



**Departments of Code Compliance,
Planning & Zoning and Public Works**

Permit Submittal Guide for Non-Residential Projects

**(This applies to all projects except
one and two family dwellings)**

TABLE OF CONTENTS FOR NON-RESIDENTIAL PROJECTS

Introduction	ii	
Chapter 1	CODE COMPLIANCE	1
	Requirements for Non-Residential New Construction, Additions and/or Alterations.....	1
Chapter 2	PLANNING AND ZONING	2
	Requirements for New Non-Residential Construction	2
	Requirements for Non-Residential Additions and Alterations	2
Chapter 3	PUBLIC WORKS	3
	Requirements for New Non-Residential Construction.....	3
	Requirements for Non-Residential Additions and Alterations	3
EXAMPLES OF INSPECTION REQUIREMENTS FOR BUILDING PERMITS		4
NON-RESIDENTIAL FEE SCHEDULE WORKSHEET		5
GENERAL SUBMITTAL REQUIREMENT CHECKLIST		6

Introduction

This booklet was prepared to help owners, designers, and contractors submit the information necessary for the Township Staff to process your Application for Zoning Review, Building Plan Examination and Building Permit, for non-residential projects. (This includes multi-family and motel use group projects.) Your project will be evaluated in terms of compliance with the State of Pennsylvania Uniform Construction Code (UCC), as well as the Building, Fire, Plumbing, Mechanical, Electrical, Energy and Handicap Accessibility code requirements as adopted by Manheim Township. The Department of Planning and Zoning also reviews plans for compliance with all Zoning requirements.

Upon issuance, the Building Permit is required to be posted and visible from the public roadway. Permit approval requires compliance with all codes, regulations, and ordinances adopted by Manheim Township.

Two sets of approved construction documents are required. One set of stamped, approved construction documents (plans and specifications) and permit amendments are returned to the permit applicant when the building permit is issued. The Township approved set of construction documents shall remain on the job site at all times. The contractor's name, project street address, building permit number and type of inspection must be provided when scheduling inspections.

Buildings or structures may not be used or occupied until the Township issues the Certificate of Use and Occupancy. This includes the stocking of merchandise.

Should you have any questions concerning your project, please contact the appropriate Department.

Department of Code Compliance
1840 Municipal Drive
Lancaster, PA 17601-4162
(717) 569-6406 ext. 6

Department of Planning & Zoning
1840 Municipal Drive
Lancaster, PA 17601-4162
(717) 569-6406 ext. 7

Department of Public Works
1840 Municipal Drive
Lancaster, PA 17601-4162
(717) 569-6406 ext. 129

Chapter 1: Code Compliance

Requirements for Non-Residential New Construction, Additions and/or Alterations

- ❑ Submit a completed Application for Zoning Review, Building Plan Examination and Building Permit.
 - ❑ Submit the Commercial Fee Worksheet.
 - ❑ For new buildings, fees must be paid prior to permit issuance. For all other types of work, fees must be paid at the time of application. Applicable fees may include, but are not limited to the following: building permit, water tapping, transportation impact fees, sign permits, and fire permits.
 - ❑ Submit two (2) sets of construction documents (plans and specifications) that include: building floor plans indicating the use(s), structural plans, cross sections, structural calculations, electrical, mechanical, fire protection and plumbing systems.
 - ❑ Submit two (2) copies of the energy evaluation report for the building envelope, lighting and HVAC.
 - ❑ Submit two (2) copies of the Geo-Technical Report sealed by a Professional Engineer.
 - ❑ Submit two (2) copies of the site plans which include details for parking and access by the physically handicapped, location and design of test manhole for industrial wastes, underground fire main lead-in details, fire hydrant and fire department connection locations, site utilities such as gas, water, sewer and electrical service. (Note: Two (2) additional copies of the site plans, separate from the other construction documents, are also required for review by the Planning and Zoning Department.)
 - ❑ All construction documents, including structural calculations must be signed and sealed by a Professional Engineer or Registered Architect for the State of Pennsylvania responsible for the design of the project. **Note:** *One set of approved construction documents will be returned with the building permit. These plans will be stamped approved and this set is to remain on the job site until this office has accepted the building and a Certificate of Occupancy is issued.*
 - ❑ Submit copies of the Pennsylvania Labor and Industry approvals for elevators, boilers over 199,00 BTU, Department of Health regulated work, etc.
 - ❑ Submit water usage calculations for determination of any water usage fees.
 - ❑ Submit a completed "Waste Discharge Survey" form signed by the owner or responsible tenants of the building.
 - ❑ Automatic Fire Sprinkler Systems and Standpipe Systems – Submit two (2) complete sets of drawings, hydraulic calculations and recent water test information NOTE: This test must be witnessed by a Township Code Official. All drawings and calculations must be signed and sealed by a Professional Engineer or NICET Level III or IV Designer responsible for the design. Automatic fire sprinkler system design includes underground fire main piping design.
 - ❑ A completed **Plan Submittal Guide for Fire Protection Systems** must be submitted for fire alarm systems and for the supervision of fire sprinkler systems. Certification Forms of Completion are required to be submitted at the final for Automatic Fire Detection Systems. (See Fire Alarm Submittal Guide and Code Official.) Required systems shall be UL or FM certified.
- 1
- ❑ Fire Alarm systems shall be installed, tested and maintained by a fire alarm contractor licensed by the Township.

- ❑ Blasting – A separate fire permit issued by the Department of Code Compliance is required for all blasting operations. Fire permits for the purpose of blasting will only be issued to blasting contractors licensed by the Township. (For more information on licensed contractors or obtaining a blasting permit, contact the Code Compliance Department.)
- ❑ Tanks – A separate fire permit is required for the removal or installation of aboveground and underground storage tanks for combustible and flammable liquids.
- ❑ Application for Certificate of Use and Occupancy – This application must be signed and submitted to the Code Compliance Department at the time the permit is issued.
- ❑ All commercial buildings are required to display the street address number not less than 6 inches in height at the front. All multi-tenant buildings must also display street numbers not less than 6 inches in height at all rear entrances as well. The street address numbers shall be easily observed and readable from the public right-of-way and shall be of contrasting colors to the background on which they are placed, in addition to being permanent in nature.

Chapter 2: Planning and Zoning

Requirement for New Non-Residential Construction

- ❑ Submit a completed Application for Zoning Review, Building Plan Examination and Building Permit.
- ❑ Submit two (2) copies of a site plan for review and approval.
- ❑ Obtain final plan approval by the Township Board of Commissioners (applicable for Land Development and Subdivision projects).
- ❑ Proof of recording with the Lancaster County Courthouse should be provided for all Subdivision and Land Development plans.
- ❑ Transportation Impact Fee Determination Sheet must be submitted for review and approval.
- ❑ Submit a copy of the approval letter from the Lancaster County Soil Conservations District, if applicable.
- ❑ Submit a copy of any required Penn DOT permits (driveway, highway occupancy, and signalization), if applicable.
- ❑ Structures shall not be used or occupied without obtaining a Certificate of Use and Occupancy from the Township.
- ❑ Securities required by Ordinance shall be obtained prior to recording for all site improvements.

Requirements for Non-Residential Additions

- ❑ Submit two (2) site plans for review and approval.
- ❑ Submit two (2) complete sets of Storm Water Management, Subdivision or Land Development Plans (additions only), if applicable.
- ❑ Submit a completed Transportation Impact Fee Determination Sheet for review and approval.

2

- ❑ Indicate any change of use that may apply to the Impact Fee Ordinance, which may require payment of impact fees to the Township.
- ❑ Signs must be applied for under separate permit. A Sign Submittal Guide may be obtained from the Code Compliance Department upon request.
- ❑ Structures shall not be used or occupied without obtaining a Certificate of Use and Occupancy from the Township.

Requirements for Non-Residential Alterations

- ❑ Submit two (2) drawings of interior floor spaces drawn to scale clearly identifying each space as to its intended use. If the interior alterations affect the site requirements, then two full sets of site plans will also be required by Planning and Zoning.
- ❑ Indicate any change of use that may apply to the Impact Fee Ordinance, which may require payment of impact fees to the Township.
- ❑ Signs must be applied for under separate permit. A Sign Submittal Guide may be obtained from the Code Compliance Department upon request.
- ❑ Structures shall not be used or occupied without obtaining a Certificate of Use and Occupancy from the Township.

Chapter 3: Public Works

Requirements for New Non-Residential Construction

- ❑ Grading Permit – A grading permit is required for all approved on-site improvements on the exterior of the building(s) including alterations to driveways outside the public right-of-way.
 - Submit Application for Grading Permit with two site improvement plans attached. All site improvement plans for commercial projects, land development, subdivision and storm water projects require the seal and signature of an individual properly registered in the Commonwealth of Pennsylvania to perform such duties.
 - Submit the required fee. The fee is based on the contractual value of the site work.
- ❑ Street Opening Permit – A Street Opening Permit is required for all work occurring within a public right-of-way. Submit the proper application and fee.

Requirements for Non-Residential Additions and Alterations

- ❑ Public Works approval is required for on-site improvements located within public right-of-ways.
- ❑ For requirements for additions, see the above “Requirements for New Non-Residential Projects”.

Examples of Inspection Requirements for Building Permits

See the Back of the Building Permit Card for the Required Building Inspections

1. Footings, poured in-place walls, and grade beams – prior to pouring concrete; forms and reinforcing steel must be in place with proper clearances. Soils and concrete testing may be required.
2. Water service piping inspection and test on the building side of the water meter or meter pit.
3. Foundations with insulations, damp-proofing or waterproofing - prior to backfilling.
4. Underground/under slab sewer lateral, water service inspection and tests – prior to concealment.
5. Hydrant flow test to verify water flow and pressure for fire sprinkler design. This test must be witnessed by a Township Code Official.
6. Underground fire service piping hydrostatic test and flushing – prior to concealment and prior to connection to the above ground sprinkler piping.
7. Aboveground fire sprinkler piping and standpipe hydrostatic testing (air and/or water).
8. Electrical inspections: service, underground/slab, rough wire and final
9. Aboveground drain waste vent (DWV) piping, water distribution piping and gas piping inspections and tests – prior to framing inspection and concealment.
10. Mechanical equipment and HVAC duct rough in and final inspections.
11. Structural framing: exterior structural envelope and interior members – prior to concealment by insulation, drywall or other materials.
12. Inspection and testing of the kitchen hood/exhaust and fire suppression system.
13. Fire alarm system final acceptance test of all equipment, wiring and devices including verification of signals that are transmitted to an approved central station.
14. Automatic fire sprinkler system final including the inspector's test connection and main drain test.
15. Final inspection of all site improvements by the Planning and Zoning Department.
16. Final building, plumbing, electrical, mechanical, fire protection systems inspection prior to use and occupancy.

All testing completion forms must be completed and given to the Code Official at the time of inspections.

The Township Code Official shall be notified two (2) days in advance of all tests performed on all Fire Protection Systems and a minimum of two (2) to three (3) days in advance of all other inspections, provided time is available. Inspections are scheduled on a first come, first serve basis, so plan accordingly to obtain a desired inspection time.

NON-RESIDENTIAL PERMIT FEE SCHEDULE WORKSHEET

Please fill in all the spaces that pertain to the work being performed

NEW CONSTRUCTION AND ADDITIONS – fees for additions are required at time of application

First Floor: _____ S.F. x \$.60/S.F. = \$ _____

Second Floor: _____ S.F. x \$.60/S.F. = \$ _____

Third Floor: _____ S.F. x \$.60/S.F. = \$ _____

Basement: _____ S.F. x \$.60/S.F. = \$ _____

Minimum Fee for New Construction and Additions is \$150.00

Deck: _____ S.F. x \$.20/S.F. = \$ _____

Minimum Fee for Decks is \$100.00

Total Square Footage: _____ Total Permit Fee: \$ _____

ALTERATIONS - required at time of application

Dollar Value of Work Being Performed (materials & labor): \$ _____

Dollar Value

\$300 - \$4,999.99 \$200.00

\$5,000 - and above \$200.00 for the first \$5,00 + \$5.00 per each additional \$1,000

(Prorated)

ALTERATION PERMIT FEE: \$ _____

Minimum Permit Fee: \$150.00

Comments: _____

UCC Mandated Education Fee (\$4.00 per permit)

\$ 4.00

Total Permit Fee: \$ _____

Effective Date: January 1, 2009



NON-RESIDENTIAL BUILDING PERMIT APPLICATIONS

THE FOLLOWING INFORMATION MUST BE PROVIDED AT THE TIME OF SUBMITTAL

COMPLETED AND SIGNED PERMIT APPLICATION

COMPLETED FEE WORKSHEET

CHECK OR CASH (EXCLUDING NEW BUILDINGS)

FOR NEW CONSTRUCTION AND ADDITIONS –

- 2 SEPARATE COPIES OF A SITE PLAN FOR PLANNING & ZONING;
- 2 COPIES OF CONSTRUCTION DOCUMENTS INCLUDING SITE PLANS, FLOOR PLANS WITH EACH ROOM IDENTIFIED, WALL CROSS-SECTIONS AND ANY SPECIFICATIONS, MANUFACTURER'S INFORMATION SHEETS, AND CALCULATIONS; AND
- 1 COPY OF EVIDENCE OF ANY REQUIRED PLAN APPROVALS (SUCH AS LABOR & INDUSTRY ELEVATORS OR BOILERS, DEPT. OF HEALTH, DEPT OF AG).

FOR INTERIOR ALTERATIONS –

- 2 COPIES OF CONSTRUCTION DOCUMENTS INCLUDING FLOOR PLANS WITH EACH ROOM IDENTIFIED, WALL CROSS-SECTIONS AND ANY SPECIFICATIONS, MANUFACTURER'S INFORMATION SHEETS, CALCULATIONS, AND;
- 2 SEPARATE COPIES OF A FLOOR PLAN WITH THE USE OF EACH ROOM IDENTIFIED FOR PLANNING AND ZONING. TWO FULL SETS OF SITE PLANS WILL ALSO BE REQUIRED BY PLANNING AND ZONING IF THE INTERIOR ALTERATIONS AFFECT THE SITE PLAN REQUIREMENTS.

NOTE: 1 COPY OF EVIDENCE OF ANY REQUIRED PLAN APPROVALS IS REQUIRED PRIOR TO PERMIT ISSUANCE. PLAN APPROVAL INCLUDES BUT ARE NOT LIMITED TO LABOR & INDUSTRY ELEVATORS OR BOILERS, DEPT. OF HEALTH, DEPT OF AGRICULTURE.

**THE CODE COMPLIANCE DEPARTMENT
WILL NOT ACCEPT INCOMPLETE
PERMIT APPLICATIONS.**