

Butler Township Zoning Office



NONRESIDENTIAL BUILDING & ZONING PACKAGE

**290 South Duffy Road
Butler, PA 16001
724/287-7465
Fax: 724/282-2142**

Requirements for Nonresidential Building Permits

I. *Items needed for application*

1. Applications (Document Review, Building Permit, and Electrical Service) ~ Completed and signed,
2. Drawings ~ Two (2) complete sets of building plans and specifications in compliance with the current requirements of the International Building Code. One set will be stamped by PCS and returned to the applicant and the other set will be stamped by PCS and kept for township records. If revisions are necessary, two (2) complete sets need to be resubmitted. The drawings shall include, but not be limited to the following details:
 - a. Drainage plan - no discharge of water to a neighbor's property or to a Township road right-of-way without Township approval. The site plan must show discharge location(s) of all stormwater downspouts, french drains, sump pumps, and so forth,
 - b. An isometric plumbing design of the structure showing all proposed fixtures and size of all drain lines, traps, vents, and cleanouts. (See attached example of a typical plumbing schematic and plumbing isometric worksheet),
 - c. Structural design criteria shall be indicated on the construction drawings as set forth in the current edition of the International Building Code, and

CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD	WIND SPEED* (mph)	SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM				WINTER DESIGN CATEGORY	ICE SHIELD UNDER-LAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
			WEATHERING	FROST LINE DEPTH	TERMITE	DECAY					
25	90	A	SEVERE	36"	MOD/ HVY	SLT/ MOD	0-20	YES	FEMA	1500 OR LESS	50

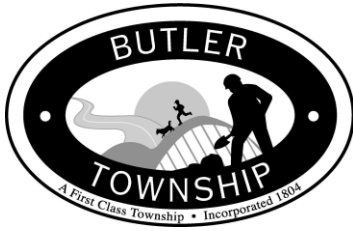
- d. The attached energy code checklist shall be completed. Additionally, the energy performance for the structure shall be tabulated under approved ComCheck energy guide (download at www.energycodes.gov), IECC, or PA Alternative.

All construction documents required for a building permit shall be prepared by a registered design professional consistent with the professional registration laws of the state of Pennsylvania.

When the proposed work is minor in nature and has no effect on the structural integrity of an existing building, and is in compliance with all other provisions of this code and have been approved by the Building Official. Plans need not be prepared by a licensed engineer, or registered architect provided such plans are drawn to scale and contain sufficient detail and clarity that the work will be of sound construction and in compliance with the provisions of this code.

3. Letter from property owner stating that you can act on property owner's behalf, if property owner is not the applicant (see attached),
4. Occupancy Permit for State Highway (if applicable), or Driveway Permit from Butler Township for all public and private driveways that provide a means of access to any public street,
5. Pennsylvania One Call (800/242-1776) requires notification before digging,

6. Plot Plan (2 copies) ~ Location of building on the lot indicating all yard setbacks, size of lot square feet, right-of-ways, easements, creeks, as well as erosion and sedimentation control (silt fencing),
7. Sewage or Septic Permit (if applicable),
8. Street Opening Permit from Butler Township (if within road right-of-way), and
9. Workers Compensation Certificate ~ Under Commonwealth of Pennsylvania regulations, the General Contractor is required to provide a Certificate of Workers Compensation Insurance, naming Butler Township as the Certificate holder and including the contractor's employer identification number, either federal and/or state, or Affidavit.
10. Permit fees will be calculated at the time approved plans are returned to Butler Township. We will issue the permit and call you with the fee amount. *** NOTE: Please make an appointment to pick up the permit so that we can ensure someone will be here.**



Butler Township
290 South Duffy Road
Butler, PA 16001
724/287-7465
Fax: 724/282-2142

NONRESIDENTIAL BUILDING PERMIT APPLICATION

Name of Applicant

Name of Owner

Street Address

Street Address

City, State, Zip Code

City, State, Zip Code

Phone

Fax

Phone

Fax

Name of Contractor/Company

Name of Design Professional

Street Address

Street Address

City, State, Zip Code

City, State, Zip Code

Phone

Fax

Phone

Fax

Location of Property (Including lot #, plan, and street name) _____

Description of Construction Activity _____

Type of Permit requested (Check all that apply): Building Electrical Fire Protection/Fire
 Mechanical Plumbing Demolition Other _____

Check One of the Following: New Non Residential Structure Interior Buildout of new space
 Interior Alterations of existing tenant space Footer/Foundation Only Other _____

Special Inspections Required ~ Check all that apply: Soils Concrete Welding Boiler
 Fire Special Bolt Tightening EIFS Elevator Misc. _____

Estimated Cost of Construction _____

Is Worker's Compensation Certificate provided with this Application? Yes No

Is Applicant Exempt (Notarized statement required)? Yes No

***If work is related to a Change of Use (i.e. office to restaurant), a letter of approval from the Butler Area Sewer Authority is required.**

I hereby acknowledge that the information contained herein is true and correct, and I hereby agree to comply with all applicable provisions of Butler Township's Codified Ordinance.

Signature of Applicant

Date of Application

Print Name

E-mail



**BUTLER TOWNSHIP
PROPOSED USE APPLICATION
NARRATIVE**

Complete the below proposed use narrative and submit with building permit application.

- Business name _____
- Exact nature of business _____

- Days of business _____
- Hours of business operation _____
- Number of employees _____
- Materials/products/supplies used in conjunction with business _____

- List hazardous materials used or manufactured (MSDS sheets are required) _____

- Does the business operation require reporting to the U.S. EPA? Yes No
- Address of business main office _____
Phone number _____
- Alarm system Burglar Fire
- Monitoring Company _____
Address _____
Phone Number _____
Contact Person _____
- Emergency contact name _____ Phone _____
- Gross square footage of tenant space _____



BUTLER TOWNSHIP FIRE PREVENTION SURVEY

Date _____

Name of Establishment _____ Location _____

Address _____

Business Phone _____

Nature of Business _____

Emergency Contact _____

Emergency Contact _____

Home Phone _____ Cell Phone _____

Home Phone _____ Cell Phone _____

Key holder Occupant

Key holder Occupant

ICC type of Construction _____

Roof materials _____

Number of stories _____ Number of floors _____ Basement (yes/no) _____

Length of building _____ Width of building _____ No. of elevators _____ No. of stairways _____

Use Group _____

Notes to Fire Department _____

Fire Protection Equipment:

Automatic Sprinkler System Full Partial None

Number of risers _____ Type of System: Wet Dry Combination

Fire Department Connection (yes/no) _____ Size and type of connection _____
Location _____

Standpipes & Hose Cabinets (yes/no) _____ Location _____

Fire Alarm System (yes/no) _____ Smoke Detectors Heat Detectors
 Pull Stations Duct Detectors

Fire Alarm Panel Location: Remote Panel _____

Main Panel _____

Continued on next page

Facilities with cooking appliances:

Hood provided (yes/no) _____ Automatic Hood Suppression provided (yes/no) _____

Last test date of hood suppression system _____

Utilities:

Electric _____ Panel Location _____

Gas _____ Shut off Valve Location _____

Water _____ Shut off Valve Location _____

Hazardous Materials Stored/Processes?

Yes

No

Building Placarded?

Yes

No

Explosive Materials?

Yes

No

If yes, what type? _____

Flammable liquids (ie: Gal. Above Ground) _____

Flammable liquids (ie: Gal. Below Ground) _____

List of Hazardous Materials:

_____ Quantity _____

_____ Quantity _____

_____ Quantity _____

Provide complete list for additional items. Check here if additional list is provided

Knox Box provided (yes/no) _____ If yes, list location of box _____

(FOR TOWNSHIP USE ONLY ~ PLEASE DO NOT WRITE BELOW THIS LINE)

- Site plan provided on 8 ½ x 11 sheet
- Floor plan layout provided on 8 ½ x 11 sheet
- Fire Prevention Survey complete
- MSDS Sheets provided for HAZMAT
- Locations of Knox Box, Fire Alarm panels, sprinkler valves, fire hydrants, etc. on plans.

Permits required _____

Required Inspections ~ The following periodic inspections are required. A 48-hour notice is required for all inspections and must be scheduled through Butler Township. A FINAL INSPECTION IS REQUIRED FOR ALL BUILDING PERMITS.

a. **STAKEOUT:** All corners of the new structure shall be clearly and accurately staked out. All applicable property lines shall be clearly identified. Excavation shall not commence until the township approves the stakeout inspection.

b. **FOOTING:** Shall be excavated to the proper depth before placement of concrete. All proposed reinforcement in accordance with the approved drawings shall be installed.

FOUNDATION: (When reinforcement is required) Prior to the placement of all required cellblock grouting. All required reinforcement should be in place. When added to the grout, all aggregate shall be 3/8" maximum. **(All others)** After damproofing has been installed, after all foundation drainage systems (perforated pipe, 1' gravel and filtering material) are installed, prior to backfilling of gravel or clean earth.

c. **SEWER TAP:** By Butler Area Sewer Authority 724/282-1978 (if applicable).

d. **ROUGH ELECTRICAL:** All electrical installations shall be installed in accordance with the current requirements of the PA Uniform Construction Code (UCC).

ROUGH PLUMBING: All drains, vents, water distribution and rain conductors shall be in place. A pressure test (15 minute water test, or 15 minute 5 psi air test) shall be conducted at this time in the presence of the inspector.

ROUGH MECHANICAL: All heating and cooling equipment (ducts, vents, chimney, fuel lines, and electrical) shall be installed. All exhaust systems (clothes dryers, range hoods, and mechanical ventilation) shall have the venting in place, ducted to exterior.

ROUGH FRAMING: After all rough electrical, plumbing and mechanical inspections have been approved. Prior to all insulation.

FIRE SPRINKLER (if applicable): A hydrostatic test of the piping systems shall be performed prior to the concealment of all sprinkler piping. A two-hour test at 200 psi shall be conducted. A Water Flow Alarm test is required for final approval of the system.

e. **ENERGY INSPECTION:** Prior to the installation of wall coverings and after all wall insulation is installed and any other specified insulating requirements identified in the approved drawings.

WALLBOARD: After the wallboard has been installed per code prior to 1st coat of finish material or paint.

f. **FINAL ELECTRICAL:** All electrical installations shall be installed in accordance with the current requirements of the PA Uniform Construction Code (UCC).

FINAL PLUMBING: All fixtures shall be installed and fully functional.

FINAL MECHANICAL: All mechanical equipment shall be installed and operational in accordance with the Manufacturer's instructions.

FINAL INSPECTION: After all electrical, plumbing and mechanical inspections are approved. All required attic insulation shall be installed.

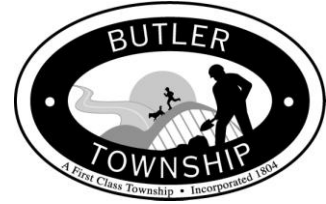
BACKFILL: Prior to any backfill Rough Framing must be completed. All waterproofing shall be completed. All drains and filter fabric shall be in place. All anchor bolts shall be installed.

DRIVEWAY INSPECTION by Township Road Superintendent.

- g. **OTHER:** Additional inspections may be required by the Code Official in order to determine compliance with the required codes.

Work shall not proceed until the required inspections are approved by Butler Township. Failure to obtain any of the above inspections will result in penalties imposed in accordance with the applicable Ordinances. Move in only if ALL of the above items are in compliance with Butler Township Ordinances and **an Occupancy Permit is issued.

Butler Township
290 South Duffy Road
Butler, PA 16001
724/287-7465



Commercial Construction Document Review Application

Performed By:

Professional Code Services
4035 Gibsonia Road
Gibsonia, PA 15044

Phone: 724/449-2633

Fax: 724/449-2673

www.pcs-codes.com

Section I General Information

(Please Print clearly)

Location of Structure: _____

Applicant Name: _____ Architect: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Fax: _____ Fax: _____

E-Mail: _____ E-mail: _____

Section II Structure Information

Use Group Classification: _____ If Mixed Use, describe each use by floor or by
square footage of space: _____

Proposed Work: _____

Construction Type: _____ Height: _____ Stories: _____

Total square footage (building footprint): _____

Occupant Load per floor: _____

Occupant Load per Assembly Room(s): _____

Section III Hazardous Materials

Are any hazardous materials stored or used in a production process within this structure: Yes No
If you answered NO, skip to Section IV.
If you answered Yes, list chemical makeup and the amount: _____

* Material Safety Data Sheets (MSDS) shall be submitted with the construction documents. The amount of each material and the location of the room or space in which the material is to be used or stored must be clearly indicated.

Section IV Fire Protection

Yes No Is this structure protected throughout with an automatic sprinkler system? If yes, signed and sealed sprinkler drawings (1 set) shall be submitted with the application.
 Yes No Is this structure protected throughout with a Fire Alarm system? If yes, signed and sealed Alarm drawings (1set) shall be submitted with the application.

The information contained in this application is true and accurate to the extent of my knowledge. The attached document review instructions have been read and are understood. **Applicant agrees to pay all document review fees prior to the issuance of Permit.**

Applicant Signature: _____ Date: _____

Date Township Received _____ By _____

Date Applicant/Owner Contacted of Completed Review _____ By _____

**Butler Township
Construction Document Review
Initial Submittal Instructions**

- Two* complete sets of construction documents shall be submitted with the application (including all Specifications Manuals & Structural Calculations).
- All construction document shall be signed and sealed by a PA registered design professional.
- A Site Plan shall be submitted with the construction drawings.
- One set of signed and sealed Sprinkler drawings (if applicable) in accordance with NFPA 13 shall be submitted.
- One set of signed and sealed Fire Alarm drawings (if applicable) in accordance with NFPA 72 shall be submitted.
- The application has been completed and signed.
- The instructions page (this sheet) has been read and signed.

General Instructions

Upon receipt of a completed application and the required construction drawings, a code review in accordance with the adopted model Building Code will be performed by a Certified Plans Examiner. Reviews are conducted in the order they are received. A detailed list of comments (if applicable) will be forwarded to the applicant. The submitted construction drawings will be retained by *PCS*. Three (3) sets of revised construction documents (if required) as well as a corresponding response to the comments shall be submitted for a re-review. The construction drawings will only be stamped “Approved” when all code violations are corrected.

Note: The review fee includes an initial review and (1) re-review of the revised drawings. A fee in the amount of 50% of the original fee will be charged if a Third review is required. The “Approved” construction documents will not be released for permitting until all invoices are paid in full.

Applicant Signature: _____

Print Name: _____ Date _____

Professional Code Services, Inc.

PLAN REVIEW FEES

The following rates for Plan Review include all model building code disciplines. The plan review fees will be billed to the applicant identified in Section I of the application. All fees paid for a construction document review are non-refundable.

All reviews are conducted in the order in which they are received. A review will not be performed until the all of the required information is submitted. All initial reviews will be completed within 20 business days from receipt of the completed application and materials.

Compliance with the International Building Code

New Construction and/or Additions Complete Code Review^{1,2}

Use Groups “B”, “E”, “M”, “R-1”, “R-2” “R-3”\$.13 /square foot (up to 15,000 s.f.)
 Plus\$.08 /square foot (15,001 s.f. up to Total s.f.)

Use Groups “A”, “H”, & “I”.....\$.15 /square foot (up to 12,000 s.f.)
 Plus\$.10 /square foot (12,001 s.f. up to Total s.f.)

Use Groups “F”, “S”, “U”.....\$.10 /square foot (up to 12,000)
 Plus.....\$.07 /square foot (12,001s.f. up to Total s.f.)

Single Family Dwelling/Townhouse (IRC).....\$ 175.00 / per unit

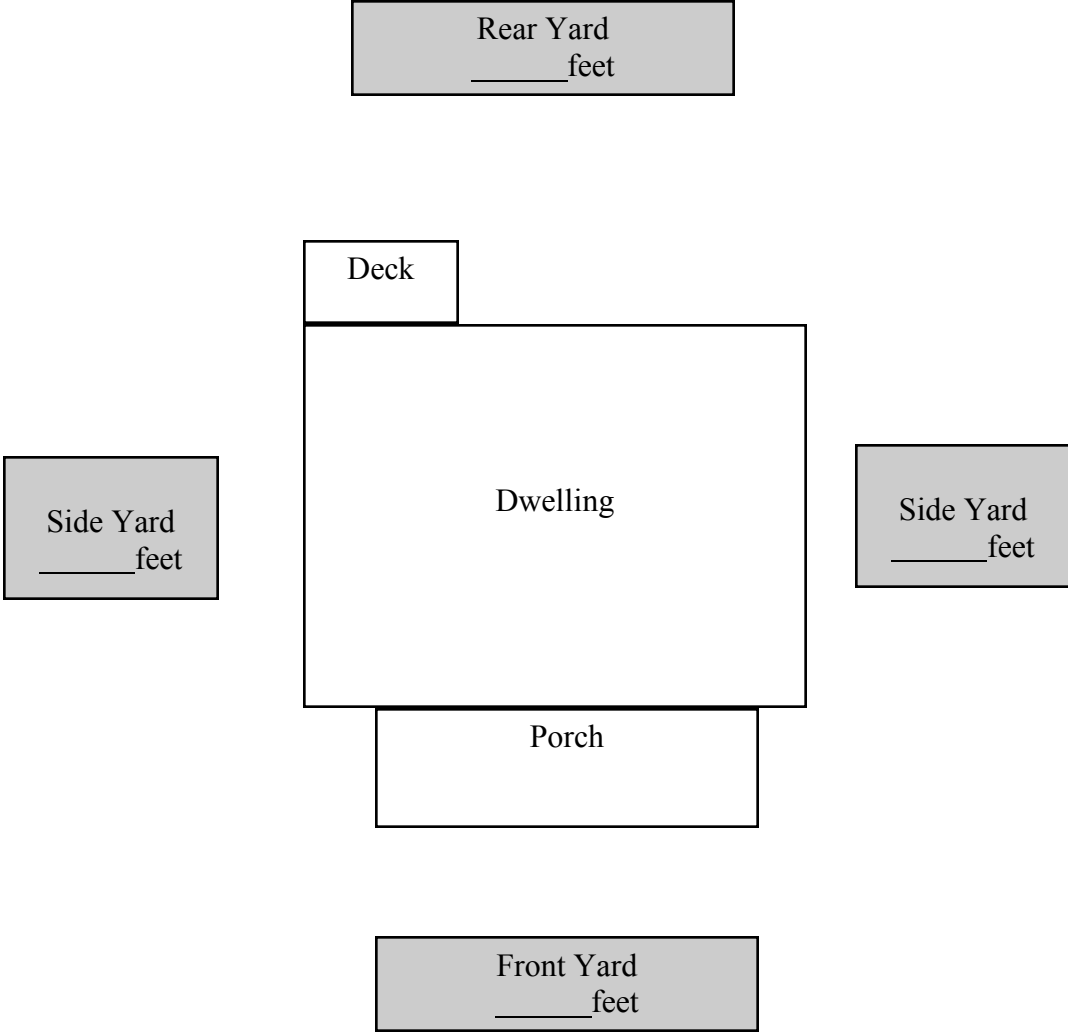
¹ Renovations or Alterations to existing structures based on 75% of New Construction Cost.

² Review fees reflect an initial review & review of one subsequent revision. Any additional required reviews will be conducted at 50% of the original review cost.

Miscellaneous	
Minor commercial & residential alterations \leq 1000 S.F.	\$125.00 per hour
Stand alone Mechanical, Electrical, Plumbing & Fire Protection	\$125.00 per hour
Preliminary Review (Height & Area & Type of Construction)	\$125.00 per hour

- “A” Assembly Use Groups. This includes assembly occupancies. This is further designated as particular use groups including: A-1 Theaters and rooms with stages; A-2 dance halls & nightclubs where alcohol is served; A-3 restaurants and lecture halls where alcohol is not predominately served; A-4 place of worship
- “B” Business use. This includes office buildings, outpatient medical facilities, dry cleaning, professional business etc.
- “E” Education Use. Building where education is provided including schools, certain daycares & vocational training.
- “F” Factory Use. Buildings where production occurs.
- “H” Hazardous Use. Buildings where hazardous materials are manufactured stored or used in production.
- “I” Institutional Uses. Includes hospitals, rehab facilities, prisons etc.
- “M” Mercantile Uses. This includes buildings where the display of goods are sold.
- “R” Residential Uses. This includes building where persons reside and sleep. Further designated as: R-1 hotels/motels; R-2 non-transient occupants i.e. dormitories, boarding houses; R-3 are multi-family residences; R-4 single family and townhouses.
- “S” Storage Buildings
- “U” Utility buildings. This includes accessory structures, garages, barns

**SAMPLE SHOWING
PLOT PLAN**



Right -of-Way

Cartway or Road

Right -of-Way

Butler Township Workers' Compensation Information

If the homeowner is the contractor, please complete the following and stop at the dotted line.

I, _____, am the homeowner and am "Exempt from
(Print Name)
Workers' Compensation.

Homeowner's Signature

Date

If the homeowner is not the contractor for the building permit, the contractor in compliance with Act 44 of 1993, hereby submits the following information. Please check one of the following:

A current *Certificate of Insurance* showing proof of Workers' Compensation is attached to this form. The certificate must indicate **Butler Township** as the certificate holder. **Signature required below, but does not need notarized.**

The building permit contractor qualifies as "Exempt from Workers' Compensation". Please indicate the reason for the exemption by shading in one of the following. **Complete the box below and get notarized.**

- Contractor is a Sole Proprietor without employees.
- All of the contractor's employees on the project are exempt on religious grounds under Section 304.2 of the Act. Explain in detail: attach as necessary.

- Contractor is a corporation, and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Act. Explain the status of any/or all workers on the project: attach as necessary.

Name of Contractor / Company: _____

Address: _____

City _____ State _____ Zip Code _____

1. Any subcontractors used on this project will be required to carry their own workers' compensation coverage.
2. The applicant is not permitted to employ any individual to perform work on this project pursuant to the permit in violation of the Act.
3. Violation of the Workers' Compensation Act or the terms of this permit will subject the applicant to a stop-work order and other fines and penalties provided by law.

Contractor Signature: _____ Date: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Notary Public

My Commission Expires

PROPERTY OWNER AUTHORIZATION

I, _____, do hereby authorize
Property Owner's Name Printed

_____ to act on my behalf in
Acting Agent's Name Printed

applying for a Building Permit for the following work:

to be performed at _____
Address where construction will occur

Property Owner's Signature

Property Owner's Street Address

Property Owner's City, State, Zip Code

Date