



PERMIT GUIDE FOR: COMMERCIAL ALTERATIONS

This applies to all commercial alterations, 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. 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 alterations 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 alterations requiring the installation of a fire sprinkler system, submit a copy of a letter from the City of Lancaster Water Bureau specifying the available water supply. Available water supply for use in design of a fire sprinkler system is not permitted to be deferred.
 - For 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 for altered systems or elements.
- If the interior alterations affect the outside site requirements, such as setbacks, number of parking spaces, landscaping, 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.
- If applicable the Transportation Impact Fee Determination calculation must be submitted for review and approval.
- Signs must be applied for under a separate permit. [Sign Permit Application](#)
- 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 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**.
- **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 have been addressed a 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 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

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 COMMERCIAL 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 COMMERCIAL ALTERATIONS

- Public Works approval is required for on-site improvements located within public rights-of-way.



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.