COMMERCIAL

MULTI-FAMILY RESIDENTIAL AND/OR NON-RESIDENTIAL BUILDINGS and SIGNS

BUILDING PERMIT APPLICATION SUBMISSION PROCEDURES

EAST PENNSBORO TOWNSHIP
98 South Enola Drive
Enola, PA 17025-2796

Dept. of Housing & Community Development
Phone: 717-732-0711 Ext. 1207
Fax: 717-732-7810
Web site address: www.eastpennsboro.net

East Pennsboro Township does not verify the registration of home improvement contractors. Building permit applicants are advised to verify the registration of home improvement contractors by referring to the website of the Pennsylvania Office of Attorney General, Bureau of Consumer Protection at www.attorneygeneral.gov/hic.aspx or by calling this toll-free number: 1-888-520-6680. Complaints about home improvement contractors should be directed to that office.

APPLICATION: Any individual requesting a Building, Plumbing, Electrical, or Mechanical Permit, or a Sign Permit must complete the appropriate application(s).

1. Completed application(s) and all supporting documents must be submitted with the required fee(s) for review by the Township staff.
2. A **Certificate of Workers' Compensation Insurance for the contractor, naming East Pennsboro Township as certificate holder,** or **a notarized affidavit of self-employment** must accompany the submission.
3. Fees must be submitted with the application. Refer to applicable pages of this document for calculating fees.
4. Applications will be accepted in person or by mail. **Faxed copies of plans and associated documents will not be accepted.** Questions or additional information can be obtained by contacting the Department of Housing & Community Development at the above number.
5. **Incomplete or illegible application submissions will be returned to the applicant.**

ZONING PERMIT APPLICATION: Required for zoning compliance of building and/or signs.
CERTIFICATE OF USE: May be required when type of occupancy is changed.

TIME FRAME: Applications and plans will be reviewed on a first come, first served basis. Permits will be issued as promptly as possible. Allow 30 business days for most commercial/industrial; however, new commercial or industrial structures may require additional time for thorough review. Every effort will be made by the Township staff to expedite permits in an efficient and timely manner. Resolution of plan deficiency comments will result in an extended plan review period.

1. **Completed Application(s)**: Submit one (1) copy of the BUILDING PERMIT APPLICATION & SUBMISSION PROCEDURES and one (1) copy of the ZONING PERMIT APPLICATION, signed, dated, and including telephone numbers for the applicant, owner, and contractor or his designated contact person.
2. **Two (2) complete** sets of **original signed / sealed plans**, specifications, and documents for each project. Plans must be drawn to scale (not less than 3/16" equals one foot.) **All** plans and calculations **must** be **signed and sealed by a registered design professional** and include the following, as applicable:

    A. All Plans shall be designed in accordance with 2009 ICC Codes and noted as such on cover sheet. The ICC Use Group, Type of Construction, and Maximum Occupancy Load **must** be on the signed and sealed building plans before permit is issued.
    B. Mechanical plans and specifications in accordance with IMC 2006.
    C. Plumbing plans and diagrams in accordance with IPC 2000.
    D. Electrical plans in accordance with NEC 2008. **Electrical plans must FIRST be submitted to, reviewed and approved by Third Party Agency prior to submission with Building Permit Application. Electrical plans will include size and location of service panel, switches, and receptacles.**
    E. **Site Plan** showing all structures, off street parking facilities, easements, streets, or alleys with dimensions from adjacent or adjoining buildings and setback lines is required for Zoning compliance.
    F. Provide Energy Compliance method and details of all insulation values as set forth by PA UCC. **CIRCLE ONE OF THE FOLLOWING AND NOTE THE CHOSEN CODE ON THE PLANS: 2009 International Energy Conservation Code or ComCheck or Other.**
    G. Foundation and Floor Plans (including basements, crawl spaces, decks, etc.) with location of all hardwired interconnected smoke detector(s), and dimensions of all rooms, corridors, and spaces. Show complete structural details including all footing sizes and depths.
    H. If trusses are used, submitted drawings must be signed and sealed by the design professional from within the state of Pennsylvania.
    I. Required fire-rated assemblies, method of construction, and design numbers.
    J. Required emergency lighting systems, fire alarm systems, fire extinguishing and fire suppression systems. **Complete** sprinkler plans and hydraulic calculations in accordance with NFPA 13 (2007).
    K. Details showing compliance with **ALL ACCESSIBILITY REQUIREMENTS FOR PEOPLE WITH DISABILITIES** on all applicable documents.
    L. Complete list of all existing and proposed tenants of the property with the total square footage and proposed use for each tenant space. (i.e., office, warehouse, etc.)
    M. Calculations for the estimated sewer usage (EDU's).
    N. For structures or additions proposed to be built on a property abutting a state street or highway, a copy of a Penn-DOT Highway Occupancy Permit shall be submitted along with the permit application(s).

GENERAL INFORMATION – PERMIT DENIAL AND REFUNDS

1. Notification of permit application denial will be in writing. Permit applications, plans, and documents that were submitted may be picked up at the Township Office within ten (10) days after a permit is denied. Plans, documents, and applications will be disposed of if not picked up within that time period. The Township will retain one copy of all documents.

2. Refunds – In the case of non-issuance or revocation of a permit or abandonment or discontinuance of a building project, the cost of work performed under the permit shall be estimated and any excess fee for the incomplete work shall be returned to the permit holder upon written request; except that all plan examination and permit processing fees and all penalties that have been imposed on the permit holder under the requirements of the Building Code shall first be collected. Moreover, no such excess fee shall be refunded hereunder unless said written request is received by the code official before the earlier of thirty (30) days following said revocation, abandonment or discontinuance (as the case may be) or one (1) year from the date of issuance of said permit. Payment of fees does not guarantee issuance of any permits.

This is only to be used as a guide. Review the adopted Ordinances of East Pennsboro Township prior to submitting an application.

I / WE HAVE READ AND UNDERSTAND THESE BUILDING PERMIT PROCEDURES.

_____ _____

Applicant(s) **Date**

Rev. 12/29/10

COMMERCIAL

APPLICATION FOR PLAN REVIEW AND BUILDING PERMIT APPROVAL

EAST PENNSBORO TOWNSHIP
98 South Enola Drive
Enola, PA 17025-2796

Dept. of Housing & Community Development
Phone: 717-732-0711 Ext. 1207
FAX: 717- 732-7810
Web site address: www.eastpennsboro.net

OFFICE HOURS: **Monday through Friday 8 AM to 4 PM**

Site Address _____

*Is this site in a Special Flood Hazard Area? Yes_____ No _____

Owner _____ Phone # _____ Fax # _____

Mailing Address_____ E-Mail: _____

Applicant (if other than owner) _____Phone # _____ Fax # _____

Mailing Address_____ E-Mail: _____

Contractor _____Phone # _____ Fax #_____

Mailing Address_____ E-Mail: _____

Contractor's Federal I.D. # (E.I.N) _____State License #_____

Commercial Architect or Engineer _____

Phone # _____ Fax # _____

Mailing Address_____ E-Mail: _____

SECTION I: ALL APPLICANTS

Type of improvement (check all that apply)

☐New Construction ☐Addition ☐Alteration ☐Swimming Pool ☐Sign
☐Change of Use ☐Shed>200 sq. ft. ☐Foundation Only ☐Repair ☐Relocation

Describe the work being proposed in detail:

_____

_____

_____

_____

Describe the existing and/or proposed use of the building or structure:

____

____

____

____

ESTIMATED COST OF CONSTRUCTION (reasonable fair market value) $____________________
Cost of construction is subject to verification by the Building Official based on current valuation tables.

- -

<u>SECTION II:</u> NEW MULTI-FAMILY & NON-RESIDENTIAL CONSTRUCTION

(complete all that apply)

HVAC: Type of Heating/Ventilating/Air Conditioning System (i.e. electric, gas, oil, etc.) ____________

WATER SERVICE: (Check one) ☐ Public ☐ Private

SEWER: (Check one) ☐ Public ☐ Private (Septic Permit # ______________

MULTI-FAMILY RESIDENTIAL USE GROUPS: # of Dwelling/Suites/Rooms ______________

PARKING: # of off-street parking spaces: Existing: ___________ Proposed ______________

Handicap Accessible: ________________ #Van Accessible Handicap: ________________

OCCUPANCY: (Maximum # of persons that may be inside the building/structure at one time)

Total Occupancy Loads (Maximum): Existing: _______ Persons Proposed: _______ Persons

Total Number of Employees (Maximum): Existing: _______ Persons Proposed: _______ Persons

FACTORY/HIGH HAZARD/STORAGE: F, H, or S Use Groups: Submit a detailed list of <u>all</u> contents and quantities of materials that will be used/stored in the proposed structure **(include CAS# & MSDS).**

ELEVATOR PROPOSED? (Check one) ☐ Yes ☐ No

SECTION III: FOR CONSTRUCTION OF NEW BUILDINGS, THE IBC TYPE OF CONSTRUCTION, USE OR OCCUPANCY GROUP, AND GROSS BUILDING AREA ARE REQUIRED FOR CALCULATING THE BUILDING PERMIT FEE.

INTERNATIONAL BUILDING CODE TYPE OF CONSTRUCTION: (check one)

☐ **1-A** ☐ **1-B** ☐ **2-A** ☐ **2-B: NON-COMBUSTIBLE CONSTRUCTION**
☐ **3-A** ☐ **3-B: EXTERIOR NON-COMBUSTIBLE, INTERIOR MATERIALS PERMITTED BY CODE**
☐ **4: HEAVY TIMBER**
☐ **5-A** ☐ **5-B: ANY MATERIAL PERMITTED BY CODE (MOST SINGLE FAMILY DWELLINGS)**

USE OR OCCUPANCY GROUP PER IBC _____

GROSS BUILDING AREA (ALL FLOORS) _____ **s.f.**

PERMIT FEE CALCULATION

Gross building area (sq. ft) X sq. ft. construction cost X .0062 (permit fee multiplier) = Building Permit Fee (please round up to the next $1.00 - no cents)

BUILDING PERMIT FEE	$ _____
ZONING PERMIT	$ 15.00
PA UCC FEE	$ 4.00
SEWER FEE (MIN. $2,300)*	$ _____
Sewer Tap Fee $1,850 x # EDU's** Sewer Inspection $450	
RECREATION FEE* ($1,000 per acre)	$ _____
CERTIFICATE OF OCCUPANCY	$ 10.00
DOWNSTREAM IMPROVEMENTS*	$ _____
TOTAL FEE DUE	**$** _____

*Fee may not apply to every permit
**1 EDU = 250 g.p.d

BUILDING PERMIT FEE FOR COMMERCIAL OR MULTI-FAMILY ADDITION, ALTERATION, REMODEL, ETC. COMPLETE THE FOLLOWING (round up to the next dollar; no cents):

($35.00 for first $1,000 of estimated cost of construction, plus $10.00 for each additional $1,000 or part thereof)

Estimated construction cost (round up to next 1000) ÷ 1000	= _____
$35.00 for first $1,000, plus	= $ 35.00
$10.00 for each additional $1,000	= $ _____
Add U.C.C. fee	= $ 4.00
Add Certificate of Occupancy Fee (if applicable)	= $ 10.00
Add Zoning Permit Fee	= $ 15.00
TOTAL PERMIT FEE DUE	**= $** _____

SECTION IV: ALL APPLICANTS PLEASE READ

Application for a permit shall be made by the ***owner*** of the building or structure, or his/her agent, or by the ***registered design professional*** employed in connection with the proposed work. An application made by a person other than the ***owner*** shall be accompanied by an affidavit of the ***owner*** or the qualified applicant or a signed statement of the qualified applicant witnessed by the code official or his designee to the effect that the proposed work is authorized by the ***owner*** and that the applicant is authorized to make such application. The full names and addresses of the ***owner***, lessee, applicant and responsible officers, if the ***owner*** or lessee is a corporate body, shall be stated in the application.

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 all applicable codes, ordinances and regulations of East Pennsboro Township, as well as all State and Federal regulations. 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 East Pennsboro Township or any other governing body

The property owner and/or applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. The applicant certifies he/she understands all the applicable codes, ordinances and regulations. Please consult your Deed of Record or Homeowners Association Covenant's, etc. for other restrictions.

PLEASE NOTE: For each review of construction plans beyond the initial review and report and one additional review, or if the permit application is withdrawn after the initial plan review, the permit applicant will be charged a plan review fee based on a per hour charge set forth by the Board of Commissioners.

East Pennsboro Township takes no responsibility for any misrepresentation or omission of information presented on this application by the owner or applicant.

I certify that the Code Official or the Code Official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

By my signature I certify that the information submitted herewith is true and correct. I understand that false statements are made subject to the penalties of 18 PA C.S. Section 4904, relating to unsworn falsification to authorities. I certify that I am the owner of record for the property listed, or that I am authorized by the owner of record to submit this application on the owner's behalf.

Signature of Applicant	Print / Type Name	Date
Signature of Owner	Print / Type Name	Date

CONTRACTOR MUST ATTACH A CERTIFICATE OF WORKERS COMPENSATION INSURANCE SHOWING CURRENT COVERAGE AND NAMING EAST PENNSBORO TOWNSHIP AS THE CERTIFICATE HOLDER. SELF-EMPLOYED CONTRACTORS MUST SIGN AN AFFIDAVIT CERTIFYING THAT EMPLOYEES WILL NOT BE HIRED FOR THIS PROJECT. (*PA ACT 44 OF 1993, SECTION 302)*

Approved East Pennsboro Township Building Code Official	Date
Approved East Pennsboro Township Flood Plain Administrator	Date

Rev. 10/24/11

Building Valuation Data – February 2011

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2011. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the "average" construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2009 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are "average" costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget x (\%)}}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a $300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is $30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300{,}000 \times 75\%}{\$30{,}000{,}000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

Permit Fee = Gross Area x Square Foot Construction Cost x Permit Fee Multiplier

Example

Type of Construction: IIB
Area: 1st story = 8,000 sq. ft.
2nd story = 8,000 sq. ft.
Height: 2 stories
Permit Fee Multiplier = 0.0075
Use Group: B

1. Gross area:
   Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
   B/IIB = $145.97/sq. ft.
3. Permit Fee:
   Business = 16,000 sq. ft. x $145.97/sq. ft x 0.0075 = $17,516

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs [a, b, c, d]

Group (2009 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	211.15	203.98	198.73	190.05	178.25	173.30	183.31	162.97	156.05
A-1 Assembly, theaters, without stage	193.16	185.99	180.74	172.06	160.31	155.36	165.32	145.04	138.12
A-2 Assembly, nightclubs	163.22	158.56	154.17	148.00	138.96	135.24	142.52	126.06	121.36
A-2 Assembly, restaurants, bars, banquet halls	162.22	157.56	152.17	147.00	136.96	134.24	141.52	124.06	120.36
A-3 Assembly, churches	195.10	187.93	182.68	174.00	162.21	157.26	167.26	146.94	140.02
A-3 Assembly, general, community halls, libraries, museums	163.81	156.64	150.39	142.71	129.91	125.96	135.97	114.63	108.71
A-4 Assembly, arenas	192.16	184.99	178.74	171.06	158.31	154.36	164.32	143.04	137.12
B Business	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110.93
E Educational	176.97	170.85	165.64	158.05	146.37	138.98	152.61	127.91	123.09
F-1 Factory and industrial, moderate hazard	97.87	93.28	87.66	84.46	75.44	72.26	80.79	62.17	58.48
F-2 Factory and industrial, low hazard	96.87	92.28	87.66	83.46	75.44	71.26	79.79	62.17	57.48
H-1 High Hazard, explosives	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	N.P.
H234 High Hazard	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	52.53
H-5 HPM	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110.93
I-1 Institutional, supervised environment	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
I-2 Institutional, hospitals	277.07	271.09	265.80	258.28	243.90	N.P.	252.23	227.88	N.P.
I-2 Institutional, nursing homes	193.00	187.02	181.74	174.22	160.98	N.P.	168.16	144.96	N.P.
I-3 Institutional, restrained	187.72	181.73	176.45	168.93	156.64	150.82	162.87	140.63	133.13
I-4 Institutional, day care facilities	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
M Mercantile	121.57	116.92	111.53	106.36	96.96	94.25	100.88	84.07	80.36
R-1 Residential, hotels	166.21	160.43	155.99	149.29	137.39	133.80	145.70	123.43	119.10
R-2 Residential, multiple family	139.39	133.61	129.17	122.47	111.23	107.64	119.54	97.27	92.94
R-3 Residential, one- and two-family	131.18	127.60	124.36	121.27	116.43	113.53	117.42	108.79	101.90
R-4 Residential, care/assisted living facilities	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117.55
S-1 Storage, moderate hazard	90.74	86.15	80.53	77.33	68.49	65.31	73.66	55.22	51.53
S-2 Storage, low hazard	89.74	85.15	80.53	76.33	68.49	64.31	72.66	55.22	50.53
U Utility, miscellaneous	71.03	67.02	62.71	59.30	52.86	49.43	56.33	41.00	39.06

a. Private Garages use Utility, miscellaneous
b. Unfinished basements (all use group) = $15.00 per sq. ft.
c. For shell only buildings deduct 20 percent
d. N.P. = not permitted

EAST PENNSBORO TOWNSHIP
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Third Party Electrical Inspection Agencies

East Pennsboro Township enacted the Pennsylvania Construction Code Act 45 on July 7, 2004. The Uniform Construction Code requires that electrical drawings must be submitted with construction permit applications. East Pennsboro Township does not have a certified electrical inspector on staff; therefore, electrical plan review approval must be obtained before the construction permit application is submitted to the Township.

Several Third Party Electrical Inspection Agencies have been authorized by East Pennsboro Township to perform plan review and to conduct any necessary electrical inspections during the construction process. The applicant is responsible for submitting electrical drawings to one of the authorized third party agencies for the plan review and to arrange for the inspections. All costs associated with this service shall be paid directly to the third party agency; the Township cannot collect or accept any fees for this service.

Only the following third party agencies are authorized to provide the service:

American Inspection Agency, Inc. (AIA)
Kenneth Smith
342 Miller Rd.
Sinking Spring, PA 19608
Phone: (717) 432-8059 Ken
Web Site: www.aia.20m.com

ARRO Consulting, Inc.
4750 Delbrook Rd., Suite 101
Mechanicsburg,PA 17050-3017
Phone: (717) 975-3995
WebSite: www.thearrogroup.com

Commonwealth Code Inspection Service, Inc. (CCIS)
David Morris
290 Mountain Rd.
Liverpool, PA 17045
Phone: (717) 444-3008
Email: ccisoffice@aol.com

National Inspection Agency
James D. Quigley
117 Cherry Ridge Rd.
State College, PA 16803
Phone: (800) 365-2633
Email:jdquigley@nationalcode.com

Middle Department Inspection Agency, Inc. (MDIA)
Wayne Welker, Mgr.
3901 Hartzdale Dr., Suite 112
Camp Hill, PA 17011
Phone: (717) 761-5340 or (800) 962-6342
Web Site: www.mdia.us

Pennoni Associates, Inc.
Robert E. Hollabaugh
1215 Manor Dr., Ste. 100
Mechanicsburg, PA 17055
Phone: (717) 975-6481
Web Site: www.pennoni.com

Light-Heigel & Associates, Inc.
Ron Schubauer
430 East Main St.
Palmyra, PA 17078
Phone (717) 838-1351
Email: RonS@Light-Heigel.com

Approved Code Services, Inc.
Jeff Gardner
5 Brenneman Circle, Suite 101
Mechanicsburg, PA 17050
Phone (717) 506-0464
Email: jgardner@approvedcode.com