

Requirement checklist to obtain a building permit for:

COMMERCIAL CHANGE OF USE AND OCCUPANCY

- ☐ Completed Certificate of Use and Occupancy Application (2 copies)
- ☐ Land Use Permit (signed/approved by the Municipality)
- ☐ Detailed floor plan with all the following (2 copies):
 - Dimension of entire structure, number of floors, use of each floor, and all interior rooms on all floors.
 - Proposed or existing use for all areas. (Clear description of the existing or proposed use is necessary)
 - Location of all exits and door swings.
 - Location of restroom(s) with dimensions.
 - Emergency lights with remote heads at the exterior of all designated exits, exit signs and tactile exit signs for all designated exits.
 - Location of fire extinguishers.
- ☐ 2 copies of site plan (include all existing structures, any proposed structure and their distances to all lot lines)
- ☐ Driving directions from a known landmark or intersection

BE ADVISED: For a project consisting of ONLY a change of Name or Ownership you may want to fill out the "Request for Determination" Form first.

- ✓ After submitting all required documents your application will be reviewed.
- ✓ PMCA will contact you to let you know if your application has been approved or denied.
- ✓ When the project is approved you will be notified. Prior to scheduling the required occupancy inspection all charges must be paid.
- ✓ Be advised additional fees may be applied, throughout the project, for failed or missed inspections.



Chambersburg Office: 380 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996
Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326
Somerset Office: 510 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112
Adams Office: 1895B York Road, Gettysburg, PA 17325 Phone: 717 321-9046
Email: pmca@pacodealliance.com Website: <https://pacodealliance.com/>

► APPLICATION FOR CERTIFICATE OF USE AND OCCUPANCY ◀

Municipality _____ County _____ Tax Parcel I.D. _____ Permit # _____

Location of Property specific to this request: (Complete Street City Zip) _____

Proposed Use _____ Proposed Business Name _____

Current Use (or previous use if vacant) _____ Yes or No
Is space Vacant (circle one) _____ If "yes" how long has it been vacant _____

Explain in detail what portion of Structure will be occupied: i.e. how much space, what floor(s), etc.

NAME AND CONTACT INFORMATION OF THE APPLICANT:

Print Full Name _____ Phone (Cell and/or Land line) _____ Email Address _____

Complete Mailing Address: Street/P.O. Box _____ City _____ State _____ Zip _____

NAME AND CONTACT INFORMATION OF THE OWNER OF THE PROPERTY:

Print Full Name _____ Phone (Cell and/or Land line) _____ Email Address _____

Complete Mailing Address: Street/P.O. Box _____ City _____ State _____ Zip _____

NAME AND CONTACT INFORMATION OF THE BUSINESS MAKING THE REQUEST IF OTHER THAN ABOVE:

Print Full Name _____ Phone (Cell and/or Land line) _____ Email Address _____

Complete Mailing Address: Street/P.O. Box _____ City _____ State _____ Zip _____

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the occupancy described has been authorized by the owner of record. I agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge or information and belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities. The undersigned understands that completion of this form does not allow occupancy of the premises.

APPLICANT SIGNATURE: _____ DATE: ____/____/____

PRINT NAME (*legibly*): _____

Address: _____ Phone No.: _____

Minimum Requirements for "Change of Occupancy" Or Request for "Certificate of Occupancy"

- Existing Certificate of Occupancy must be submitted with application (If no Certificate is provided the structure will be considered "Uncertified" and all requirements for " Uncertified Buildings" must be met.)

If an existing Certificate of Occupancy is provided the following information must be provided.

Detailed floor plan with all the following

1. Dimension of entire structure, number of floors, use of each floor, and all interior rooms on all floors.
2. Proposed or existing use for all areas. (clear description of the existing or proposed use is necessary)
3. Location of all exits and door swing.
4. Location of restroom(s)
5. Emergency lights with remote heads at the exterior of all designated exits, exit signs and tactile exit signs for all designated exits.
6. Location of fire extinguishers.

All proposed areas to be used must be fully accessible. All applicable accessible features listed below must be depicted on the plans.

Accessibility. Existing buildings or portions thereof that undergo a change of group or occupancy classification shall have all of the following accessible features:

1. At least one accessible building entrance.
2. At least one accessible route from an accessible building entrance to primary function areas.
3. Signage complying with Section 1110 & E-107 of the International Building Code.
4. Accessible parking where parking is provided.
5. At least one accessible passenger loading zone where loading zones are provided.
6. At least one accessible route connecting accessible parking and accessible passenger loading zones to an accessible entrance.

Uncertified Buildings

An uncertified building is defined as any building built after April 27, 1927 that has no existing Certificate of Occupancy, any building built prior to that date is deemed to be legally occupied, if the building was built prior to April 27, 1927 and has after that date undergone renovation, additions, alterations or a change of occupancy and has no "Certificate of Occupancy" the building is considered "Uncertified"

IEBC: International Existing Building Code.

IBC: International Building Code.

Compliance Methods for "Uncertified Buildings"

- ❖ Structure must comply with either the International Building Code Chapter 34 of the International Building Code or the International Existing Building Code. the chosen compliance path must be used throughout the project.
- ❖ If the structure is undergoing a change of occupancy, renovations, alterations and/or additions the existing structure, even areas that are undergoing no changes must be made to meet all requirements as defined in chapter 34 IBC or the IEBC (Section 3412 IBC or Chapter 13 IEBC compliance alternative methods)for a legally occupied building or must be renovated to comply with the International Building Code.
- ❖ If the structure is standalone, single occupancy, single story and is compliant with the International Building Code for building areas, travel distance, fire suppression, smoke and fire alarm systems and means of egress as defined in the International Building Code, the Building Code official may at his/her discretion accept detailed plans for change of occupancy or renovations (if they do not involve structural changes or involve a means of egress) that ARE NOT stamped by a licensed design professional.
- ❖ If the structure is not standalone, more than one story in height or has mixed use occupancies or has any structural issues the plans MUST be stamped by a Licensed Design Professional, the structure must comply under section 3412 IBC or chapter 13 IEBC or must be renovated to comply with the International Building Code.
- ❖ All renovations or alterations must comply with the IBC, IEBC or Chapter 34 IBC. renovations and alterations using the IEBC must comply with the level of renovation as defined in chapter 4 IEBC.
- ❖ Additions must comply with the same requirements as new construction as defined in the International Building Code.

Please contact PMCA if you have additional questions. Thank you

- ❖ Accessibility for existing "Uncertified" buildings and renovations or alterations to existing buildings must comply with Chapter 34 IBC or the IEBC, when using the IEBC accessibility must comply with the level of renovation as defined in chapter 4 IEBC.
- ❖ Accessibility must also comply with all applicable requirements in chapter 11 IBC and ANSI 117.1-2003
- ❖ Accessibility for additions must comply with the same requirements as new construction as defined in chapter 11 of the International Building Code.

Variances

- ❖ Variances or issues of technical infeasibility for accessibility can only be granted by the Pennsylvania Accessibility Advisory Board. Forms can be found on Labor & Industry Web Site

Link to the PA Labor and Industry Accessibility Advisory Board information:

<https://www.dli.pa.gov/ucc/Pages/AAB-Variances-Appeals-Extensions.aspx>

Section 403.142 UCC Regulations.

§ 403.142. Accessibility Advisory Board.

(a) The Secretary has the exclusive power to grant modifications and extensions of time and decide issues of technical infeasibility under Chapter 11 (Accessibility) of the Uniform Construction Code and other accessibility requirements contained in or referenced by the Uniform Construction Code for individual projects under section 301(a)(3) of the act (35 P. S. § 7210.301(a)(3)).

"Certified" Existing Buildings

A Certified Existing Building is defined as any building that has a current Certificate of Occupancy that was issued by the Pennsylvania Department of Labor & Industry. A Certificate of Occupancy from the municipality will also be accepted if that municipality was enforcing a model code and issued a Certificate at the time of construction or renovation. Any structure built prior to April 27, 1927 and has undergone NO renovations, alterations or a change of occupancy after that date is also deemed to be a "Certified" building

IEBC: International Existing Building Code. IBC:
International Building Code.

Compliance Methods for "Certified Buildings"

- Only those area applied for, (renovations, alterations, additions or a change of occupancy) will be affected, areas of a "Certified" building that undergoes no changes are considered compliant.
- Plans must include the proposed use group, type of construction and occupant load as defined the IBC.
- A Certificate of Occupancy for the areas involved will be issued at completion of proposed changes.
- A copy of the Certificate of Occupancy or a sworn affidavit that the building was built prior to April 27, 1927 and has undergone no alterations, renovations or a change of occupancy must be provided with the application. If no Certificate of Occupancy or affidavit is provided the building will be viewed as "Uncertified" and must comply with all requirements for "Uncertified" buildings.
- A building that has undergone illegal alterations, renovations, additions or change of occupancy, (done without a permit and no occupancy granted) will be viewed as "Uncertified" and must comply with all requirements for "Uncertified" buildings.
- Structure must comply with either the International Building Code, Chapter 34 of the International Building Code or the International Existing Building Code. the chosen compliance path must be used throughout the project.
- All Changes of Occupancy, renovations or alterations must comply with the IBC, IEBC or Chapter 34 IBC. renovations and alterations using the IEBC it must comply with the level of renovation as defined in chapter 4 IEBC. If the change of occupancy, alteration or renovation involve structural changes or a change to the means of egress the plans MUST be stamped by a Licensed Design Professional,

Please contact PMCA if you have additional questions. Thank you

- The Building Code official may at his/her discretion accept detailed plans for renovations, alterations or change of occupancy (if they do not involve structural changes or involve a means of egress) that
- ARE NOT stamped by a licensed design professional
- Additions must comply with the same requirements as new construction as defined in the International Building Code, plans for additions must be stamped by a licensed design professional.
- Accessibility for existing "Certified" buildings must comply with Chapter 34 IBC or the IEBC, when using the IEBC accessibility must comply with the level of renovation as defined in chapter 4 IEBC.
- Accessibility must also comply with all applicable requirements in chapter 11 IBC and ANSI 117.1-2003 as defined in chapter 34 IBC or the IEBC.
- Accessibility for additions must comply with the same requirements as new construction as defined in chapter 11 of the International Building Code.
- Variances or issues of technical infeasibility for accessibility can only be granted by the Pennsylvania Accessibility Advisory Board. Forms can be found on Labor & Industry Web Site

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When applying for a building permit you need the following:

- Fill out the appropriate application answering all question applicable to your job. Application must be legible and signed. (2 copies)
- A Site Plan showing the location of the existing improvements/structures on your property and approx. distances to all property lines, well, septic system, driveway, etc. Also show the location of the proposed construction. (2 copies)
- Drawings showing details of the construction you want to do. (2 copies)
- If you are doing the work please fill out the Workers Comp Cert of Liability OR if you will be contracting out the work PMCA needs a copy of the contractor's certificate of liability insurance.
- A copy of the signed Land Use Permit from the Municipality (Borough or Township)

After Building Permit Application is submitted:

- After submitting all required documents your application will be reviewed.
- PMCA will contact you with an approval or denial.
- If approved, your permit will be issued and the inspection & administrative fees are due when you pick up the permit. You will also obtain a copy of your original application and stamped set of plans.

After the Building Permit is issued:

- The Building Permit placard and municipal placard are to be visible on site at all times during the construction process.
- To schedule and inspection call the office where your permit was submitted to schedule an inspection. Be prepared to have your Permit Number, address and type of inspection you are requesting. If you call on a work day and provide all the needed information prior to 3:00 p.m. every effort is made to schedule the inspection for the following work day.
- The copy of your application and approved plans are to remain on site when the building inspectors come for inspections. Be advised: we cannot inspect if these are not on site and you may incur additional costs due to extra trip(s) by the inspector.

✓ Checklist for the Site Plan to be provided with the Building Application

1. Site plans are essential and must be clearly legible and reproducible regardless of the reason for requesting the permit.
2. Use an 8 ½" X 11" sheet of paper at minimum.
3. After locating all the structures on your property show distances in feet to the lot lines and between the structures.

Provide dimensions of the property getting the proposed improvement

- Drawing of approx. property layout (Can use hand drawing, photocopy of survey, etc.)
- Acreage (Refer to deed or survey drawing)
- Approx. boundary dimensions (Can be from the deed, field measurement, or a survey drawing)
- Parcel Number (Not mandatory – obtained from deed or property tax notice)

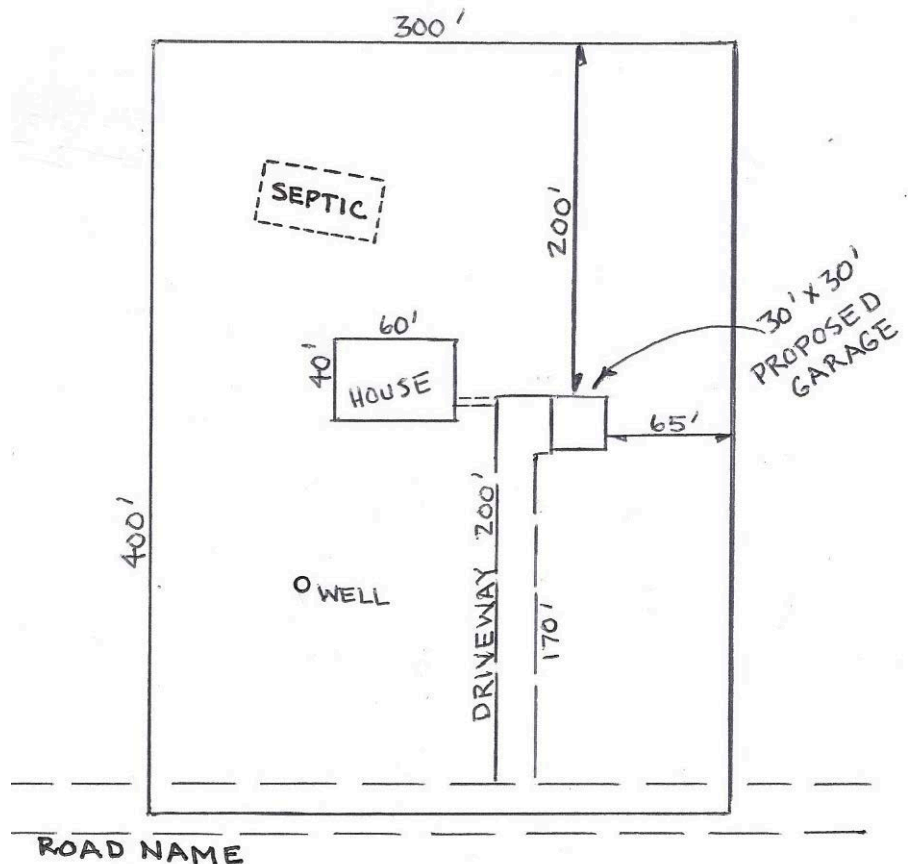
Existing Buildings / Structures with Corresponding Dimensions

- Houses
- Sheds
- Barns
- Swimming Pools
- Deck / Patios
- Other buildings or structures on the property
- Location of on lot well and septic IF applicable

Proposed Improvement(s)

- Proposed Structure Dimensions (House, Shed, Barn, Addition, Deck, etc.)
- Location of Proposed Driveway and Sidewalk

SAMPLE SITE PLAN ►



DIRECTIONS TO THE SITE LOCATION

Please give directions to the work site from a known landmark and/or intersection. Use a directional drawing also in the space provided below if that would assist.

Applicant: _____ Phone: _____

Site Street Address: _____

Directions: _____

Use this space if needed to further clarify the site location:

Please Note: Inspectors cannot inspect what they cannot find, Be certain the directions are clear. Use Road or Street names, distances between turn offs, and the direction of that travel (North South East or West). Landmarks are very helpful.