☐ SEWER CONNECTION	APPROVED	_____
☐ PUBLIC WATER CONNECTION	APPROVED	_____
☐ OTHER	APPROVED	_____

APPROVALS

BUILDING PERMIT DENIED:	Date _____	Date Returned _____
BUILDING PERMIT APPROVED:	Date _____	Permit # _____
CODE ADMINISTRATOR _____		
Date Issued _____	Date Expires _____	Permit # _____
BUILDING PERMIT FEE	_____	Receipt # _____
ZONING PERMIT FEE	_____	Receipt# _____
PLUMBING PERMIT (if appl.)	_____	Receipt # _____
MECHANICAL PERMIT (if appl.)	_____	Receipt # _____
ELECTRICAL PERMIT (if appl.)	_____	Receipt # _____
DRIVEWAY PERMIT (if appl.)	_____	Receipt # _____
CURB AND SIDEWALK (if appl.)	_____	Receipt # _____
CERTIFICATE OF OCCUPANCY? (Y OR N)	FEE: _____	
PLAN REVIEW: (Y OR N)	FEE: _____	