

TOWNSHIP OF HEMPFIELD

1132 Woodward Drive, Suite A, Greensburg, PA 15601
Phone: 724-834-7232, Extension 240

APPLICATION FOR COMMERCIAL BUILDING PERMIT

1. Date Received _____ Zoning District _____ Tax Map # _____

Name of Applicant: _____

Applicant Mailing Address: _____

Phone / Cell # () _____ Email: _____

2. Property Owner Name: _____

Owner Mailing Address: _____

Name of Business: _____

Property Location: _____

Phone / Cell # () _____ Email: _____

3. Architect or Engineer Name: _____

Address: _____

Phone# () _____ Fax # () _____

Professional License # _____ Plan Review: _____

4. I hereby certify that all of the above statement and the statement contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

Applicant Signature: _____ PA One Call Serial # _____
(Call 1-800-242-1776)

VALIDATION (DO NOT WRITE BELOW THIS LINE)

Date _____ This Application is hereby () approved or () denied for Zoning: _____

Building Permit # _____ Fee \$ _____ Date Paid _____ () Cash () Ck# _____

Occupancy Permit # _____ Fee \$ _____ Date Paid _____ () Cash () Ck# _____

Driveway Permit # _____ Fee \$ _____ Date Paid _____ () Cash () Ck# _____

Site Plan # _____ Fee \$ _____ Date Paid _____ () Cash () Ck# _____

Zoning Appeal # _____ Fee \$ _____ Date Paid _____ () Cash () Ck# _____

Signature of Township Agent

Construction Information

5. Type of Construction: (circle)

New Construction Commercial Renovation Addition Demolition

Other: _____

GFA: Gross Footage Area: _____ Estimated Costs: _____

Set Backs: Front _____ Ft. Rear _____ Ft. Sides _____ Ft. _____ Ft.

Permits Required: Building Permit Electrical Permit Mechanical Permit
 Plumbing Permit Energy Permit Accessibility Permit

Estimated Construction Time: _____

Description of Project: _____

6. The Hempfield Township Municipal Authority Approval

Note: The Hempfield Township Municipal Authority must approve all new construction which requires plumbing such as houses, garages, commercial buildings, and additions.

Permit Required:	YES	NO	
Project:	_____	_____	Tap Permit # _____
Lot/Plan:	_____	_____	# of EDU(s) _____
Allocation Year:	_____		
Approved by:	_____		
Date Issued:	_____		
Payment:	_____		

Contractor or Sub Contractor Information:

7. **Contractor Name:** _____
Address: _____
Phone / Cell () _____ **Fax:** () _____
PA HIC # _____

In 2008, the Pennsylvania Legislature passed the Home Improvement Consumer Protection Act. The law requires that all contractors who perform at least \$5,000 worth of home improvements per year register with the Attorney General's Office.

Owner or Responsible Party must submit to CEA Code Enforcement Associates, a list of all known Contractors and Sub-Contractors who will be associated with the above application.

In addition, CEA Code Enforcement Associates will require a certificate or proof of Workman's Compensation for all workers outside sole proprietors, general liability certificate and certificate or proof of State of Pennsylvania Home Improvement Contractor registration prior to issuing any Building Permit.

Applicant's Certification

As the owner or the authorized agent for the project which this application is filed, I certify that:

1. The description of use, estimated construction cost and all other information provided as part of this application for a building permit is correct.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from the municipality.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with CEA Code Enforcement Associates.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to CEA Code Enforcement Associates.
6. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.
7. If signed by someone other than the construction owner, this work has been authorized by the owner of record and I have been authorized by the owner to complete this application on his behalf. I will be acting on behalf of the owner as:

___Architect ___Engineer ___Contractor ___Agent/Other: _____

Signature of Applicant: _____ Date: _____

CEA Internal Information

Reviewed By: _____ Date: _____

Permit Number: _____ Permit Fees / Costs: \$ _____

Approved By: _____ (BCO)

CODE ENFORCEMENT ASSOCIATES

PO Box 103 Elizabeth, PA 15037

1-866-410-4952

Commercial plan requirements **New Construction and Additions**

- 1.) Current survey showing the location of the new structure, must comply with the Township of Hempfield Zoning requirements. A new survey must be supplied after the foundation has been erected.
- 2.) A site plan review must be conducted and approved by the Planning Commission and the Township Engineer.
- 3.) Sanitary Tap-in permit must be obtained from Hempfield Township Sanitary Authority.
- 4.) Location of on site dry sump (for Storm water) or the connection to the Township Storm sewer system. Storm water is not permit to sheet flow to the Township Streets.
- 5.) Three sets of SEALED (PA registered Architect or Engineer) construction plans must be supplied Two Paper and One set by electronic format.
 - a. CEA approved commercial plan examiner must review commercial plans, prior to submission of the plans to the Township.
 - b. Plans must be on a minimum of 18"X24" Paper and drawn to a minimum of 1/4-inch scale.
 - c. The plans must show all four elevations
 - d. Foundation section must show the wall height, fill height, damproofing or waterproofing, footer design and depth, floor slabs and vapor retarder, French drain, wall type and construction.
 - e. Typical Wall section must show size and type of floor joists, size and type of stud walls, header and lintel details, exterior finish, interior finish, insulation walls and ceiling (R-Value) specific stair geometry and handrail details. The section must be drawn to a minimum of 1/2-inch scale.
 - f. Floor plan section must indicate room type and dimensions, location of smoke alarms / detectors where required, Fire suppression system if required, location of all windows, doors, and fixed items such as cabinetry, HVAC units, electrical boxes, and plumbing fixtures.
 - g. Roof plan section must indicate whether a pre-engineered truss system or rafter system will be used. Sealed truss drawings must be supplied if a truss system is to be used, or a complete rafter layout showing spans and rafter dimensions must be supplied. Roof plan must also include roof sheathing and roof covering and ice barrier.
 - h. Window and Door schedule must indicate U-value of the windows and doors, type of frames, type of glass, location of each unit, size of each unit, type of hardware, and fire rating if required.
 - i. Plumbing plans must be submitted and approved by CEA Code Enforcement Associates.
 - j. Mechanical Plans must show the location of all HVAC units, duct runs and duct sizes for all warm air supply ducts and all cold air return ducts, venting of all fossil fuel fired appliances such as Hot Water Tanks and Furnaces, calculations for combustion air, make up air, and exhaust air for all fossil fuel fired appliances must be supplied as well as calculations for mechanical ventilation of toilet room and fireplaces etc. Once the mechanical system has been installed, the system must be balanced by an approved method to verify the system is capable of supplying the required airflow rates.

Electrical plans must indicate the location and size of the service, outlet locations GFCI locations and Arc Fault circuit locations. Electrical inspections must be completed and approved by CEA.



*Pittsburgh *Washington, PA * State College *Hempfield *Philadelphia

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Commercial Building Permit Procedures:

Note: All applications must be approved by Municipal Zoning, Code Enforcement & Municipal Authority prior to CEA Building Permit Application.

1. Provide a Plan for Review of the scope of work.
All Plans must be approved and stamped by a registered Architect or Engineer
 - A) Submit (3) copies of Plan 2-Paper and 1-Electronic Format
 - B) Plan must contain information for necessary Permits:
 - Building Permit
 - Electrical Permit
 - Plumbing / Mechanical Permit
 - Accessibility
 - Energy Compliance
2. Fill out a Building Permit application and if applicable, Electrical Permit Application at the Municipal Offices and submit to Municipal Building Department.
3. Applicable fees and costs associated with ALL Permits must be paid in full to the Municipality.
4. CEA performs the Plan Reviews of project
 - a) CEA may require additional information for minimum Code Compliance
 - b) CEA signs and seals Plan Review (move to permitting)
5. Commercial Building Permit issued by CEA.
6. Commercial Electrical Permit issued by CEA
7. Commercial Mechanical / Plumbing Permit issued by CEA
8. All inspections are conducted according to timeline in construction
9. Final Inspection is requested by Contractor
10. Final Inspection / Occupancy Inspection provided by CEA
11. Occupancy Permit or Certificate of Occupancy is issued by Municipality.

** All fees are paid to the Municipality

** Failed inspections are invoiced separately from permitting process



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APPLICATION / PERMIT FOR ELECTRICAL INSPECTION

Applicant must complete required sections for issuance of certificate of compliance; no certificate will be issued on an incomplete application.

Municipality _____
 Address _____
 Owner _____
 Owner Telephone _____
 Utility Company _____
 Directions _____

County, State _____
 Lot # _____ Development _____
 Occupant _____
 Use of Structure _____
 Pole/Trans# _____ Meter# _____

Type of Inspection: Service Entrance Rough Final Temp. Service Survey Other _____

	Qty.		Qty.		Qty.
Service Equip. Amp		Receptacles		Oven KW/Amp	
Service Equip. Amp		Switches		Range KW/Amp	
Service Equip. Amp		Fixtures		Cooktop KW/Amp	
No. of Meters		Ceiling Fans		Dryer KW/Amp	
Sub Panels Amp		Air Cond. Hp/Amp		Pump Hp/Amp	
Sub Panels Amp		Dishwasher Hp/Amp		Whirlpool/Spa	
Sub Panels Amp		Disposal Hp/Amp		Hot Tub	
Sub Panels Amp		Hood/Vent Fans		240 Volt Receptacle	

Type of Work: New Rewire Emergency

	Qty.										Qty.						
Heat Pump		Disconnects Amp															
Water Heater KW/Amp		Disconnects Amp															
Feeders		Disconnects Amp															
Feeders		Emer./Exit Units															
Transformers KVA		Other Equip.															
Transformers KVA																	
Transformers KVA																	
Smoke Alarms																	
Motors: Qty	1/20	1/12	1/10	1/8	1/6	1/4	1/3	1/2	3/4	1	1 1/2	2					
Motors: Qty	3	5	7 1/2	10	15	10	15	20	25	30	40	50	75	100			
Electric Heat: Qty	500	750	1000	1250	1500	1750	2000	2250	2500	2750	3000						

Inspection Valid For One (1) Year Only

Applicant _____
 Business Name _____
 Applicants Signature _____
 Fee Due at time of Rough Inspection\$ _____

Address _____
 City, State, Zip _____
 Telephone _____