

**CUSTOMER ASSISTANCE GUIDE
BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

EXISTING COMMERCIAL AND MULTI-FAMILY

Section (403.42.)

An owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy or use of a commercial building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code, shall apply to the building code official and obtain the required permits.

A permit applicant shall submit an application to the building code official, and attach construction documents, including sealed plans and specifications if changes are needed to the building to comply with the code for the new occupancy.

A licensed architect or licensed professional engineer shall prepare the construction documents under the architect's licensure law.

This may be submitted in letter form from the architect or engineer if the building complies with the code for the change of use or occupancy. Also submit a copy of the certificate of occupancy issued by the Department of Labor and Industry for the existing building if it is available.

Attached is a check list of required code information needed for review of plans.

CONSTRUCTION DOCUMENTS REQUIRED

- Site plan showing to scale the size and location of all new construction and all existing structures on the site. Distances from lot lines, established street grades and proposed finished grades. All parking including accessible spaces with signage. Accessible paths to entrances.

3 (three) complete sets of sealed drawings including specification books from a registered design professional that show in detail code compliance for all of the work proposed to include but not limited to the following information:

- ARCHITECTURAL
- STRUCTURAL
- ELECTRICAL
- MECHANICAL
- PLUMBING
- ACCESSIBILITY (Details and elevations of restrooms, checkout counters, etc. and routes with elevations for all accessibility)
- ENERGY CALCULATIONS WITH HVAC & LIGHTING (COM CHECK OR IECC)
- ALL SIGNAGE (TACTILE EXIT, RESTROOM, ETC.)
- USE GROUP(S) (EACH AREA OR ROOM) (IBC. Chapter 3)
- BUILDING LIMITATION (HEIGHT & AREA) (IBC. Chapter 5)
- TYPE OF CONSTRUCTION (IBC. Chapter 6)
- FIRE RESISTANT MATERIALS & CONSTRUCTION (IBC. Chapter 7)
- FIRE PROTECTION SYSTEM(S) (IF REQUIRED) (IBC. Chapter 9)
- OCCUPANT LOAD (EACH AREA OR ROOM) (IBC. Section 1004)
- ACCESSIBILITY ADVISORY BOARD APPROVAL FOR PUBLIC POOLS PRIOR TO SUBMISSION.
- DEPARTMENT OF HEALTH APPROVAL FOR HEALTH CARE FACILITIES PRIOR TO SUBMISSION.
- SPECIAL INSPECTIONS AS PER IBC SECTION 1704 & 1710

**OHIOVILLE BOROUGH / BEAVER COUNTY, PENNSYLVANIA
APPLICATION FOR BUILDING PERMIT
(ORDINANCE NO. 8 ENACTED AND ORDAINED FEBRUARY 7,1963)**

Permit No. _____

Date of Application: _____ Home No. () _____
Name of Property Owner: _____ Work No. () _____
Cell No. () _____

Property Owners Address: _____

Location of Property: _____ Parcel No. _____
Name of Subdivision / Plan: _____ Lot No. _____

Name of Contractor: _____ Contractor's
Address of Contractor: _____ Phone No: () _____

Total Size / Acreage of Tract _____ Setbacks: Front _____ Left Side _____
Size Yard: Front _____ RSide _____ Right Side _____ Rear _____
 LSide _____ Rear _____

Drawing of Lot/Property: List neighbors on all sides, roads boarding property/lot, all buildings and or structures on lot. (include sheds ,swimming pools etc. approximate locations)

State all deed restrictions and covenants, if any, governing construction on the property to be built upon:

Type of Improvement or Construction: (must be submitted in detail) Residential / Commercial (Circle One)
IE: New Construction, Addition, Alteration/Improvement,

Type of Building: IE: Dwelling, Mobile Home, Modular Home, Garage, Pole Barn, Deck, Deck/Roof, Swimming Pool, Pool/Deck, Other _____
Having dimensions of: _____ No.of stories _____
Decks only: _____ inches above grade of deck floor
Pools only: Size _____ Refer to Ordinance No. 123 for details.

List type of materials to be used: IE - Wood, Brick, Concrete Block, Vinyl Siding, Etc.

Estimated Cost of Construction/Improvement: _____ Estimated length of time for project _____

Type of Water Supply: ___ City, ___ Drilled Well, ___ Dug Well, ___ Cistern, ___ Spring

Type of Sewage Disposal System: ___ Septic Tank, ___ Sand Mound, ___ City, ___ Other _____

(If applicable) Has application / permit been made to install a Sanitary Sewage System? Yes ___ No ___
If yes give Permit No. _____

Property owner is responsible for submitting all plans and proposed work as requested when making application. Missing and or incomplete information may delay issuance of permit.

BUILDING PERMIT FEES ARE DUE AT THE TIME APPLICATION IS MADE AND ARE NON-REFUNDABLE

Thank you.

Date: _____ Signature of Applicant: _____
Home Owner _____ Other _____

Borough Use Only

Date application received: _____

Is UCC inspection required: Yes _____ No _____

Affidavit _____ and or Insurance Information on file _____ (check one)

Amount of Fees received: Borough _____ L&I _____ MDIA _____

Date of Issuance of Permit: _____

Permit No. _____

If permit is refused, give reason: _____

Borough of Ohioville

Signed: Person Issuing Permit _____

Title _____