

COMMERCIAL AND MULTI-FAMILY BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

Please read all of the following information.

The following is a check list. You must have a "checkmark" in all the sections listed below prior to submitting your application.

_____ A site plan showing the outside dimensions of the proposed structure, including distances in feet to the front, sides and rear property lines.

_____ Sub-division & Land Development approval, Zoning approval, Storm Water Management approval.

_____ Septic permit if applicable (Michelle LeMire, 814-676-1744)

_____ Highway Occupancy Permit, if required. (Must be done prior to getting building permit)

_____ Completed commercial building permit along with the following permit applications – Electrical, Plumbing, Mechanical for inspector and zoning certificate for Sugarcreek Borough.

REQUIREMENTS FOR FINAL PLAN APPROVAL

_____ Complete set of drawings (including electrical, mechanical, plumbing, energy)

_____ Site plan Site plan requirements include all of the following:

(1) The size and location of new construction and existing structures on the site.

(2) Accurate boundary lines.

(3) Distances from lot lines.

(4) The established street grades and the proposed finished grades.

(5) If the construction involves demolition, the site plan shall indicate construction that is to be demolished and the size and location of existing structures and construction that will remain on the site or plot.

(6) Location of parking spaces, accessible routes, public transportation stops and other required accessibility features.

_____ Minimum 15"by 24" size paper

_____ Floor plans, elevations and typical cross sections

_____ Door and window schedule

_____ Room finish schedule

_____ Minimum scale of 1/8" = 1'0"

_____ Name, address and telephone number of owner must be indicated on all submitted documents

_____ Copies of any reference documents, such as approved or engineered systems, not in the IBC being used.

_____ Sprinkler plans and specifications

_____ Fire alarm plans and specifications

MECHANICAL PLAN REVIEW REQUIREMENTS

In order to perform a thorough Mechanical Plan Review, the following specifications, drawings and details should be submitted:

Complete plans and specifications of all heating, ventilating and air conditioning work. Labeling criteria of all mechanical equipment.

Heating equipment data including the following information:

1. Equipment capacity (b.t.u.).
2. Controls.
3. Appliance layouts showing location, access and clearances.
4. Disconnect switches.
5. Indoor and outdoor design temperatures.

Ventilation data, ductwork and equipment including the following:

1. Ventilation schedule indicating the amount of outside air (in c.f.m.) supplied to each room or space.
2. Layout showing outside air intakes.
3. Construction of ducts, including support and sheet metal thickness.
4. Duct lining and insulation materials with flame spread and smoke-developed ratings.
5. Exhaust fan ductwork layout and termination to the outside.
6. Size of louvers and grilles for attic ventilation.

Boiler and water heater equipment and piping details including safety controls and distribution piping layout.

Gas and fuel oil piping layout, material, sizes, and valves.

Combustion air intake quantities and details.

Chimney and chimney connector or vent and vent connector details and connector gages and clearances.

Mechanical refrigeration equipment data and details.

Solid fuel burning appliance details including incinerator and fireplace drawings and details.

Energy conservation equipment data and details

PLUMBING PLAN REVIEW REQUIREMENTS

In order to perform a thorough Plumbing Plan Review, the following specifications, drawings and details should be submitted:

Complete plans and specifications of all plumbing work.

Plumbing fixture and piping material specifications including identification of the applicable referenced standard.

Plumbing fixture information to include:

1. The occupant load used to determine the number of required plumbing fixtures.
2. Number and distribution based on the use group.
3. Accessible plumbing facilities and details.
4. Anti-scald shower valves.

Plumbing piping plan showing layout, pitch of drainage lines, cleanouts, size of traps, and riser diagram.

Water supply and distribution plan showing piping sizes, valves, water heater details and temperature-pressure relief valve with discharge pipe.

Sanitary drainage and vent system riser diagram showing drainage fixture units (dfu), sizes and vent termination details through the roof.

Potable water system riser diagram showing piping sizes and provisions for protection of potable water supply.

Piping support and installation schedule.

Storm drainage details including rain gutter or roof drain sizes and downspout/leader sizes.

Health care plumbing and fixture details.

ELECTRICAL PLAN REVIEW REQUIREMENTS

In order to perform a thorough Electrical Plan Review, the following specifications, drawings and details should be submitted:

Complete plans and specifications of all electrical work.

Labeling criteria of all electrical equipment.

Lighting floor plan including electrical circuits indicating conduit and wiring sizes.

Power floor plans including electrical circuits indicating conduit and wiring sizes, equipment and disconnect switches.

Panelboard schedule.

Lighting fixture schedule.

Symbol schedule and diagrams.

Specifications to include requirements for:

1. Raceway and conduit with fittings, if applicable.
2. Wire and cable.
3. Electrical boxes, fittings and installation.
4. Electrical connections.
5. Electrical wiring devices.
6. Circuit and motor disconnects.
7. Hangers and supporting devices.
8. Electrical identification.
9. Service entrance and details.
10. Overcurrent protection.
11. Switchboards.
12. Grounding.
13. Transformers.
14. Panelboards.
15. Motor control centers.
16. Lighting fixtures.
17. Fire protective signaling systems, if applicable.
18. Automatic fire detection systems, if applicable.

INSPECTION PROCEDURES

- Building permit must be posted on the site of the work and clearly visible from the road until completion of the project.
- Your approved plans must be available at all times for inspections. These are the plans that were submitted with your application and were marked "Approved" by the Inspector.
- The permit applicant or authorized agent is responsible for scheduling all inspections.
- To schedule an inspection call Tim Keller, 724-714-8364.
- DO NOT SCHEDULE AN INSPECTION IF THE WORK IS NOT READY!!!

OTHER ITEMS

New Dwelling/Business Building: Water and sewer tap ons will be required and are separate from the building permits.

Sewer tap in application for residential can be located at

<https://www.sugarcreekborough.us/documents/ressewertap-in.pdf>

Commercial sewer tap in can be located at

<https://www.sugarcreekborough.us/documents/commercialsanitarysewersystempermit.pdf>

For properties served by Sugarcreek water the water tap in application can be found at

<https://www.sugarcreekborough.us/documents/reswatertap-in.pdf>

Applications/Fees need taken to Borough Admin/Maintenance department, not to zoning.

Septic Systems: Whether existing or new septic system will be used, approval must be obtained by the Sewage Enforcement Officer (SEO) prior to building permits being issued. **Zoning officer must have a copy of approval when building permit applications are submitted.** Contact Michelle LeMire of the Oil Region Joint Sewage Agency at 814-676-1744 to start the process to obtain permit.

Stormwater Management: If you are adding a small or large building, garage, additions, cement slabs, you MUST contact the Venango County Planning Commission regarding a Stormwater Permit by calling 814-432-9689. All stormwater forms must be sent to the Venango County Planning Commission, not to Sugarcreek Borough. For more information you can view the stormwater ordinance by going to <https://www.sugarcreekborough.us/documents/ordinance268.pdf> Stormwater application can be located by going to <https://www.sugarcreekborough.us/documents/stormwaterapp.pdf>

Subdivision/Land Development:

_____ Does a new tax parcel need created?

_____ Will current property lines be changed in any way? If so, a subdivision plan will be needed. Contact the Venango County Planning Commission regarding subdivision, 814-432-9689.

_____ New construction may require a Land Development Plan to be submitted to and approved by Venango County Planning Commission. You may contact them to see if one will be needed at 814-432-9689. Failure to do so may end up in a stop work order until one is completed.

Highway Occupancy Permit/Road Encroachment: (Must be done prior to building permit being issued)

If a curb exists or there is a ditch where a pipe would need laid to allow water flow you will need a Road Encroachment Permit. For Borough maintained roads application can be found here.

<https://www.sugarcreekborough.us/documents/roadencroachmentpermit.pdf>

For state roads you must contact PennDOT and a copy of the permit must be received prior to building permit being issued.

Erosion & Sedimentation – Earth Disturbance:

How many square feet of earth disturbance will the project have? Include area for the driveway, spoil piles, utility cuts, septic, and overall construction disturbance for the building(s).

For areas under 5000 sq. ft. an E&S plan does not need to be approved, but a copy needs to be on site.

For areas over 5000 sq. ft. an E&S plan must be approved by the Venango Conservation District, 814-676-2832, located at 1793 Cherrytree Road.

_____ Will E&S be required for your project? **Copy of permit must be given to the zoning officer with the building permit application.**

If construction will occur within 50 feet of the bank of a stream an E&S plan is always required. Contact the Conservation District or DEP for permit. **Copy of permit must be given to the zoning officer with the building permit application.**

Stream Crossing/Wetlands:

Does the project involve a stream crossing or wetland encroachment? No, No action needed. Yes, Applicant must contact the County Conversation District at 814-676-2832 or the DEP at 814-332-6942.

Copy of approval must be given to the zoning officer with the building permit application.