

UCC COMMERCIAL BUILDING PERMIT APPLICATION INSTRUCTIONS

Technicon Enterprises, Inc., II 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., II 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.

Date Stamp

UNIFORM CONSTRUCTION CODE BUILDING PERMIT APPLICATION

LOCATION OF PROPOSED WORK OR IMPROVEMENT

Building Permit # _____

County: _____ Municipality: _____ Zoning District _____

Site Address: _____ Tax Parcel # _____

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

Lot Size (Dimensions) _____

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)

- | | | | | | |
|--|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair | <input type="checkbox"/> Demolition | <input type="checkbox"/> Renovation |
| <input type="checkbox"/> Change of Use | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Electrical | | |

Describe the proposed work: _____

ESTIMATED COST OF CONSTRUCTION (reasonable fair market value) \$ _____

DESCRIPTION OF BUILDING USE (Check One)

RESIDENTIAL

- ☐ One-Family Dwelling (R-3) ☐ Two-Family Dwelling (R-3)

BUILDING/SITE CHARACTERISTICS

Number of Residential Dwelling Units: _____ Existing, _____ Proposed

Mechanical: Indicate type of Heating/Ventilating/Air Condition (i.e., electric, gas, oil, etc.)

Water Service: (Check) ☐ Public ☐ Private (Well Permit# _____)

Sewer Service: (Check) ☐ Public ☐ Private (Sewage Permit # _____)

Electrical ☐ YES ☐ NO Electrical Service ☐ YES ☐ NO

Does or will your building contain any of the following:

Fireplace(s): Number _____ Type of Fuel _____ Type Vent _____

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

Sprinkler System: ☐ YES ☐ NO

FLOODPLAIN

Is the site located within an identified flood hazard area? (Check One)

☐ YES

☐ NO

Will any portion of the flood hazard area be developed? (Check One)

☐ 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

Lowest Floor Level: _____

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.

I/WE HAVE RECEIVED A COPY OF THE REQUIRED INSPECTIONS AND ARE FULLY AWARE OF THESE REQUIREMENTS.

Date: _____

Applicant's Signature

Date: _____

Applicant's Signature

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

Directions to Site: _____

FOR CODE ADMINISTRATOR USE ONLY

ADDITIONAL PERMITS/APPROVALS REQUIRED

<input type="checkbox"/> STREET CUT/DRIVEWAY <input type="checkbox"/> PENNDOT HIGHWAY OCCUPANCY <input type="checkbox"/> DEP FLOODWAY OR FLOODPLAIN <input type="checkbox"/> EROSION AND SEDIMENT CONTROL PLAN <input type="checkbox"/> SEWER CONNECTION <input type="checkbox"/> ON-LOT SEPTIC <input type="checkbox"/> ZONING <input type="checkbox"/> PUBLIC WATER CONNECTION <input type="checkbox"/> OTHER _____	APPROVED _____ APPROVED _____ APPROVED _____ APPROVED _____ APPROVED _____ APPROVED _____ APPROVED _____ APPROVED _____
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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 # _____

PROJECT DOCUMENTS (DRAWINGS & CALCULATIONS)

Type of documents:	Submitted		Signed & Sealed		Date:	Revision Date:
Foundation Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Construction Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Electrical Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Mechanical Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Plumbing Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Specifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Flood Hazard Area Data	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
Workers Comp. Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____

BUILDING DIMENSIONS

Existing Building Area: _____ sq.ft. Number Of Stories: _____

Proposed Building Area: _____ sq.ft. Height of Structure Above
Grade: _____ ft. Area of the Largest Floor: _____
Total Building Area: _____ sq.ft.