



COMMERCIAL BUILDING PERMIT APPLICATION

SWATARA TOWNSHIP

599 EISENHOWER BLVD., SWATARA, PA 17111

Tel: 717-564-2551 Fax: 717-564-5895

Commercial Building Application Plan Review Procedure

Completed Commercial Building Permit application

Completed Zoning Permit Application

Two (2) complete sets of building plans and specifications prepared and sealed by a registered design professional

A commercial plan review has a maximum of 30 working days to process

A review comment letter will be sent to applicant if changes are needed

Permit applicant shall provide written responses, item by item, for review comments and revise plans and specifications to meet code compliance

Applicant shall provide two (2) complete sets of revised plans, specifications, and written responses to plan review comments

If plan review comments are minor in content and do not require plan or specification revisions, then the applicant may provide a written response from the plans and specification preparer for the comments

Once it has been determined by the Township that the plans and specifications are code compliant, the plans and specs are stamped approved and one set of documents for construction are returned to the applicant along with the building permit. These approved plans shall be retained on-site as a reference for construction.

CLIMATE AND GEOGRAPHIC DESIGN CRITERIA

			Subject to Damage From								
Ground Snow Load	Wind Speed (mph)	Seismic Design Category	Weathering	Frost Line Depth	Termite	Decay	Winter Design Temp	Ice Shield Under-Layment Required	Flood Hazards	Air Freezing Index	Mean Annual Temp
30	90	C	Severe	36"	Mod/Hvy	Slt/Mod	11	No	FIRM	70-1000	55

BUILDING PLAN REVIEW REQUIREMENTS

The following details must be submitted in order to perform the Building Plan Review:

Complete signed and sealed architectural plans, structural plans and material specifications of all work

1. Size and location of all new construction and all existing structures on the site
2. Distances from lot lines
3. Established street grades and proposed finish grades
4. Description of uses and the proposed use group for all portions of the building.
5. Proposed type of construction of the building
6. Fully dimensioned drawings to determine areas and building height
7. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
8. Exit signs/means of egress lighting, including power supply
9. Accessibility provisions
10. Description and details of proposed special occupancies such as covered mall, high-rise, mezzanine, atrium, public garage, etc
11. Adequate details to evaluate fire-resistive construction requirements, including data sheets to substantiate required ratings
12. Details of plastic, insulation, and safety glazing installation
13. Details of required fire protection systems
14. Soil reports indicating soil type and recommended allowable bearing pressure and foundation type
15. Signed and sealed structural design calculations which verify member sizes on the drawings
16. Local design load criteria, including frost depth
17. Earthquake seismic zone/effective peak acceleration coefficient
18. Details of foundations and superstructure
19. Provisions for required special inspections
20. Applicable construction standards and material specifications (masonry, concrete, wood, steel, etc.)

ACCESSIBILITY PLAN REVIEW REQUIREMENTS

Complete signed and sealed architectural plans and material specifications for all work. Details and plans drawn to scale with sufficient clarity, details and dimensions to show the nature and extent of the work proposed.

1. Site plan showing size and location of all new construction and all existing structures on site
2. Location of any recreational facilities (pool, tennis courts, etc)
3. Established street grades and proposed finished grade
4. Accessible parking, other locations of public access to the facility, accessible exterior routes and locations of accessible entrances
5. Description of uses and proposed use group for all portions of the building.
6. Fully dimensioned drawings to determine areas and building height
7. Adequate details and dimensions to evaluate accessible means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, areas of refuge, etc.
8. Adequate details and dimensions to evaluate the accessible route to areas required to be accessible, including corridors, doors, protruding objects, maneuvering clearances, clear floor space at fixtures and controls, etc.
9. Accessibility provisions including but not limited to access to services, seating, listening systems, accessible fixtures, elevators, work surfaces, etc.
10. Accessible plumbing facilities and details
11. Tactile signage proposed
12. Details of required fire protection systems



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Date of application: _____
Property Owner: _____
Property Location: _____
Name of Development: _____ Lot Number _____
Contact Information (Person notified to pick up permit) _____
Phone No. _____

Type of Review Requested: Accessibility Building (Check all that apply)
Third Party Review required for Electrical, Plumbing, Mechanical/Energy and Sprinkler
Township requires 1 copy of all stamped third party approved plans prior to issuance of permit.

Type of Proposed Work: New commercial structure Footer/Foundation only
Interior alterations of existing tenant space Interior build out of new space

Describe proposed work in detail: _____

Type of heat _____	Number of Bathrooms _____
Sanitary Sewer system yes no	Roof Material _____
Public Water yes no	Size of building _____
Located in Flood plain yes no	Number of stories _____
Number of rooms _____	Code Design Year _____

*** Completed Commercial Building Application, Required Fees, and 2 sets of Design Professional Sealed Drawings are Due Upon Submission ***

General Contractor as listed on Workman's compensation insurance or notarized waiver:

Estimated value of construction: \$ _____

Signature of applicant _____

By signing this application I am certifying that all work will comply with the Uniform Construction Code and all other applicable adopted codes and ordinances for Swatara Township. I also certify that the facts and estimated values set forth in the application have been examined by me, and to the best of my knowledge are true, correct, and complete.

FOR TOWNSHIP USE ONLY	
TAX MAP PARCEL NO. _____	IS OWNER A LAW ENFORCEMENT
DATE OF COMPLETE SUBMISSION _____	WORKER OR JUDGE? _____
FEES PAID _____	WARD NO. _____
NOTES _____	



SWATARA TOWNSHIP

Zoning Permit Application

Application is hereby made to Swatara Township for a Zoning Permit in conformity with the requirements of Zoning Ordinance No. 2010-01 and any amendments thereto; for the following work.

Location of Proposed Work: _____

Property Owner(s): _____ Owner Address: _____

Applicant Name & Address: _____ Contact No. _____

New Construction Addition Shed Pool Sign Change of Use Other

Description of Work: _____

<u>Setbacks</u>	<u>Existing</u>	<u>Proposed</u>	Existing/Proposed Use: _____
Front Yard	_____	_____	Lot Area: _____ SF
Left Side	_____	_____	Proposed Coverage: _____ SF
Right Side	_____	_____	Proposed Height: _____
Rear Yard	_____	_____	Parking Spaces Required/Proposed: _____

A dimensional site plan must accompany this application showing all existing features/proposed work.

Stakeout Inspections are required on ALL applications. Applicants shall stake out the property lines & proposed work area, then notify the Township so an inspection can be performed by the Zoning Officer.

You may not proceed with construction until the Stakeout Inspection has been performed.

I hereby acknowledge the information contained herein is true and correct, and I hereby agree that all applicable provisions of the Swatara Township Zoning Ordinance shall be complied with.

Applicant Signature: _____ Date: _____

For Township Use Only – Please Do Not Write Below This Line

Date Received: _____ Property located within the 100 year floodplain? _____

Tax Parcel No. 63- _____ Zoning District: _____

Zoning Officer Approval: _____ Date: _____

Stakeout Inspection: _____ Pass _____ Fail Date: _____

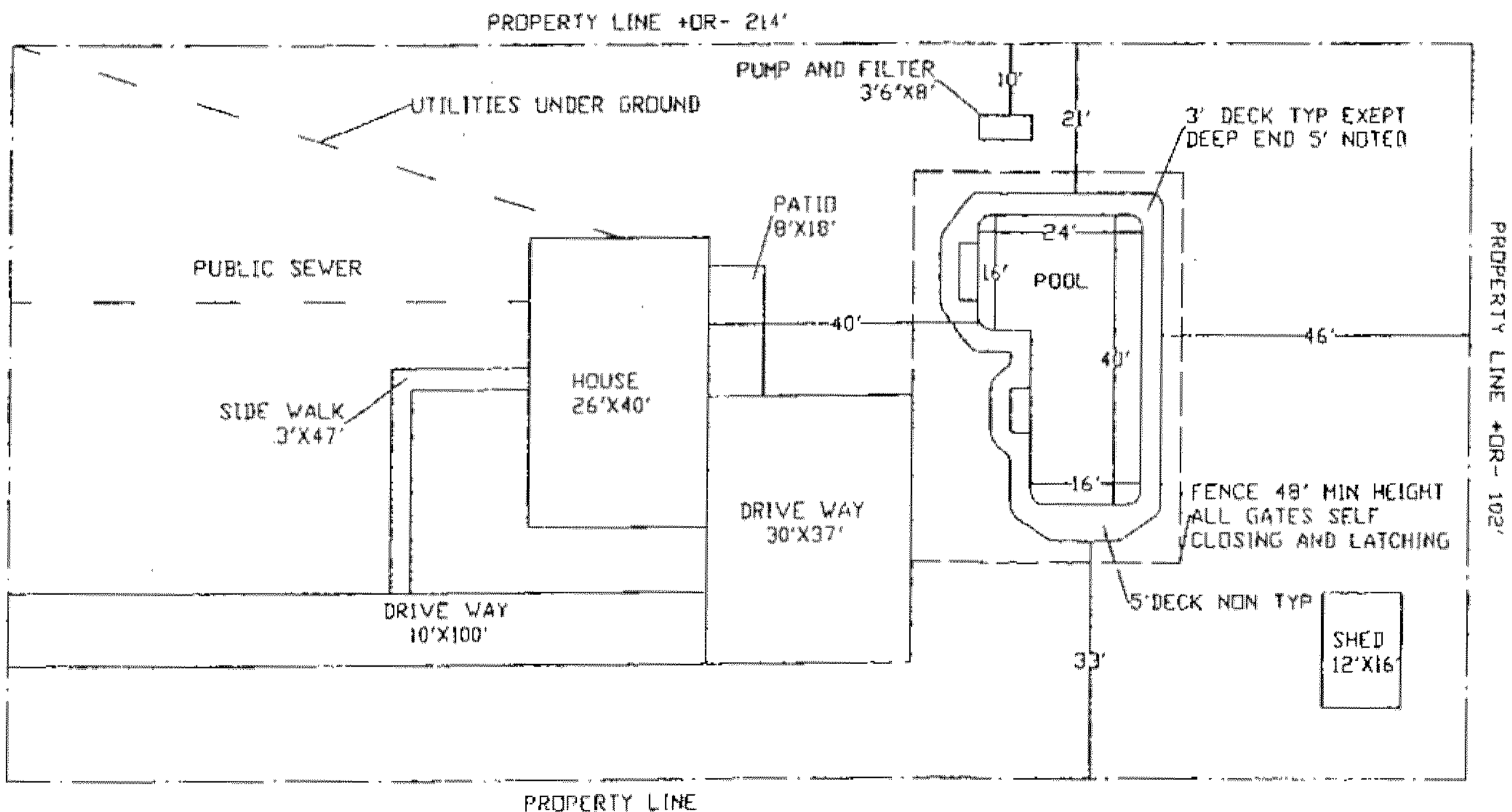
Final Inspection: _____ Pass _____ Fail Date: _____

SITE PLAN REQUIREMENTS

A dimensional site plan must be submitted with the zoning application illustrating the following:

- o Location of all property lines. Include the exact length of your property lines and include the size of your lot in square feet.
- o Location of all *existing* structures and improvements; including but not limited to, residence, driveways, walkways, sheds, decks, patios, porches, swimming pools, garages, hot tubs and any other accessory structures.
- o Location of all *proposed* projects.
- o Exact dimensions, including the area calculations in square feet, of all existing and proposed improvements on the property.
- o Exact measurements from all existing and proposed improvements to all property lines.
- o Locations of any easements on the property, both public and private, including the exact dimensions of the easements. *Nothing shall be placed, planted, set or put within the area of the easement that would adversely affect the function of the easement.*
- o Location of the 100 year floodplain, if applicable. Boundaries of the 100 year floodplain must be staked out prior to any on site construction. Any proposed improvements to be located within the 100 year floodplain shall be in accordance with the Swatara Township Floodplain Ordinance, as amended.

SAMPLE SITE PLAN



SCALE 1"=30'



APPROVED THIRD PARTY AGENCIES

Swatara Township requires you to have a third party approval for Plan Review and Inspections of all COMMERCIAL MECHANICAL, COMMERCIAL PLUMBING, COMMERCIAL ELECTRICAL, COMMERCIAL SPRINKLER and RESIDENTIAL ELECTRICAL. The owner/applicant is responsible to contact one of our approved third party agencies listed below to obtain such approvals, costs may vary.

American Inspection Agency (717) 432-8059

Approved Code Services, Inc. (717) 506-0464

ARRO Engineering & Environmental Consultants
(717) 975-3995 Fax (717) 975-2686

BIU Of PA, Inc (Building Inspection Underwriters of PA)
(717) 582-4483 FAX (717) 582-4431

Bureau Veritas North America 1-877-392-9445
(Atlantic-Inland/Guardian Inspection)

Commonwealth Code Inspection Agency 1-800-732-0043

Middle Department Inspection Agency (717) 761-5340

National Inspection Agency (717) 238-1119 or 1-800-365-2633

*Third party plan review approvals will be required prior to permit issuance, and all third party inspections approvals required prior to CO issuance.

NOTE: If you are a contractor doing business in Swatara Township, you are required to obtain a Swatara Township Business Privilege License. Please contact that office at (717) 564-2551.