

SUBMITTAL REQUIREMENTS FOR SMALL COMMERCIAL PROJECTS

When submitting your application for Commercial projects please include the following:

1. Completed Building Permit Application with page 2 stamped by a design professional.
2. If you don't know your tax parcel number for your property to put on your application, please contact the Tax Office at 724-465-3812.
3. Two (2) complete sets of sealed drawings for your building project.
4. Site Plan
5. Your contractor's workman's compensation and liability insurance. If you are not using a contractor or your contractor doesn't have workman's compensation insurance, please complete the Workman's Comp form and have it notarized.
6. Sub-division and land development approval, if required.
7. Current Certificate of Occupancy from Labor & Industry.
8. Highway Access Permit from Penndot/Municipal, if required.
9. \$150.00 application fee (\$50.00 of which is non-refundable) – please make check payable to ***Indiana County***.

INDIANA COUNTY

Office of Planning and Development
801 Water Street
Indiana, PA 15701
(724) 465-3870 Fax (724) 465-3151

FOR OFFICE USE ONLY

Permit # _____

Date: _____

Building Permit Application ~Commercial~

***** All Drawings Must be Sealed by an Architect or an Engineer *****

- ☐ Renovations ☐ Accessory Structure
☐ Addition
☐ Change of Use

Company at Site Address Information

Company Name at Site Address _____

Site Address _____

City _____ State PA Zip _____

Municipality _____ Township / Borough _____



**YOU MUST PROVIDE A TAX PARCEL
NUMBER FOR THE PROPERTY AT THE
SITE ADDRESS LISTED ABOVE**

Tax Parcel # _____

Company at Site Mailing Address (if different than site address) _____

City _____ State _____ Zip Code _____

Contact Person (for above Company) _____

Phone Number _____ Cell Phone _____

Fax Number _____

Contact Person's E-mail Address: _____

Estimated cost of the project: \$ _____

Water Supply _____

Sewage _____

Electricity provider _____

Gas Provider _____

of multi-family dwelling units _____

of accessible dwelling units _____

Fire suppression ☐ Full ☐ Partial ☐ None

If this is an existing commercial building, please provide our office with a copy of the Certificate of Occupancy

Is this permit for a medical care facility regulated by the Health Care Facilities Act?

☐ Yes ☐ No If "yes," please attach copy of plan approval issued by the PA Department of Health.

Contractor's Information

Contractor: _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Cell Phone _____

E-mail Address: _____

To be completed by the Design Professional

(Affix seal to the right of name and address)

Name: _____

Address: _____

PA License # _____

E-Mail: _____

Phone: _____

Fax: _____

Alternative Construction Method/Material

Will an alternative construction method or material be used on this project? ☐ Yes ☐ No

If "Yes," applicant or design professional must submit a signed statement indicating that the proposed method or material meets the requirements of 34 PA Code § 403.44.

Applicant:

____ OWNER ____ ARCHITECT ____ ENGINEER ____ CONTRACTOR ____ AGENT/OTHER _____

Signature

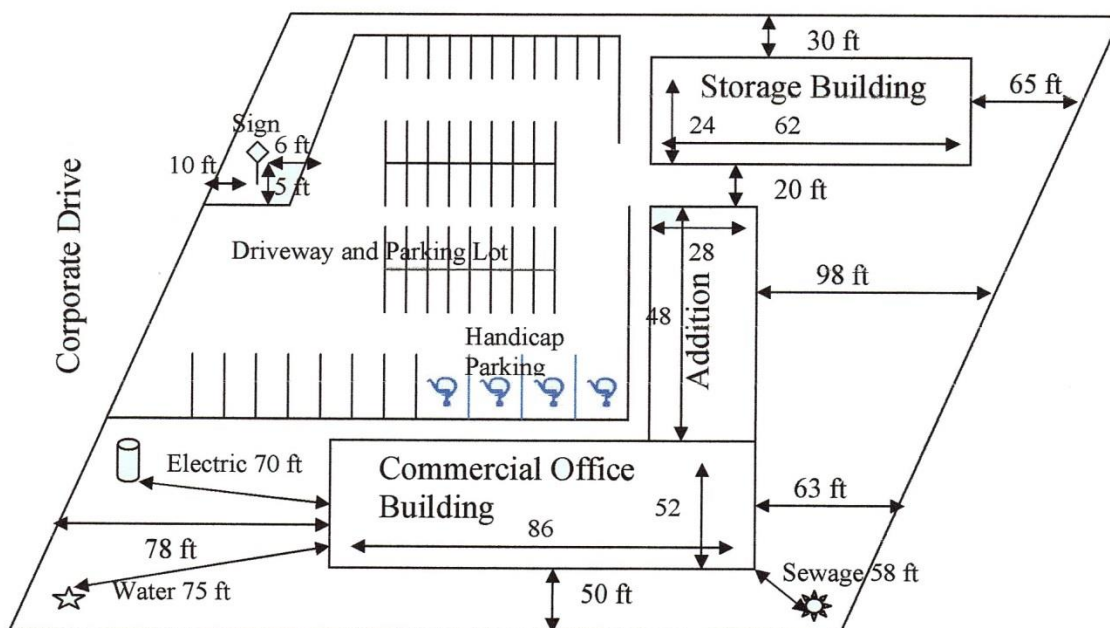
Date

SITE PLAN REQUIREMENTS FOR COMMERCIAL BUILDING PROJECTS

When submitting for a commercial project there are two different site plans to be submitted. The main site plan is submitted with the rolled drawings.

The following items are to be included on the main site plan:

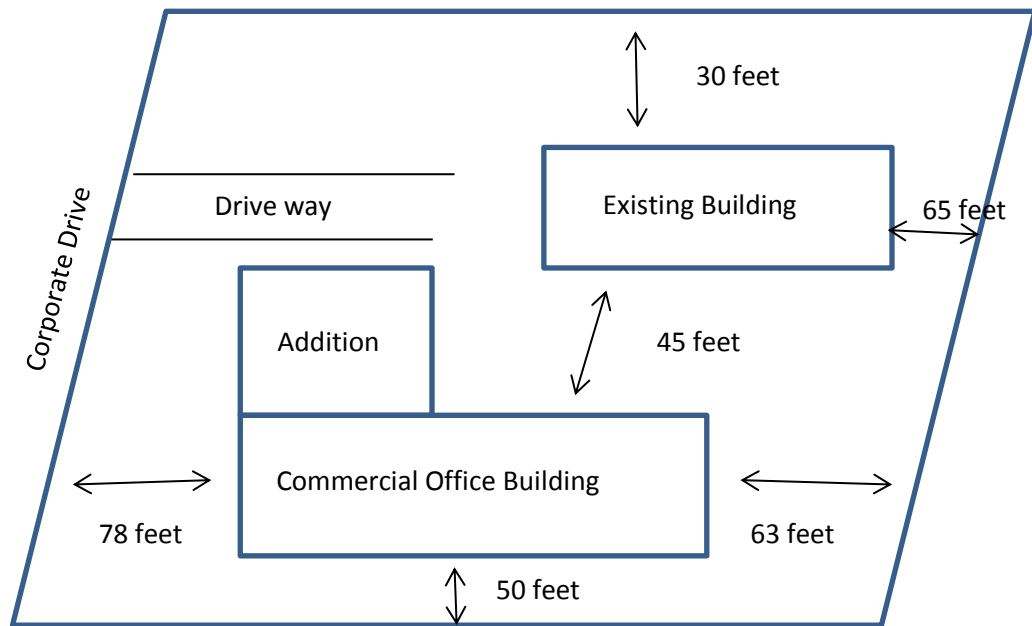
- Location of the building/addition that is being built showing the distance from the property lines, roadway and any adjacent structures
- Show the outside dimensions of the proposed structure/addition
- Handicap parking and access (with dimensions, markings and signage indicated per ICC/ANSI A117.1 and the IBC)
- Show all existing and proposed utility layouts (including water, sewage, and electric)
- Show all existing and proposed driveway layouts and specifics
- Show all required parking and loading spaces and calculations
- Show established street grades and proposed finished grades
- Show accessible curb cuts, ramps and access ways to the building



The second site plan is to be on 8 ½ x 11 white paper using blue or black ink only, in order to fax to the municipality.

The following items are to be included on the second site plan:

- Location of the building/addition that is being built showing the distance from the property lines, roadway and any adjacent structures
- Show the outside dimensions of the proposed structure/addition
- Show all existing and proposed driveway layouts and specifics



INDIANA COUNTY CLIMATIC AND
DESIGN CRITERIA
FOR THE PA UNIFORM CONSTRUCTION CODE

Indiana County does hereby adopt the following climatic and geographic design criteria, in accordance with International Residential Code, 2018; Section R301.2, and Table R301.2(1), said Table being attached hereto:

- a. Ground Snow Load is 35 lbs. per square foot
- b. Wind Speed is 90-115 mph depending on exposure area
- c. Seismic Design Category "A"
- d. Weathering – Severe
- e. Frost Line Depth – 36 inches
- f. Termite – Moderate to Heavy
- g. Decay – Slight to Moderate
- h. Winter Design Temperature 0 to 10 Degrees Fahrenheit
- i. Ice Shield Underlayment Required – Yes
- j. Flood Hazard – Reference specific municipal ordinance
- k. Air Freezing Index is 2000
- l. Mean Annual Temperature is 47 Degrees Fahrenheit
- m. Roof Vents shall be a minimum of 16 inches above the roof line

PENNSAFE BUILDING INSPECTION SERVICES LLC

PLAN SUBMITTAL HANDOUT for COMMERCIAL RENOVATIONS, ALTERATIONS, CHANGE OF OCCUPANCY TO EXISTING BUILDINGS OR SMALL ADDITIONS

The Project Submittal package is required to include all information on this handout. Check each applicable item. If not applicable, then mark item n/a. This form must be submitted with attached project drawings.

- ☐ Permit Application
- ☐ Two full sets of Building Plans drawn to scale
- ☐ Existing Certificate of Occupancy (if available)

****The following items are required to be included on the Building Plans****

(Check every item that will be included in the project or marked n/a as not applicable)

- ☐ Provide site plan.
- ☐ Designate design code used.
- ☐ Drawings must include all portions of the building affected by the construction project.
- ☐ Provide code compliance path (ie: IBC Chapter 34 or International Existing Building Code).
- ☐ Designate level of work as per code.
- ☐ All floor plans including basement (both existing and newly proposed must be included).
- ☐ Provide overview layout and detail of all structural elements.
- ☐ Dimensions of all rooms and areas of building/structure.
- ☐ Designate occupant load for each room and total for entire building.
- ☐ All exterior elevations of building (existing buildings may substitute photographs of all sides)
- ☐ Provide typical wall-section.
- ☐ Designate type of construction and use group for all portions of building on the plan.
- ☐ Designate all fire walls and separations.
- ☐ Stairways, stair towers, ramps, fire escapes, etc.
- ☐ Provide door schedule, include fire door ratings.
- ☐ Emergency lighting systems, fire alarm systems and fire extinguishing equipment.
- ☐ Indicate building means of egress, exit arrangement and sizes, corridors, doors, stairs, etc.
- ☐ For all projects that contain plumbing, electric, mechanical or fire system installation or alteration, a detail and scope of work for each discipline must be provided.
- ☐ Exit signs and means of egress lighting.
- ☐ Include all Handicapped accessibility provisions and details.
- ☐ Provide energy code information and compliance path (for example: Comcheck)
- ☐ If project is "Change of Use or Occupancy", indicate present use and new proposed use.
- ☐ Drawings must be a minimum size of 15"x24" and drawn to a scale not less than 1/8" per ft.
- ☐ List the plan designer with all contact information. Include phone, fax and email.

****THIS COMPLETED FORM MUST BE SUBMITTED WITH PROJECT PLANS****