

COMMERCIAL/NON-RESIDENTIAL **BUILDING PERMIT APPLICATION**

Borough of Oxford

PO Box 380, 1 Octoraro Alley, Oxford, PA. 19363

Phone: 610-932-2500

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2026

IMPORTANT – Applicant must complete all items in sections: I, II, III, and IV

I. LOCATION OF BUILDING

Applicant Name: _____ Phone Number: _____

Location of Building: _____
(#) Street Zoning District

Between: _____ and _____
(Cross Street) (Cross Street)

Lot Subdivision: _____ Lot: _____ Block: _____ Size: _____

Tax Parcel _____

II. TYPE AND COST OF BUILDING

A. TYPE OF IMPROVEMENT

☐ New Building ☐ Addition ☐ Alteration ☐ Repair/replacement ☐ Other _____

B. OWNERSHIP

☐ **Private** (Individual, Corporation, Nonprofit Institution, etc.) ☐ **Public** (Federal, State, or Local Government)

C. COST

Omit Cents

Cost of Improvement: \$ _____

To be installed, **but not included** in the above cost:

a. Electrical \$ _____

b. Plumbing \$ _____

c. Heat / A/C \$ _____

d. Other (Elevator, etc.) \$ _____

TOTAL COST OF IMPROVEMENT \$ _____

D. PROPOSED USE –

- | | |
|---|---|
| ☐ Amusement, Recreational | ☐ Public Utility |
| ☐ House of Worship | ☐ School, library, other educational |
| ☐ Industrial | ☐ Stores, mercantile |
| ☐ Parking Garage | ☐ Tanks, towers |
| ☐ Service Station, repair garage | ☐ Restaurant/Food Service |
| ☐ Hospital, institutional | ☐ Other- Specify _____ |
| ☐ Office, bank, professional | |

Describe in detail proposed use _____

III. SELECTED CHARACTERISTICS OF BUILDING- For new buildings and additions, complete part E-H.

E. PRINCIPAL TYPE OF FRAME

- ☐ Masonry (Wall bearing)
☐ Wood frame
☐ Structural steel
☐ Reinforced concrete
☐ Other _____

F. PRINCIPAL TYPE OF HEATING FUEL

- ☐ Gas
☐ Oil
☐ Electricity
☐ Coal
☐ Other – Specify _____

G. DOES YOUR BUILDING CONTAIN ANY OF THE FOLLOWING:

Elevator/Escalators/Lifts ☐Yes ☐No Sprinkler System ☐Yes ☐No
Pressure Valves ☐Yes ☐No Refrigeration Systems ☐Yes ☐No
Fireplace(s):# _____ Fuel Type: _____ Vent Type: _____

H. DIMENSIONS

Number of Stories _____
Total square feet of floor area, all floors, based on exterior dimensions _____
Total Land area sq. ft. _____

IV. IDENTIFICATION – To be completed by all applicants

Name		Mailing Address- Number, Street, City, & State	Zip Code	Telephone Number and Email
1. Owner or Lessee				
2. Contractor	Name			
	Reg. #			
3. Architect or Engineer				

By signing this document, I hereby certify that I am the property owner or have specifically been authorized by the property owner to compete and file this Permit Application and by doing so, acknowledge that the property owner and I are obligated to comply with all applicable laws and regulations of the Borough of Oxford.

Signature of applicant	Address	Application Date
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APPLICANT IS RESPONSIBLE TO FOLLOW ALL ZONING ORDINANCES, UCC REQUIREMENTS AND BOROUGH OF OXFORD CODE OF ORDINANCES.

ELECTRICAL WORK						If no work, check this box ->	
Total Service	Amps		Tower Devices (List each separately)	Number	Output-Load		Describe Utility Revisions.
Number of Circuits	2 Wire						
	3 Wire						
	4 Wire						
Number of Service Outlets	110V						
	220V						

Enter the Number of fixtures to be Installed, Replaced or Repaired

PLUMBING WORK						If no work, check this box ->	
Tubs		Lavatories		Backflow Preventers		Roof Openings	
Showers		Urinals		Water Heaters		Inside Downs	
Tub/Shower combos		Drinking Fountains		Water Softeners		Exterior Downspouts	
Jacuzzis		Grease Traps		Fire Sprinkler Heads		Parking Lot Drains	
Toilets		Floor Drains		Fire Standpipes		For public water, service size, inches	
Sinks		Garbage Disposals		Fire Hose Connections		For public water, meter size, inches	
Bidets		Water Pumps		Swimming Pools		For public sewer, service size, inches	
Laundry Tubs		Sump Pumps		Lawn Sprinkler Heads			
Dishwashers		Sewage Ejectors					

Describe Utility Revisions:

MECHANICAL WORK						If no work, check this box ->	
Enter the Number of fixtures to be Installed, Replaced or Repaired							
Forced Air Furnaces		Window A/C Unite		A/C Compressors		Kitchen Exhaust Hoods	
Unit Heaters		Split System A/C Units		Air Handling Units		HazMat Exhaust Hoods	
Gas/ / Oil Conversion		Heat Pumps		Coil Unite		Air Cleaners / Scrubbers	
Gravity Furnaces		Space Heaters		Incinerators			
Solid Fuel Appliances		Electric Furnaces		Boilers			

Describe Utility Revisions:

MECHANICAL WORK						If no work, check this box ->	
Use the space below to list any additional work or information about the project							

The checklist below must accompany permit applications for new commercial buildings/structures, additional and renovation projects (those which exceed the scope of Alterations - Level 1)

Project Name:	
Project Address:	
Owner/Agent:	Telephone:
Design professional or other person we can contact about info on this form and other project details (if same as Owner/Agent, just provide fax # and email address):	Telephone:
	Fax:
	Email:

Signature of Plan Reviewer: _____

Date: _____

General Requirements:

All drawings shall be sealed, signed, and dated, by a design professional (licensed architect or engineer). Three (3) physical copies and one digital copy is required for submission. The only exception is when all of the following apply:

- a) The proposed work only involves remodeling or alterations of an existing building or structure.
- b) The proposed work does not change the building's structure or means of egress.

All drawings must be neatly drawn with clean, crisp lettering - they must remain legible after reduction for microfilming.

Computer-generated vicinity maps obtained from web-based services (such as Google Maps) are acceptable, as long as the roadways or street names are legible and will remain that way after reduction for microfilming.

When photographs (including digital ones) are submitted to show building elevations, the images must be in focus and correctly exposed.

While we understand that many items on this checklist may not be included in some alteration or renovation projects, we request that all applicants work through the entire checklist to ensure that any necessary items are included. If any item is not applicable, please check N/A ("not applicable"). This will greatly facilitate review and approval of projects.

If any of the non-mandatory sections (any sections other than Site Plans and Architectural Plans) in this document do not apply to the proposed work, please check the "N/A" box beside the section title (rather than fill in "N/A" next to each item in that section).

All applications must be submitted in person at Borough Hall, 1 Octoraro Alley, Oxford, PA 19363

Once deemed complete, the Borough shall approve or reject a building permit application within 30 business days. An application will not be deemed complete until all required information and detailed plans are submitted and the required permit fee is paid. If a review is suspended until additional information is obtained or for another reason, the 30 day period will begin once the requested information is received by the Borough.

SITE PLAN

☐ Yes ☐ N/A Site plans shall be prepared to scale (not less than 1"=20"), with legend, north arrow, and separate vicinity (site location) map.

☐ Yes ☐ N/A Show the correct street address, parcel number and required municipal zoning on the site plans.

☐ Yes ☐ N/A Show and identify all property lines and rights-of -way, with distance from property lines and adjacent buildings on site plans.

☐ Yes ☐ N/A Show all accessible parking spaces and signage per ICC/ANSI A117.1 and International Building Code on site plan.

☐ Yes ☐ N/A Show accessible curb cuts, ramps and access ways to the building.

☐ Yes ☐ N/A Show all existing and proposed driveway entrances.

☐ Yes ☐ N/A Identify adjacent land uses and zoning.

☐ Yes ☐ N/A Show all easements, flood ways and required buffers.

☐ Yes ☐ N/A Show existing and proposed utilities (with backflow preventers) to serve the site.

☐ Yes ☐ N/A Show existing and proposed finish grades.

☐ Yes ☐ N/A Show details, sections and elevations needed for construction.

☐ Yes ☐ N/A Show all buffers and screening landscaping.

☐ Yes ☐ N/A Show all required parking and loading spaces and calculations.

ARCHITECTURAL PLANS

- ☐ Yes ☐ N/A Show architectural floor plans of each floor. These pages must be at least 18" x 24" in size (but not more than 36" x 42"), drawn to scale of not less than 1/8" = 1. Indicate (or reproduce) the approved, tested hourly rating, number and location of all rated members and assemblies (walls, columns, beams, floor and ceiling, and ceiling and roof fire-rated design assemblies).
- ☐ Yes ☐ N/A Show all fire-rated walls (both existing and new) with their ratings, if not shown elsewhere. Drawings submitted without required fire-rated walls shown will be rejected.
- ☐ Yes ☐ N/A Show the square footage of each floor on the corresponding floor plans.
- ☐ Yes ☐ N/A Identify the names and used of each room.
- ☐ Yes ☐ N/A Furnish door schedule(s), including size, type, rating(if any) and hardware.
- ☐ Yes ☐ N/A Provide all glazing schedules.
- ☐ Yes ☐ N/A Show elevations with dimensions defining overall building height, floor-to-floor heights, or heights to ridge and eave as applicable to the type of building construction listed. (Note: Where an existing building is involved, photographs of all sides of the building may be submitted to show elevations. **These will be acceptable only if they show all elements necessary to determine compliance with the UCC.**)
- ☐ Yes ☐ N/A Provide basement percentage-below-grade calculations.
- ☐ Yes ☐ N/A Indicate roof slopes, drainage system and sized through wall scuppers, if applicable.
- ☐ Yes ☐ N/A Show fixed seating for assembly occupancy to allow determination of occupancy posting required by the International Building Code.
- ☐ Yes ☐ N/A Show walls sections with proposed material sizes, construction and fire-rated assemblies.
- ☐ Yes ☐ N/A Show proposed plumbing fixtures and privacy screens on the plans.
- ☐ Yes ☐ N/A If masonry construction is proposed, include the following information:
- ☐ Type of brick ties and spacing weep holes
- ☐ Control joints
- ☐ Placement of wall flashing and reinforcements
- ☐ Yes ☐ N/A If appropriate for the proposed occupancy, plans should identify all hazardous material control areas, fire barriers and the required fire-resistance ratings for these barriers. All identified control areas shall list the name, class, quantity and method of storage of all hazardous material processed, manufactured or used in a manufacturing process and contained within its fire barriers. Provide a Material Safety Data Sheet for each listed hazardous material. See sections 414 and 415 of the *International Building Code*.
- ☐ Yes ☐ N/A Show the floor slab vapor barrier.
- ☐ Yes ☐ N/A Show foundation water-proofing, if applicable.
- ☐ Yes ☐ N/A All penetrations of fire-rated construction must be per manufacturer's details. The details shall meet or exceed the rating of construction being penetrated. The penetration details shall be exactly as tested by an approved testing laboratory or agency and shall include their system numbers. New penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.
- ☐ Yes ☐ N/A Show penthouse drawings.
- ☐ Yes ☐ N/A Provide on the drawings the calculations for the means of egress widths for the entire floor occupancy load and the existing capacity of all exits including all stairs, doors, corridors and ramped exits.
- ☐ Yes ☐ N/A Show required ventilation louvers and vent sizes.

STRUCTURAL PLANS ☐ N/A

- ☐ Yes ☐ N/A Show foundation plans indicating the proposed slab elevations and type of foundation (i.e., mat foundation, caissons, spread footings, etc.)
- ☐ Yes ☐ N/A Provide preliminary soil analysis data done by a licensed engineer, if required.
- ☐ Yes ☐ N/A Indicate dimensions of foundations.
- ☐ Yes ☐ N/A Show type, size and location of piling and pile caps for pile foundation.
- ☐ Yes ☐ N/A Indicate grade beam sizes.

- ☐ Yes ☐ N/A Indicate a footing schedule defining footing sizes and the required reinforcing.
- ☐ Yes ☐ N/A Show the established footing depth below grade and method of frost protection allowed in section 1805.2.1 of the *International Building Code*.
- ☐ Yes ☐ N/A Indicate the thickness of the floor slab, size of reinforcing, slab elevations, and type and details of foundations.
- ☐ Yes ☐ N/A Indicate location, size and amount of reinforcing steel.
- ☐ Yes ☐ N/A Show foundation corner reinforcing bars and minimum overlapping (as applicable to project structure).
- ☐ Yes ☐ N/A Provide strength of concrete according to designed soil reports.
- ☐ Yes ☐ N/A Show beams, joists, girders, rafters, and/or truss layouts and details of connections, structural steel stud gage, size, and connections.
- ☐ Yes ☐ N/A Indicate the sizes and species of all wood members and their respective design strength.
- ☐ Yes ☐ N/A Show all columns, girders, joists, purlins, beams and base plates; for wood construction show all headers.
- ☐ Yes ☐ N/A Provide a complete lintel schedule.
- ☐ Yes ☐ N/A Indicate the type of anchoring for steel bearing directly on masonry.
- ☐ Yes ☐ N/A Indicate design dead and live, wind, snow, seismic loads for floor areas, roofs, balconies, porches, breezeways, corridors, stairs, mezzanines and platforms. Show concentrated loads, i.e., file rooms, machinery and forklift areas, if greater than those shown on the Code Summary Sheet. Identify shear walls, bracing, strapping fastening, reinforcement and any special anchoring required.
- ☐ Yes ☐ N/A Where applicable, indicate on roof framing plan where concentrated loads (mechanical equipment, cranes, etc.) will be placed.
- ☐ Yes ☐ N/A Indicate on foundation and framing plans the location and lateral load resisting system. (Show walls, braced frames, moment connections, etc.)

FIRE PROTECTIONS PLANS

☐ N/A

- ☐ Yes ☐ N/A Complete a sprinkler design data sheet and include it on the first plan of the sprinkler drawings.
- ☐ Yes ☐ N/A Show floor plans for each floor with sprinkle piping layout, pipe sizes, pipe hanger details, piping materials, doors, walls and room identities.
- ☐ Yes ☐ N/A Show ceiling plans with sprinkler head(s) layout, walls, soffits, openings, doors, dimensions and room identities.
- ☐ Yes ☐ N/A Verify system design by providing hydraulic calculations along with the following:
 _____ Recent water flow test
 _____ 10 percent safety margin
 _____ Type of backflow-preventer or reduced pressure zone showing equivalent foot loss
 _____ Fire pump summary
- ☐ Yes ☐ N/A Note the type of sprinkler system used (e.g., 13, 13D, or 13R)
- ☐ Yes ☐ N/A For residential occupancies such as apartments and condominiums, show sprinkler head locations at breezeways, if applicable.
- ☐ Yes ☐ N/A Indicate the certified testing laboratory agency (e.g. U.L.), their test number and hourly ratings of all new and/or affected rated members and assemblies (i.e. columns, beams, floor/ceiling and ceiling/roof fire-rated design assemblies). Show all new and/or affected fire-rated walls with their ratings, if not shown elsewhere.

☐ Yes ☐ N/A All penetrations of fire-rated construction must be per manufacturer's details. Details shall meet or exceed ratings of construction being penetrated. Penetration details shall be exactly as tested by a certified testing laboratory or agency and shall include their system numbers. All new penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.

☐ Yes ☐ N/A Provide a fire alarm riser showing connection to a UL-approved central station. Show tamper switches on both OS and Y valves of backflow prevention device, unless shown elsewhere.

☐ Yes ☐ N/A Indicate commodity class (per section 3202 or the International Fire Code) and height of any storage.

☐ Yes ☐ N/A Provide Material Safety Data Sheets for any hazardous materials, (also specified under **"Architectural Plans"**).

☐ Yes ☐ N/A Where special temperature-rated or high-temperature sprinklers are required, show sprinkler type(s) per area, office size, cut sheets with K-factor, water requirements, spray pattern, coverage and other pertinent data.

SYSTEM CALCULATIONS (FIRE PROTECTION) ☐ N/A

Hydraulically calculated and pipe schedule fire systems should be designed with a 10 percent safety margin for all new buildings and additions to existing buildings. Calculations for hydraulic systems should include:

☐ Yes ☐ N/A Flow and pressure at each flowing sprinkler head.

☐ Yes ☐ N/A Flow diagram for a grid system

PLUMBING PLANS ☐ N/A

☐ Yes ☐ N/A Show a site utilities plan, if not provide with the civil drawings.

_____ Show the domestic water, fire and irrigation services.

_____ Show the location of the water meters backflow protection type and location

_____ Show the sanitary sewer service from building to public sewer.

☐ Yes ☐ N/A Show interceptors as applicable to project and size by flow rate. (i.e., grease oil. Lint, acid, sand)

☐ Yes ☐ N/A Provide plumbing plan layouts for each flow. These should show the water distribution and drain-waste-vent piping, and all details, notes, legends, and schedules necessary to define the system being installed.

☐ Yes ☐ N/A Show the location of all major components required for a complete system.

☐ Yes ☐ N/A Provide fixture and equipment schedule showing fixture number, detailed description, hot water, cold water, waste and vent connection sizes and other pertinent data.

☐ Yes ☐ N/A Identify all fixtures on floor plans and in riser diagrams with the plumbing fixture schedule number.

☐ Yes ☐ N/A Supply and Waste/Vent piping shall be shown on the floor plans. All pipe sizes shall be clearly shown. In congested areas (e.g., restaurants, grocery stores, etc.), isometrics are required.

☐ Yes ☐ N/A On buildings two stories and above, provide isometric diagrams and/or schematic riser diagrams for Supply and Waste/Vent piping and identify the risers by number (e.g., R1, R2, etc.). Show where all riser base terminations connect to the building drain, along with the interconnected piping on each floor plan. All pipe sizes shall be clearly defined.

☐ Yes ☐ N/A Show the water, sanitary drain-waste-vent piping, and storm leaders/drains. Indicate sizes and materials for above/below grade.

☐ Yes ☐ N/A Show slope of horizontal sanitary and storm drains that equal or exceed 3: diameter, if less than 1/8" per foot.

☐ Yes ☐ N/A Indicate roof drains and emergency roof drains/scuppers with the areas they impact.

Note that "emergency" = "secondary" = "overflow," see following roof drainage examples:

Roof Drain - 6" RD (16880 SF)

Emergency Roof Drain - 6" FRD (8180 SF)
 Parapet Wall Scupper - 8" x 5" WS (4000 SF)
 Emergency Scupper - 8" x 7" ES (4200 SF)

- ☐ Yes ☐ N/A Show toilet room layouts with minimum of 1/4" = 1 foot scale.
- ☐ Yes ☐ N/A Show drinking fountain locations.
- ☐ Yes ☐ N/A All penetrations of fire-rated construction must be per manufacturer's details. The details shall meet or exceed rating of construction being penetrated. The penetration details shall be exactly as tested by an approved testing laboratory or agency and shall include their system numbers.
- ☐ Yes ☐ N/A Room names and numbers for each floor should be on a floor plan for each level.
- ☐ Yes ☐ N/A Provide minimum facilities calculations.
- ☐ Yes ☐ N/A Column line notations, if provided on the architectural/structural plans, shall be indicated on the plumbing plans.

MECHANICAL PLANS

☐ N/A

- ☐ Yes ☐ N/A Show all required wall louvers, penetrations, and fans.
- ☐ Yes ☐ N/A Indicate roof-mounted equipment locations.
- ☐ Yes ☐ N/A Show all mechanical equipment, piping, ductwork (above/below slab) on the mechanical floor and/or roof plan.
- ☐ Yes ☐ N/A Provide mechanical plans for each floor and the roof. These shall show the ductwork layouts, schedules, notes, legends, piping schematics, and details necessary to define the system being installed.
- ☐ Yes ☐ N/A Indicate air distribution devices and show cfm for all supply, return and exhaust devices.
- ☐ Yes ☐ N/A Indicate the location of all equipment components required for a complete system.
- ☐ Yes ☐ N/A Show the smoke ventilation of atriums and pressurization of high-rise stairwells.
- ☐ Yes ☐ N/A Show the condensation drains, primary and secondary, from the unit to the point of discharge.
- ☐ Yes ☐ N/A Indicate toilet exhaust requirements.
- ☐ Yes ☐ N/A Show mechanical room layouts at sufficient scale for dimensions and details to be ascertained.
- ☐ Yes ☐ N/A Show the size of duct runs.
- ☐ Yes ☐ N/A Indicate controls for fan shutdown: emergency manual and automatic smoke detection.
- ☐ Yes ☐ N/A Show the location of all UL 555- certified fire dampers, ceiling radiation dampers, smoke dampers and fire doors.
- ☐ Yes ☐ N/A Show all fire-rated walls (both existing and new) with their ratings on the mechanical plans.
- ☐ Yes ☐ N/A All penetrations of fire-rated construction must be per manufacturer's details.
- ☐ Yes ☐ N/A Room names and numbers for each floor should be on the floor plan for each level.
- ☐ Yes ☐ N/A Provide outside air ventilation rate per the International Mechanical Code.
- ☐ Yes ☐ N/A Column line notations, if provided on the architectural/structural plans, shall be identified on the mechanical plans.
- ☐ Yes ☐ N/A Provide gas piping layout on floor plan for each floor. If multi-story building, all gas piping shall be shown on floor plan, include pipe sizes, water column, and type of material. Provide a schedule of connected equipment, total BTUH demand, total equivalent length and most remove gas appliance.

ELECTRICAL PLANS

- ☐ Yes ☐ N/A Provide panel schedules with circuit and feeder loading, overcurrent protection and NEC load summaries for all new and/or affected panels and services (loading has to be evaluated by highest phase) ; include fault data, short circuit ratings and fault current protection co-ordination.
- ☐ Yes ☐ N/A Provide a single line riser diagram showing all new and/or affected services, feeders, wire sizes and insulation types and conduit sizes and types.
- ☐ Yes ☐ N/A Indicate number of services and their physical locations; clearly indicate mains and characteristics.
- ☐ Yes ☐ N/A Indicate the grounding electrode conductor size with new and/or affected services and transformers, where necessary provide details or notes of methods.
- ☐ Yes ☐ N/A Show physical locations of all new and/or affected panels and switchgear(front).
- ☐ Yes ☐ N/A Indicate receptacle plans with circuitry.
- ☐ Yes ☐ N/A Indicate lighting plans with circuitry.
- ☐ Yes ☐ N/A Show electrical plans for each affected floor, including the roof.
- ☐ Yes ☐ N/A Show wiring method(s), conduit sizes and types, termination temperature (60, 75, 90) requirements, conductor sizes and insulation types.
- ☐ Yes ☐ N/A Indicate the design and/or operation for any of the following applicable life safety systems: emergency generators, smoke evacuation, shaft pressurization and relief, smoke detection, egress and emergency

lighting and fire alarms.

☐ Yes ☐ N/A Indicate how special needs such as classified (hazardous), corrosive and patient care are treated. Provide detailed plan of classified areas. The classifications and how complied with (i.e., hangers, waste treatment and collections, flammable dusts, gases or liquids, spray booths, vehicle servicing and parking, etc.

☐ Yes ☐ N/A Indicate the certified testing laboratory or agency (i.e.; UL) their test number and hourly ratings of all new and/or affected rated members and assemblies (i.e.; columns, beams, floor/ceiling, and ceiling/roof fire-rated design assemblies). Show all new and/or affected fire-rated walls with their ratings, if not shown elsewhere.

☐ Yes ☐ N/A All penetrations of fire-rated construction must be per manufacturer's details. The details shall meet or exceed ratings of construction being penetrated. Penetration details shall be exactly as tested by an approved testing laboratory or agency and shall include their system numbers. New penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.

☐ Yes ☐ N/A Provide all applicable International Energy Conservation Code compliance data on the Building Code Summary sheet or on the electrical plans.

☐ Yes ☐ N/A All submittals should include a listing and labeling statement. (All electrical materials, devices, appliances and equipment shall be labeled and listed by a certified testing laboratory or agency.