



PERMIT GUIDE FOR: NEW COMMERCIAL BUILDINGS AND ADDITIONS

This guide applies to all new construction and additions, except one- and two-family dwellings and townhouses.

INTRODUCTION

This guide 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 the State of Pennsylvania and Manheim Township. The Department of Planning and Zoning also reviews plans for compliance with all Zoning requirements.

PERMIT APPLICATION AND ACCOMPANYING DOCUMENTS

Adequate documentation is to be submitted to demonstrate compliance with applicable code provisions as detailed below.

- Submit a completed [Application for Zoning Review, Building Plan Examination and Building Permit](#)
- Submit a completed [Non-Residential Fee Worksheet](#)
- A payment invoice will be provided to the permit applicant at time of the permit issuance.
- 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.
- 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.

PERMIT APPLICATION AND ACCOMPANYING DOCUMENTS, cont'd.

- Submit two (2) sets of construction documents (plans and specifications) that include: construction type of the building, 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. All requested deferrals shall be indicated on the plans. Common deferrals include fire sprinkler and alarm systems, kitchen exhaust hood systems, and pre-engineered or alternative suppression systems. All deferral authorizations are at the discretion of the Code Official. 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 utility authority authorizations as applicable. Utility authorizations cannot be deferred.
 - For new construction or additions that require an increase in capacity, submit a copy of the LASA Connection Permit, or provide evidence in writing from LASA that one is not required.
 - For new construction, submit evidence of the City of Lancaster domestic and fire water design approval.
 - Submit a copy of a letter from the City of Lancaster Water Bureau specifying the available water supply is adequate for the fire sprinkler/standpipe system without a fire pump. Available water supply for use in design of a fire sprinkler system is not permitted to be deferred.
 - For new construction, electrical service upgrades and changeouts submit a PPL work order number.
- 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 full set of site plans which include details for parking and access by the physically handicapped, accessible routes, underground fire main lead-in details, fire hydrant and fire department connection locations, site utilities such as gas, water, sewer and electrical service, etc.
- Submit two (2) additional copies of the applicable site plans for review by Planning and Zoning that shows property lot lines, parking, total existing impervious surface, new impervious surface on the lot and all new structures, etc.
- 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. If this portion of the design is to be deferred complete, sign, and submit the [Fire Protection/Detection Release Form](#).
- 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. If this portion of the design is to be deferred complete, sign, and submit the [Fire Protection/Detection Release Form](#)
- Fire Alarm systems shall be installed, tested & maintained by contractors listed by an established and nationally recognized organization (such as UL, FM or other approved NRTL), which approves the qualifications of fire alarm service contractors for **Central Station Service**.
- Signs must be applied for under a separate permit. [Sign Permit Application](#)
- 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.

PLANS EXAMINATION, REVIEW, AND BUILDING PERMIT ISSUANCE

- Plans and specifications will be reviewed, in the order received and within the time frame allotted by state law. The basis for acceptance and approval of plans is conformance with applicable building codes, as well as Manheim Township Administrative Orders and Ordinances. Completion of a review will result in either the issuance of a Building Plan Review checklist or a Building Permit. If a Building Plan Review checklist is issued, a written response is to be provided along with revised plans as applicable. Once all comments are addressed, Building Permit will be issued.
 - **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.*
- 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.
- 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 always remain on the job site.
- 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

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

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

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.

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.



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)

- | | | | | |
|---|--|---|---|--|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair/Replace | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Porch | <input type="checkbox"/> Attached Garage | <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Deck | <input type="checkbox"/> Shed/Outbuilding |
| <input type="checkbox"/> Above-ground Swimming Pool | <input type="checkbox"/> In-Ground Swimming Pool | <input type="checkbox"/> Interior Hot Tub/Spa | <input type="checkbox"/> Exterior Hot Tub/Spa | <input type="checkbox"/> Other: _____ (Describe) |
| | <input type="checkbox"/> 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.