

**POLICY GUIDELINES for COMMERCIAL PLAN SUBMITTAL REQUIREMENTS for
ALTERATIONS, RENOVATIONS, SMALL ADDITIONS OR CHANGE OF OCCUPANCY TO
EXISTING BUILDINGS**

As required by Bureau Veritas North America, Inc.

Drawings must include all information on this form. Each item should be checked off and this form must be returned with drawings.

- ☐ Permit Application.
- ☐ Local Municipal Approval
- ☐ Two copies of approved site plan.
- ☐ Two full sets of Building Plans. Plans must be in ink, drawn to scale
- ☐ Existing L&I Certificate of Occupancy (if unavailable, plans of the entire building must be submitted and a new Certificate will be issued by Bureau Veritas).
- ☐ Building Plans must include all applicable information contained below:

☐ 1. Drawings must contain a contact person (name, address and telephone number) and designate code used for design so that any questions raised in the plan review may be expeditiously addressed. Drawings must include all portions of the building affected by any change of use or alteration project. Provide code compliance path (ie: IBC Chapter 34 or existing building code). Designate level of work as per code.

☐ 2. An unlicensed person may submit plans for alterations if there is no compensation involved and there are no change of use, structural or egress exit changes. When stamped plans are required, each sheet of the submission plan must be sealed by a Pennsylvania Registered Architect or Engineer.

☐ 3. Plans must be submitted on paper not less than 15" by 24" in size and drawn to a scale of not less than 1/8" equals one foot. The following information (if applicable to project) must be shown on submitted plans:

☐ a. All floor plans including basement (both existing floor plan and revisions must be included). Provide overview layout and detail of all structural elements.

☐ b. Elevations of all sides of the building (existing buildings may substitute photographs of all sides).

☐ c. Typical wall-section to indicate type of construction. Designate type of construction and use group for all portions of building on plan.

☐ d. Designate all fire walls and separations.

☐ e. All stairways, stair towers, ramps, fire escapes, etc.

☐ f. Direction of swing for all doors and the type of fire door assemblies where required by regulation.

☐ g. Emergency lighting systems, fire alarm systems, or fire extinguishing apparatus shall be completely shown on plans or with the drawings submitted before approval of the building is obtained.

☐ h. Dimensions of all areas and rooms of building. Designate occupant load for each room and entire building. Indicate building means of egress, exit arrangement and sizes, corridors, doors, stairs, etc.

☐ i. For all projects that contain plumbing, electric, mechanical or fire system installation or alteration, a detail and scope of work for each discipline must be provided.

☐ j. Exit signs and means of egress lighting, including power supply.

☐ k. Handicapped accessibility provisions.

☐ l. Provide energy code compliance path (example: Comcheck)

Permit No. _____

Bureau Veritas North America, Inc.

PERMIT APPLICATION

**For questions or to submit your paperwork, please contact the office nearest you
(locations attached)**

Township or Borough: _____ Date: _____

Work Site Address: _____
(street) (city) (state) (zip)

Owner/Applicant: _____ Phone: _____

Mailing Address: _____
(street) (city) (state) (zip)

Contractor: _____ Phone: _____

Contractor Address: _____
(street) (city) (state) (zip)

TYPE OF WORK (Please check either "Residential" or "Commercial" below and provide all information requested)

☐ Residential Project: Description _____ Cost \$ _____

New Bldg. Square Footage All Floors: _____ (not including garage)

Finished Basement Square Footage (if applicable) _____

Office Use Only

Use Group _____ Construction Type _____ Code Used _____

☐ Commercial Project: Description _____ Cost \$ _____

☐ New Building ☐ Existing Building New Bldg. Square Footage All Floors: _____

Use Group _____ Construction Type _____ Occupancy Load _____ Code Used _____

I hereby certify that the proposed work is authorized by the owner of record and that I am or have been authorized to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Print Name _____

Signature _____ Date _____

OFFICE USE ONLY

Building Plan Review Date: _____

☐ Approved

☐ Not Approved

Plan Reviewer: _____

Permit Fee: \$ _____

OVER

RIDGWAY BOROUGH MUNICIPAL PRIOR APPROVALS

(To ensure that all local ordinances are complied with, this form must be completed by the applicant and signed by a Municipal Official prior to the issuance of a building permit by Bureau Veritas North America, Inc.)

Applicant/Property Owner: _____ Phone: _____

Mailing Address: _____

Contractor: _____ Phone: _____

Address: _____

Project Cost: \$ _____

Please check one below:

☐ Residential Project: Description _____ Size: _____

☐ Commercial Project: Description _____ Size: _____

Work Site Address: _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature: _____ Date: _____

APPLICANT MUST HAVE BOROUGH COMPLETE THE FOLLOWING:

Site Located Within Flood Plain? _____ Zoning Type _____

Type of Sewage: _____ (Approval Attached) Not Applicable

Type of Water: _____ (Approval Attached) Not Applicable

Road Occupancy Permit: _____ (Approval Attached) Not Applicable

Stormwater Management: _____ (Approval Attached) Not Applicable

I hereby certify that this application is in compliance with all relevant ordinances of Ridgway Borough and therefore eligible for Municipal approval.

Date Approved/Issued: _____

Borough Officer/Secretary: _____



Bureau Veritas Office Locations - Pennsylvania

Western Pennsylvania	Eastern Pennsylvania
Armstrong Office	Broomall Office
204 Butler Road, Suite 3	790A Parkway Drive
Kittanning, PA 16201	Broomall, PA 19008
P: 724.548.1414	P: 877.392.9445
F: 724.548.1403	F: 877.392.9444
Brookville Office	Pocono Office
1514 Route 28	5510 Memorial Drive
Brookville, PA 15825	Tobyhanna, PA 18466
P: 814.849.2448	P: 570.894.2801
F: 814.849.0825	F: 570.894.2986
Huntingdon Office	Wyoming Office
10773 William Penn Highway, Suite D	184 Keiserville Road
Huntingdon, PA 16652	Tunkhannock, PA 18657
P: 814.643.3480	P: 570.836.7196
F: 814.643.3766	F: 570.836.5967
Mifflin Office	
821 Electric Avenue, Suite C	
Lewistown, PA 17044	
P: 717.242.0992	
F: 717.242.4391	
Somerset Office	
451 Stoystown Road, Suite 105B	
Somerset, PA 15501	
P: 814.701.2181	
F: 814.701.2182	