



# PERMIT SUBMITTAL GUIDE FOR COMMERCIAL PROJECTS

*This applies to all projects except 1 & 2 family dwellings and townhouses*

## **INTRODUCTION**

## **CODE COMPLIANCE/BUILDING PLAN REVIEW**

- REQUIREMENTS FOR COMMERCIAL NEW CONSTRUCTION / ADDITIONS
- REQUIREMENTS FOR COMMERCIAL ALTERATIONS

## **PLANNING AND ZONING**

- REQUIREMENTS FOR NEW COMMERCIAL CONSTRUCTION / ADDITIONS & ALTERATIONS

## **PUBLIC WORKS**

- REQUIREMENTS FOR NEW COMMERCIAL CONSTRUCTION / ADDITIONS & ALTERATIONS

## **EXAMPLES OF INSPECTIONS FOR BUILDING PERMITS**

## **COMMERCIAL FEE SCHEDULE WORKSHEET**

## **GENERAL SUBMITTAL REQUIREMENT CHECKLIST**

# INTRODUCTION

This booklet was prepared to assist owners, design professionals and contractors in submitting the information necessary for the Township Staff to process your Application for Zoning Review, Building Plan Examination and Building Permit, for commercial projects. (This includes multi-family and motel use group projects.) Your project will be evaluated and reviewed for compliance with the Commonwealth of Pennsylvania Uniform Construction Code (UCC), as well as the International Code Council Building, Fire, Plumbing, Mechanical, Electrical, Energy and 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.
- Construction documents are required for Township review and approval.
- After approval, one set of stamped, approved Township 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.

**Structures shall not be used and occupied without obtaining a certificate of use and occupancy permit from the Township. This includes employee hiring or training, and the placement of any inventory, merchandise, furnishings or supplies. Temporary Certificates of Use and Occupancy may be issued if warranted and are issued on a case-by-case basis.**

Should you have any questions concerning your project, please contact the appropriate Department for further assistance:

**Department of Code Compliance**  
1840 Municipal Drive  
Lancaster, PA 17601  
(717) 569-6406 ext. 6  
[codecompliance@manheimtownship.org](mailto:codecompliance@manheimtownship.org)

**Department of Planning & Zoning**  
1840 Municipal Drive  
Lancaster, PA 17601  
(717) 569-6406 ext. 7  
[planningzoning@manheimtownship.org](mailto:planningzoning@manheimtownship.org)

**Department of Public Works**  
1840 Municipal Drive  
Lancaster, PA 17601  
(717) 569-6406 ext. 1129  
[publicworks@manheimtownship.org](mailto:publicworks@manheimtownship.org)

# CODE COMPLIANCE/BUILDING PLAN REVIEW

## REQUIREMENTS FOR COMMERCIAL NEW CONSTRUCTION / ADDITIONS

- Submit a completed [Application for Zoning Review, Building Plan Examination and Building Permit](#)
- Submit a completed [Non-Residential Fee Worksheet](#)
- All fees shall be paid upon permit issuance. Applicable fees may include, but are not limited to the following: building permit, water tapping, zoning, and transportation impact fees.
- A payment invoice will be provided to the permit applicant at time of the permit issuance.
- Submit two (2) sets of construction documents (plans and specifications) that include: building exterior wall envelope, flashing details, building floor plans indicating the use(s), structural plans, cross sections, structural calculations, electrical, mechanical, fire protection and plumbing systems. Engineered drawing sizes shall be minimum of 18" x 24" and maximum of 36" x 42". Scale no less than 1/8" = 1'-0".
- Indicate occupant loads for each room or space on the plans.
- Submit two (2) copies of the energy evaluation report for the Building Envelope, Interior and Exterior Lighting and Mechanical HVAC.
- Submit two (2) copies of the Geo-Technical Report signed and sealed by a Professional Engineer.
- Submit two (2) copies of the site plans which include details for parking and access by the physically handicapped, accessible routes, 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 required for review by Planning and Zoning)**
- Identify the licensed architect(s), engineer(s) and who is the design professional of record.
- All construction documents and project specifications, including structural calculations must be signed and sealed by a Professional Engineer or Registered Architect in 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 approved the building and a Certificate of Occupancy is issued.*
- Submit copies of the Pennsylvania Labor and Industry approvals for Elevators, Boilers over 199,000 BTU, Department of Health regulated work, etc.
- Automatic Fire Sprinkler Systems and Standpipe Systems – Submit two (2) complete sets of drawings, hydraulic calculations and material data sheet. All drawings and calculations must be signed and sealed by a Professional Engineer or NICET Level III or IV Designer responsible for the design.
- A completed [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 to be submitted at final for Automatic Fire Detection Systems. Required systems to be UL or FM certificated.
- Fire Alarm systems shall be installed, tested & maintained by a Township licensed fire alarm contractor.
- For new construction, submit a copy of the LASA Connection Permit.
- For new construction, submit evidence of the City of Lancaster domestic and fire water design approval.
- For new construction with a fire sprinkler system, submit a copy of a letter from the City of Lancaster Water Bureau specifying the available water supply.
- 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 are only 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 used for combustible and flammable liquids, and related equipment.
- All commercial buildings are required to display the street address number on the building in an approved location 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 entrances. 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.

# CODE COMPLIANCE/BUILDING PLAN REVIEW

## REQUIREMENTS FOR COMMERCIAL ALTERATIONS

- Submit a completed [Application for Zoning Review, Building Plan Examination and Building Permit](#)
- Submit a completed [Non-Residential Fee Worksheet](#)
- All fees shall be paid upon permit issuance. Applicable fees may include, but are not limited to the following: building permit, water tapping, zoning, and transportation impact fees.
- A payment invoice will be provided to the permit applicant at time of the permit issuance.
- Submit two (2) sets of construction documents (plans and specifications) that include: building exterior wall envelope, flashing details, building floor plans indicating the use(s), structural plans, cross sections, structural calculations, electrical, mechanical, fire protection and plumbing systems. Engineered drawing sizes shall be minimum of 18" x 24" and maximum of 36" x 42". Scale no less than 1/8" = 1'-0".
- Indicate occupant loads for each room or space on the plans.
- Submit two (2) copies of the energy evaluation report for the Building Envelope, Interior and Exterior Lighting and Mechanical HVAC.
- Submit two (2) copies of the Geo-Technical Report signed and sealed by a Professional Engineer.
- Submit two (2) copies of the site plans which include details for parking and access by the physically handicapped, accessible routes, 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.)**
- Identify the licensed architect(s), engineer(s) and who is the design professional of record.
- All construction documents and project specifications, 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 approved the building and a Certificate of Occupancy is issued.*
- Submit copies of the Pennsylvania Labor and Industry approvals for Elevators, Boilers over 199,000 BTU, Department of Health regulated work, etc.
- Automatic Fire Sprinkler Systems and Standpipe Systems – Submit two (2) complete sets of drawings, hydraulic calculations and material data sheet. All drawings and calculations must be signed and sealed by a Professional Engineer or NICET Level III or IV Designer responsible for the design.
- A completed [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 to be submitted at final for Automatic Fire Detection Systems. Required systems to be UL or FM certificated.
- Fire Alarm systems shall be installed, tested & maintained by a Township licensed fire alarm contractor.
- All commercial buildings are required to display the street address number on the building in an approved location 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 entrances. 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.

# PLANNING AND ZONING

## **REQUIREMENTS FOR NEW CONSTRUCTION & ADDITIONS**

- Submit two (2) copies of site plans.
- Submit two (2) copies of building floor plans which clearly identify the use(s) for each room or area.
- Obtain final plan approval from the Township Board of Commissioners (applicable for Land Development, Subdivision and certain Storm water plans)
- Securities required by Ordinance shall be obtained prior to recording for Land Development, Subdivision and Storm water plans.
- Proof of recording with the Lancaster County Courthouse should be provided for all Subdivision and Land Development plans.
- Transportation Impact Fee Determination calculation must be submitted for review and approval.
- After Township approval, the Transportation Impact Fee is paid prior to permit issuance.
- Submit a copy of the approval letter from the Lancaster County Soil Conservations District, if applicable.
- Submit a copy of any required PennDOT permits (driveway, highway occupancy, and signalization), if applicable.
- Structures shall not be used or occupied without a Certificate of Use and Occupancy from the Township.

## **REQUIREMENTS FOR ALTERATIONS**

- Submit two (2) sets of interior plans drawn to scale which clearly identify each space as to its intended use.
- Submit two (2) sets of site plans to the Planning and Zoning Department if the interior alterations affect the outside site requirements, such as setbacks, number of parking spaces, landscaping, etc.
- Indicate any change of use that may apply to the Impact Fee Ordinance. If applicable the Transportation Impact Fee Determination calculation must be submitted for review and approval.
- 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.

# PUBLIC WORKS

## **REQUIREMENTS FOR NEW COMMERCIAL 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 COMMERCIAL ADDITIONS & 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 INSPECTIONS FOR BUILDING PERMITS

## See the Back of the Orange 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 insulation, damp-proofing or waterproofing - prior to backfilling.
4. **UNDERGROUND/UNDER SLAB SEWER LATERAL, WATER SERVICE** inspection and tests – prior to concealment.
5. **UNDERGROUND FIRE SERVICE** piping visual inspection – prior to concealment and prior to connection to above ground piping.
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. **FRAMING**: exterior structural envelope and interior members – prior to concealment by insulation, drywall or other materials.
12. **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.

All inspections and tests shall be scheduled through the Township with the exception of electrical inspections. Electrical inspections are to be scheduled through Associated Building Inspections (ABI) at 866-733-1654 or Code Administrators (CAI) at 717-859-3350.

Inspections are scheduled on a first come, first serve basis, so plan accordingly to obtain a desired inspection time. A 2-3 day lag time is typical for scheduling of construction inspection.



1840 Municipal Drive Lancaster, PA 17601-4105  
 (717) 569-6406 ext. 6 Fax (717) 560-4183  
 codecompliance@manheimtownship.org  
 www.manheimtownship.org

Permit Code: \_\_\_\_\_ Permit No: \_\_\_\_\_

**APPLICATION FOR ZONING REVIEW, BUILDING PLAN EXAMINATION AND BUILDING PERMIT**

*Please use ball point pen and press hard*

"I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as an authorized agent and I agree to conform to all Manheim Township Ordinances as well as all statutes and regulations of the Commonwealth of Pennsylvania, including compliance by all sub-contractors with the Pennsylvania Worker's Compensation reform Act of 1993."

\_\_\_\_\_  
 Signature of Property Owner or Authorized Agent's (Permit Applicant)

\_\_\_\_\_  
 Printed Name of Property Owner or Authorized Agent

**Project Address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact #:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_  
**Applicant is:**  Owner  Contractor  Architect/Engineer  Tenant  Other \_\_\_\_\_

**Property Owner (at time of application) No P.O. Boxes**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Tenant Name (if applicable):** \_\_\_\_\_ **City:** \_\_\_\_\_ **St.** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contractor No P.O. Boxes PA Home Improvement Contractor's Registration No.** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Work #:** \_\_\_\_\_ **ext.** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **St.** \_\_\_\_\_ **Zip** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Architect/Engineer No P.O. Boxes**

**Name:** \_\_\_\_\_ **Work #:** \_\_\_\_\_ **ext.** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **St.** \_\_\_\_\_ **Zip** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**USE OF STRUCTURE (Check One)**

Single Family  Multi-Family # of Units \_\_\_\_\_ of \_\_\_\_\_  Hotel, Motel, Dormitory # of Units \_\_\_\_\_  
 Non-Residential (Describe) \_\_\_\_\_

**DESCRIPTION OF WORK (Check All Spaces That Apply)**

New Building  Addition  Alteration  Repair/Replace  Demolition  
 Porch  Attached Garage  Detached Garage  Deck  Shed/Outbuilding  
 Above-ground Swimming Pool  In-Ground Swimming Pool  Interior Hot Tub/Spa  Exterior Hot Tub/Spa  Other: \_\_\_\_\_ (Describe)  
 Photovoltaic

**WORK WILL INCLUDE: (Check All Spaces That Apply)**

Energy/Insulation  Electrical  Plumbing  HVAC  
 Fire Protection System (Type) \_\_\_\_\_  Other (Describe) \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ **Total Project Square Footage:** \_\_\_\_\_ **No. of Stories:** \_\_\_\_\_  
**Lot #:** \_\_\_\_\_ **Total Project Dollar Value:** \_\_\_\_\_ **Structure Height:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Building Fee:** \_\_\_\_\_ **UCC Fee:** \_\_\_\_\_ **Zoning Review Fee:** \_\_\_\_\_ **Impact Fee:** \_\_\_\_\_  
**Water Fee:** \_\_\_\_\_ **Fire Fund:** \_\_\_\_\_ **Sewer Permit #:** \_\_\_\_\_ **Water Permit #:** \_\_\_\_\_  
**Parcel #:** \_\_\_\_\_ **Zoning Review By:** \_\_\_\_\_ **Zoning Approval Date:** \_\_\_\_\_  
**Zoning District:** \_\_\_\_\_ **Zoning Comments:** \_\_\_\_\_

**Code Compliance Review By:** \_\_\_\_\_ **Code Compliance Approval Date:** \_\_\_\_\_  
**Description of Work:** \_\_\_\_\_



Manheim Township Code Compliance Department  
Non-Residential Building Permit Fee Worksheet

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

Street Address: \_\_\_\_\_

Permit No.: \_\_\_\_\_

---

**NEW CONSTRUCTION AND ADDITIONS**

First Floor: \_\_\_\_\_ Square Feet

Second Floor/Mezzanine: \_\_\_\_\_ Square Feet

Third Floor: \_\_\_\_\_ Square Feet

Basement: \_\_\_\_\_ Square Feet

**Total Square Footage \_\_\_\_\_ x \$0.70 = Total New Construction/Addition Fee \$ \_\_\_\_\_**  
**Minimum Fee for New Construction and Additions is \$175.00.**

Deck/Exterior Ramp: \_\_\_\_\_ Square Feet x \$0.30 = \$ \_\_\_\_\_  
**Minimum Fee for Decks is \$150.00.**

Canopies: \_\_\_\_\_ Square Feet x \$0.20 = \$ \_\_\_\_\_  
(Opened-sided drive-thru, bus shelter, pavilion, etc.)  
**Minimum Fee for Canopies is \$150.00.**

Site-Built Accessory Structures: \_\_\_\_\_ Square Feet x \$0.20 = \$ \_\_\_\_\_  
**Minimum Fee for Accessory Structures is \$150.00.**

---

**ALTERATIONS**

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

<u>Project Dollar Value</u>	<u>Permit Fee</u>
\$300.00 - \$4,999.99	\$250.00
\$5,000 - \$14,999.99	\$300.00
\$15,000 and above	\$400.00 plus \$5.00 for each additional \$1,000 (Round up to the nearest \$1,000)

**Total Alteration Permit Fee** \$ \_\_\_\_\_

---

Total New Construction/Addition Permit Fee: \$ \_\_\_\_\_

Total Alteration Permit Fee: \$ \_\_\_\_\_

**Total Code Compliance Dept. Building Permit Fee:** \$ \_\_\_\_\_

***There will be additional fees including a PA UCC Mandated Educational Fee and other fees assessed by the Planning & Zoning Department.***

***\*\*A payment invoice will be provided to the permit applicant prior to the permit issuance.***



# **Non-Residential Building Permit Applications**

*The following information must be provided at time of permit submittal.*

- Completed and signed permit application.
- Completed Non-Residential Permit Fee Schedule Worksheet

## **For New Construction and Additions:**

- Two (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 for the Code Compliance Department; and
- Two (2) additional copies of the site plan, separate from the construction documents, for the Planning and Zoning Department; and

## **For Interior Alterations:**

- Two (2) copies of construction documents including floor plans with each room identified, wall cross-sections and any specifications, manufacturer's information sheets, calculations; for the Code Compliance Department; and
- Two (2) additional copies of the floor plan with the use of each room identified, separate from the construction documents, for the Planning and Zoning Department.
- Two (2) full sets of site plans, separate from the construction documents, will also be required by the Planning and Zoning Department if the interior alterations affect the site plan requirements.

**Note:** One (1) copy of the evidence of any other agency approvals such as, but not limited to, the Pa. Dpt. of Health, Pa Dpt. of Labor & Industry (Elevators), Water Authority, Sewer Authority, is required prior to permit issuance.

***The Code Compliance Department will not accept incomplete permit applications.***