

## COMMERCIAL BUILDING PROJECT CHECKLIST

Project Name/Address: \_\_\_\_\_

- APPLICATION FEE - \$100.00    OR     FOUNDATION ONLY - \$3,000.00
- MDIA STAMPED APPROVED PLANS BEFORE SUBMISSION – 2 COMPLETE SETS
- SMT COMMERCIAL BUILDING APPLICATION FOR BUILDING PERMIT – FULLY COMPLETED/ SIGNED AND SEALED.
- SMT UCC PLAN REVIEW CHECKLIST – FULLY COMPLETED
- (2) COMPLETE SETS OF CONSTRUCTION DRAWINGS INCLUDING SITE PLANS – SIGNED AND SEALED. – MINIMUM 18" X 24"
- FLASH DRIVE WITH PDF COPY OF ALL PLANS IN SET INCLUDING SITE PLANS.
- COMCHECK IECC 2015 REPORTS – LIGHTING, MECHANICAL AND BUILDING ENVELOPE. "ALL BUILDINGS WHERE ANY OF THESE ITEMS ARE ALTERED".
- SPECIAL INSEPCIONS AND OBSERVATIONS STATEMENT – FULLY COMPLETED.
- FLOOD CERTIFICATE – "IF PROJECT IS IN A FLOOD PLAIN".
- SEWER AND WATER PERMITS – " ALL NEW BUILDINGS".
- DRIVEWAY PERMIT – "ALL NEW BUILDINGS"
- ZONING PERMIT – SEE ATTACHED ZONING CHECK LIST BEFORE CHECKING OFF

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By signing this document, I acknowledge that any of the above information that is required and not provided will cause unnecessary delay in the review and permitting of the above mentioned project.

\_\_\_\_\_  
Applicant Name and Telephone Number

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Email (used to send Certificate of Occupancy after Final Inspection)

\_\_\_\_\_  
Name of person receiving application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Code Official Approval

\_\_\_\_\_  
Date

## **ATTENTION PA UCC CUSTOMERS:**

# **PA UNIFORM CONSTRUCTION CODE UPDATES TAKE EFFECT OCTOBER 1, 2018**

- **The 2015 editions of the International Codes adopted by UCC regulations, as modified by the PA UCC RAC, are now to be used for construction project design, plan review, and inspection purposes.**
- **If your project was under contract for design or construction before October 1, 2018, you may submit plans and specifications based upon 2009 ICC Codes with your permit application through March 31, 2019 if accompanied by an executed copy of your contract.**
- **The PA DCED Industrialized Housing Program regulatory update is lagging behind the PA DLI UCC update, so production of new industrialized (modular) homes utilizing 2015 ICC Codes will not take effect until April 1, 2019.**
- **2018 IBC regulations for accessibility are effective June 15, 2019.**

# MIDDLE DEPARTMENT INSPECTION AGENCY, INC.

### APPLICANT COMPLETES THIS SECTION

Date: \_\_\_\_\_

City, Town or Township South Middleton Township County \_\_\_\_\_ State \_\_\_\_\_  
Location/Address \_\_\_\_\_

(If Located in Rural Area - Please Attach Directions)

Owner \_\_\_\_\_ Phone # \_\_\_\_\_ Pole # \_\_\_\_\_  
Occupied As \_\_\_\_\_ Permit # \_\_\_\_\_  
Occupant \_\_\_\_\_ Building: New  Old

Work Area in Building (Floor #, etc.): \_\_\_\_\_

App. for: Wiring  Service  or: \_\_\_\_\_ Ready for Inspection: \_\_\_\_\_

Fee Remitted - \$ \_\_\_\_\_ Cash  Check  M.O.  Make Payable To: M.D.I.A.

Number of Rough Wiring Outlets _____	Elect. Heat _____	500	750	1000	1250	1500	1750	2000	2250	2500	2750	3000
Switches _____	_____ Amp. Service _____	Surface Unit _____	Dishwasher _____	Range _____								
Lighting _____	_____ Water Heater _____	Air Conditioner _____	Dryer _____	Pump _____								
Receptacles _____	_____ Oven _____	Garbage Disposal _____	Wiring and Controls for _____	Burner _____								
Number of Fixtures _____	_____ Amp. Receptacles _____	Fractional H.P. Vent Fans _____	Other Equipment: _____									

MOTORS H.P. Mark Number of Each Size	1/20	1/12	1/10	1/8	1/6	1/4	1/3	1/2	3/4	1	1 1/2	2	3	5	7 1/2	10	15	20	25	30	40	50	75	100
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Applicant's Signature \_\_\_\_\_ License # \_\_\_\_\_ Permit # \_\_\_\_\_  
T/A \_\_\_\_\_ Utility: \_\_\_\_\_ (NAME) \_\_\_\_\_ (OFFICE LOCATION) \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_ Service Request # \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_  
Phone # \_\_\_\_\_ Electrician: \_\_\_\_\_

### MDIA USE ONLY

DATE RECEIVED: \_\_\_\_\_

DATE INSPECTED: \_\_\_\_\_

Correct Location: Same as Above  or: \_\_\_\_\_

Red Notice Label

Rough Wiring Outlets _____	Surface Unit _____	Oven _____
Switches _____	Range _____	Garbage Disposal _____
Receptacles _____	Water Heater _____	Dishwasher _____
Fixtures _____	Air Conditioner _____	Dryer _____
Amp. Service Equipment _____	Burner, Wiring & Controls for _____	Amp. Receptacle _____
Amp. Service Conductors _____	Pump _____	Vent Fans _____

MOTORS H.P. Mark Number of Each Size	1/20	1/12	1/10	1/8	1/6	1/4	1/3	1/2	3/4	1	1 1/2	2	3	5	7 1/2	10	15	20	25	30	40	50	75	100
--------------------------------------	------	------	------	-----	-----	-----	-----	-----	-----	---	-------	---	---	---	-------	----	----	----	----	----	----	----	----	-----

Elect. Heat _____	900	750	1000	1250	1500	1750	2000	2250	2500	2750	3000
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CERTIFICATIONS	USE FOR INITIAL VISIT ONLY	NOTIFIED	DATE	CORRECT FEE	FEE PAID
<input type="checkbox"/> RW <input type="checkbox"/> CFT <input type="checkbox"/> L/A _____ <input type="checkbox"/> L/A _____ <input type="checkbox"/> IPA  Date: _____	Progress: Inc. <input type="checkbox"/> LKD <input type="checkbox"/> Violation: Work Comp. <input type="checkbox"/> Inc. <input type="checkbox"/>	Contractor		Fee Due	CASH <input type="checkbox"/>
	Other Side <input type="checkbox"/>	Owner			CHK # _____
		Municipal		MO # _____	
	Utility		INV # _____	Applicant <input type="checkbox"/>	Owner <input type="checkbox"/>

Cut in Card  Temp # \_\_\_\_\_ Date \_\_\_\_\_

Final # \_\_\_\_\_ Date \_\_\_\_\_

INSPECTORS SIGNATURE \_\_\_\_\_



Middle Department Inspection Agency  
3901 Hartzdale Dr. Suite 112  
Camp Hill, PA 17011  
Ron Yoffee

[ronaldyoffee@mdia.us](mailto:ronaldyoffee@mdia.us)  
Direct: 717.580.8337  
Office: 717.761.5340

### Electronic Plan Review Submission

MDIA will conduct Uniform Construction Code plan reviews via electronic media. This letter explains the process for submissions of your documentation should you choose this option.

Please be aware that a UCC Compliance Review Approval does not guarantee a building permit will be issued. All other municipal requirements must be met before a permit is issued.

#### **What Documents You Will Need.**

1. You will need to complete a South Middleton Township Commercial Building Permit Application. This application is available at the Municipal website.
2. You will need a complete set of construction documents in pdf format . They must be signed, sealed, dated by a PA Registered Design Professional. UCC 403.42(a)(c).

#### **How You Will Need To Submit The 2 Items Above.**

1. Files that are under 5 megabyte can be emailed directly to me at [ronaldyoffee@mdia.us](mailto:ronaldyoffee@mdia.us)
2. You can also send me a link to a private server so I can download your files.
3. You can use a web transfer service to allow me to download the file. I have had good success with " wetransfer.com " of course any comparable service will work.

#### **After I Receive Your File.**

1. I will transmit your building permit application to the Building Code Official for the municipality.
2. The Building Code Official will reply to me with one of the following:
  - a. Ok to process for UCC Review.
  - b. Hold UCC Review for other requirements (ie zoning etc.)
  - c. Do not process or review the documents and delete the files.
3. I will notify you of the response from the Building Code Official via email as soon as I receive it.
4. The time limit set forth in UCC 403.43(a) will not commence until the Building Code Official accepts the Building Permit Application and allows the UCC Plan Review process to begin.

#### **How Will I Communicate The Review Status or Areas for Clarification or Revision.**

1. During the plan review process, any areas that may require clarification or revision will have the comments embedded directly on the document page in question.
2. Small files under 5mb will be emailed directly to you. Larger files will be provided to you by a link to download.

#### **How Do You Submit Your Documents to the Municipality for Permit Issuance.**

1. Currently the municipality does require a hard copy for the their files. The applicant is also responsible for the required construction set of documents that must remain on the construction site UCC 403.43 (c).
2. Your actual submission for permit is subject to change as the electronic plan review process matures. You will be given explicit instructions on how to submit the hard copy plans required by the municipality when the pdf file has been approved and digitally signed for UCC Compliance.

#### **How Do I Pay for the Review.**

Once your application is approved for UCC review, you will be notified of the fee due and payment methods. Payment is required prior to releasing the results of the review.  
Please feel free to contact me directly with any questions concerning this process.

# SOUTH MIDDLETON TOWNSHIP COMMERCIAL BUILDING PERMIT APPLICATION

File #
Permit #
Date:

<b>Site Information:</b>	Project Name: _____															
	Address Number and Street: _____															
	City: _____			State: _____			Zip: _____									
<b>Application Type</b>	<input type="checkbox"/>	Addition				<input type="checkbox"/>	Foundation Only Approval		<input type="checkbox"/>	Other _____						
	<input type="checkbox"/>	Alteration/Renovation				<input type="checkbox"/>	New Building									
	<input type="checkbox"/>	Change of Use				<input type="checkbox"/>	Repair									
	<input type="checkbox"/>	Demolition/Wrecking				<input type="checkbox"/>	Structure Relocation									
<b>Use/Occupancy Classification:</b> Check box to <u>left</u> of applicable group. Check all that apply.	<input type="checkbox"/>	A-1	<input type="checkbox"/>	B	<input type="checkbox"/>	H-1	<input type="checkbox"/>	I-1	<input type="checkbox"/>	R-1	<input type="checkbox"/>	S-1	Day Care Occupancies			
	<input type="checkbox"/>	A-2	<input type="checkbox"/>	E	<input type="checkbox"/>	H-2	<input type="checkbox"/>	I-2	<input type="checkbox"/>	R-2	<input type="checkbox"/>	S-2			<input type="checkbox"/>	R-3
	<input type="checkbox"/>	A-3	<input type="checkbox"/>	F-1	<input type="checkbox"/>	H-3	<input type="checkbox"/>	I-3	<input type="checkbox"/>	R-3	<input type="checkbox"/>	U	<input type="checkbox"/>	E	<input type="checkbox"/>	I-4 Adult Care
	<input type="checkbox"/>	A-4	<input type="checkbox"/>	F-2	<input type="checkbox"/>	H-4	<input type="checkbox"/>	I-4	<input type="checkbox"/>	R-4						
	<input type="checkbox"/>	A-5					<input type="checkbox"/>	H-5	<input type="checkbox"/>	M						
<b>Type of Construction per Chapter 6 of the International Building Code</b>	<input type="checkbox"/>	IA		<input type="checkbox"/>	IIB		<input type="checkbox"/>	IIIA		<input type="checkbox"/>	IV		<input type="checkbox"/>	VA		
	<input type="checkbox"/>	IB		<input type="checkbox"/>	IIB		<input type="checkbox"/>	IIIB				<input type="checkbox"/>	VB (Check all that apply)			
<b>Special Requirements and Documentation</b>	Check each block below indicating that all of the following will be submitted with this application:															
	<input type="checkbox"/>	Two (2) Complete sets of construction drawings-Hard Copy-Fully Bound (min. 18"x24")														
	<input type="checkbox"/>	One (1) Electronic Set of All Construction drawings-(PDF Type on Flash Drive)														
	<input type="checkbox"/>	One (1) completed copy of the UCC Plan Review Checklist														
	<input type="checkbox"/>	One (1) set of specifications (only if new building, addition, or alteration.)														
	<input type="checkbox"/>	Does this construction involve modular units built in a factory?				<input type="checkbox"/>	Yes		<input type="checkbox"/>	No		If "Yes," submit 1 copy of a letter from a licensed design professional certifying that construction within the modular units (or the fully assembled modular building) and hidden from view will fully comply with all requirements of the UCC.				
	<input type="checkbox"/>	Is this construction regulated by the Health Care Facilities Act?				<input type="checkbox"/>	Yes		<input type="checkbox"/>	No		If "Yes," submit 1 copy of approval letter from the Pennsylvania Department of Health.				
	<input type="checkbox"/>	Is this construction exempt from energy code requirements?				<input type="checkbox"/>	Yes		<input type="checkbox"/>	No		If "Yes," submit 1 copy of a letter indicating that the building or structure will use neither electricity nor fossil fuels, and thus is exempt per ASHRAE 90.1, §2.3(B). If "No," submit 1 copy of the COMcheck-EZ Certificate.				
<input type="checkbox"/>	Is Project in flood hazard area?				<input type="checkbox"/>	Yes		<input type="checkbox"/>	No		If "Yes," submit 1 copy of the flood hazard certifications mandated in Section 1612.5 of the International Building Code.					
<input type="checkbox"/>	Are any of the International Building Code (Chapter 17) special inspection or structural observations required?				<input type="checkbox"/>	Yes		<input type="checkbox"/>	No		If "Yes," submit 1 copy of the South Middleton Township Special Inspections Observations Statement.					
<input type="checkbox"/>	Will an alternative construction method or material be used on this project?				<input type="checkbox"/>	Yes		<input type="checkbox"/>	No							

<b>Special Requirements and Documentation (Continued)</b>	Is this application for "phased approval"?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," submit a letter signed by the design professional and owner acknowledging that the issuance of a permit for phased construction provides no assurance that the Township will grant approval of any UCC permits needed to complete the construction, and that the design professional and owner will ensure that the building/structure fully complies with all UCC requirements before occupancy.
<b>Project Data</b>	Lot Number: _____ Block Number: _____ Minimum setbacks required by South Middleton Township Zoning Ordinance (in feet): Front: _____ Rear: _____ L Side: _____ R Side: _____ Square feet of conditioned space: _____ Square feet of unconditioned space: _____		
		<b>Total Square Footage of Project:</b>	
		<b>Estimated Construction Cost for Entire Project:</b>	
		\$	
		Number of stories above grade: _____ Does it have a basement? <input type="checkbox"/> Yes <input type="checkbox"/> No Total floor area (square feet) _____ Floor area <b>new</b> construction (square feet) _____ Floor area of <b>addition</b> (square feet) _____ Floor area <b>altered/renovated</b> (sq. feet) _____ Number of multi-family dwelling units: _____ Number of accessible dwelling units: _____ Fire Suppression: <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> None	
If application applies to an existing building that is "legally occupied", include permits held: L & I Fire and Panic Occupancy Permit                      File Number _____ South Middleton Township Occupancy Permit              Permit Number _____			
If " <b>legally occupied</b> " you must select which design code requirements the building will comply with (choose only one): <input type="checkbox"/> International Existing Building Code			
All work shall comply with the 2015 International Codes, Accessibility shall comply with the 2018 <i>International Building Code</i> Chapter 11 and Appendix E, and ICC/ANSI A117.1-2009 Gas Provider: _____ Electricity Provider: _____			
<b>Deferred Submissions</b>	If you are not submitting plans and other documentation for any of the items listed below with this application, check the appropriate box below and <b>indicate</b> this on the <b>first page</b> of each building plan set. <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Truss Drawings		
<b>Design Professional In Responsible Charge</b>  Seal must be in space to right of name and address.	Name: _____ Address: _____  PA Lic. #: _____ E-mail: _____ Phone: _____ Fax: _____		Place Architect's or Engineer's          Seal Here

**Owner's Certification:**

\_\_\_\_\_  
 Owner's Signature (must be owner)

\_\_\_\_\_  
 Date

If the owner is a corporation, a copy of a corporate resolution or bylaws authorizing the person to act on the corporation's behalf shall be submitted.

**Authorized Agent:**

If the owner wishes to designate individual(s) to act on their behalf, it shall be indicated below. If the owner is a corporation, a copy of a corporate resolution or bylaws authorizing the person to act on the corporation's behalf shall be submitted.

Architect: \_\_\_\_\_  
 Name(s)

Attorney: \_\_\_\_\_  
 Name(s)

Engineer: \_\_\_\_\_  
 Name(s)

Consultant: \_\_\_\_\_  
 Name(s)

Contractor/: \_\_\_\_\_  
 Name(s)

Other: \_\_\_\_\_  
 Name(s) & Occupation(s)

**Applicant's Certification:**

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

1. The 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 South Middleton Township.
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 South Middleton Township.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to South Middleton Township.
6. When required, up to 20% of the total cost of any work performed on an area of primary function in an existing building will be expended to provide an accessible route to the area of primary function.
7. 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.

Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FILE# \_\_\_\_\_  
PERMIT# \_\_\_\_\_  
DATE \_\_\_\_\_  
PAGE 1

**SOUTH MIDDLETON TOWNSHIP - STATEMENT OF SPECIAL INSPECTIONS AND OBSERVATIONS**  
Uniform Construction Code (UCC)

This statement must accompany permit applications for all construction for which special inspections and observations are required in section 17 of the International Building Code

Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Telephone: \_\_\_\_\_

This is to certify that all the inspections and observations that I have checked on pages 2-3 and on page 4 of this statement are required for the project named above and will be performed by the designated individuals or firms. By signing this statement, I also acknowledge that:

- these inspections and observations must be performed by competent individuals in accordance with sections 1704 and 1705 (as applicable) and that the construction work must comply with the Department-approved plans and specifications and all applicable provisions of the Uniform Construction Code;
- records of all required special inspections and testing observations (including any discrepancies and methods of correction of these discrepancies) will be retained and made available to Department representatives, upon request; and,
- the Final Report section of this statement must be signed by me and a copy of this statement submitted to the Department inspector, at the time that the final inspection is performed and before a certificate of occupancy is issued.

**PLEASE AFFIX SEAL HERE**

\_\_\_\_\_  
Name of Design Professional in Responsible Charge  
\_\_\_\_\_  
Signature of Design Professional in Responsible Charge  
\_\_\_\_\_  
PA License Number      Date signed (Month/Day/Year)



FILE# \_\_\_\_\_  
PERMIT# \_\_\_\_\_  
DATE \_\_\_\_\_

PAGE 2

CHECK EACH THAT APPLIES	TYPE OF SPECIAL INSPECTION OBSERVATION	NAME AND ADDRESS OF INDIVIDUAL AND/OR FIRM PERFORMING INSPECTION OR OBSERVATION	CREDENTIALS (Enter acronym from page 4. If "Other," please specify special training or basis for competency to perform work.)
_____	Inspection of Fabricators	_____	_____
_____	Inspection of Steel Construction	_____	_____
_____	Inspection of Concrete Construction	_____	_____
_____	Inspection of Masonry Construction	_____	_____
_____	Inspection of Wood Construction	_____	_____
_____	Inspection of Soil Conditions	_____	_____
_____	Inspection of Pile Foundations	_____	_____
_____	Inspection of Pier Foundations	_____	_____
_____	Inspection of Wood Panels and Veneers	_____	_____

FILE# \_\_\_\_\_  
PERMIT# \_\_\_\_\_  
DATE \_\_\_\_\_  
PAGE 3

CHECK EACH THAT APPLIES	TYPE OF SPECIAL INSPECTION OBSERVATION	NAME AND ADDRESS OF INDIVIDUAL AND/OR FIRM PERFORMING INSPECTION OR OBSERVATION	CREDENTIALS (Enter acronym from page 4. If "Other," please specify special training or basis for competency to perform work.)
_____	Inspection of Sprayed Fire-Resistant Materials	_____	_____
_____	Inspection of Smoke Control	_____	_____
_____	Inspection of Exterior Insulation & Finish System (EIFS)	_____	_____
_____	Structural Observations	_____	_____

**FINAL REPORT** Required Special Inspections or Observations:

- |   |  |
|---|--|
| _____ Inspection of Fabricators           | _____ Inspection of Pile Foundations                           |
| _____ Inspection of Steel Construction    | _____ Inspection of Pier Foundations                           |
| _____ Inspection of Concrete Construction | _____ Inspection of Wood Panels and Veneers                    |
| _____ Inspection of Masonry Construction  | _____ Inspection of Sprayed Fire-Resistant Materials           |
| _____ Inspection of Wood Construction     | _____ Inspection of Smoke Controls                             |
| _____ Inspection of Soil Conditions       | _____ Inspection of Exterior Insulation & Finish System (EIFS) |
| _____ Structural Observations             |  |

I certify that I have reviewed the report on each of the inspections or observations checked above. These reports indicate that the covered work is in compliance with the Department-approved plans and specifications and all applicable provisions of the Uniform Construction Code.

Signature of Design Professional in Responsible Charge:

Date signed (Day/Month/Year): \_\_\_\_\_

**KEY for use in CREDENTIALS column:** (on pages 2 and 3)

- ACI American Concrete Institute Certified Concrete Field Testing Technician
- AWS American Welding Society Certified Welding Inspector
- ASNT American Society of Non-Destructive Testing
- AWCI Association of Wall and Ceiling Industries
- MCA Model code agency (ICC, BOCA, SBCCI, ICBO) special inspection certification
- PA Professional Architect (currently licensed)
- PE Professional Engineer (currently licensed)
- OTHER Specialized training coursework or other basis for competency deemed acceptable

## SOUTH MIDDLETON TOWNSHIP

Uniform Construction Code (UCC)

### COMMERCIAL BUILDING PLAN REVIEW CHECKLIST

This checklist must accompany permit application for new buildings/structures, additions and renovation projects (those which exceed the scope of Alterations - Level I)

**ALL INFORMATION MUST BE FILLED IN, CHECKED OR MARKED "NA"**

Project Name:

Project Address:

Owner/Agent

Telephone:

Design professional or other person we can contact about info on this form and other project details (if same as Owner/Agent, just provide fax number and e-mail address):

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail \_\_\_\_\_

#### General Requirements:

All drawings, shall be sealed, signed, and dated, by a design professional (licensed architect or engineer). The only exception is when all of the following apply:

- a. The proposed work only involves remodeling or alterations of an existing building or structure.
- b. The proposed work does not change the building's structure or means of egress.
- c. The person preparing the plans is not compensated for the preparation of the drawings.

All drawings must be neatly drawn with clean, crisp lettering - they must remain legible after being reduced. All plan sets must be bound together. **Loose sets will be returned for binding.**

Computer-generated vicinity maps obtained from web-based services (such as MapQuest) are acceptable, as long as the roadways or street names are legible and will remain that way if reduced.

When photographs (including digital ones) are submitted to show building elevations, the images must be in focus and correctly exposed.

If access to a State road or highway is required or is necessary, a PennDOT Highway/Road Occupancy Permit is required with the building permit application submission. If the access is onto a Township street or highway, a Township Road Occupancy Permit application must be submitted.

**Sewer and Water Permits or Septic and Well Permits (whichever is applicable) must be submitted with the building permit application.**

While we understand that many items on this checklist may not be included in some alteration or renovation projects, we request that all applicants work through the entire checklist to ensure that any necessary items are included. If any item is not necessary, please check N/A ("not applicable"). This will greatly facilitate review and approval of projects.

If any of the non-mandatory sections (any sections other than Site Plans and Architectural Plans) in this document do not apply to the proposed work, please check the "N/A" box beside the section title (rather than fill in "N/A" next to each item in that section). **Site Plans and Architectural Plans are required with every project application.**

**SITE PLANS: (Mandatory - All Projects)**

- Yes  N/A a. Site plans shall be prepared to scale (not less than 1"=20'), with legend, north arrow, and separate vicinity (site location) map.
- Yes  N/A b. Show the correct street address, parcel number and required municipal zoning on the site plans.
- Yes  N/A c. Show and identify all property lines and rights-of-way, with distance from property lines and adjacent buildings on site plans and the required minimum building setbacks.
- Yes  N/A d. Show all accessible parking spaces and signage per ICC/ANSI A117.1 and the *International Building Code* on site plan.
- Yes  N/A e. Show accessible curb cuts, ramps and access ways to the building.
- Yes  N/A f. Show all existing and proposed driveway entrances.
- Yes  N/A g. Identify adjacent land uses and zoning.
- Yes  N/A h. Show all easements, flood ways, and required buffers.
- Yes  N/A i. Show existing and proposed utilities (with backflow preventers) to serve the site.
- Yes  N/A j. Show existing and proposed finish grades.
- Yes  N/A k. Show details, sections, and elevations needed for construction.
- Yes  N/A l. Show all buffer and screening landscaping.
- Yes  N/A m. Show all required parking and loading spaces and calculations.

**ARCHITECTURAL PLANS: (Mandatory - All Projects)**

- Yes  N/A a. Show architectural floor plans of each floor. These pages must be at least 18" x 24" in size (but not more than 36" x 42"), drawn to a scale of not less than 1/8" = 1'. Indicate (or reproduce) the approved, tested hourly rating, number and location of all rated members and assemblies (walls, columns, beams, floor and ceiling, and ceiling and roof fire-rated design assemblies). Show all fire-rated walls (both existing and new) with their ratings, if not shown elsewhere. Drawings submitted without required fire rated walls shown will be rejected. Tenant Key Plans are required with all multi-tenant facilities.
- Yes  N/A b. Show the square footage of each floor on the corresponding floor plans.
- Yes  N/A c. Identify the names and uses of each room.
- Yes  N/A d. Furnish door schedule(s), including size, type, rating (if any) and hardware.
- Yes  N/A e. Provide all glazing schedules.
- Yes  N/A f. Show elevations with dimensions defining overall building height, floor-to-floor heights, or heights to ridge and eave as applicable to the type of building construction listed on the UCC application. (Note: Where an existing building is involved, photographs of all sides of the building may be submitted to show elevations. **These will be acceptable only if they show all elements necessary to determine compliance with the UCC.**)
- Yes  N/A g. Provide basement percentage-below-grade calculations.
- Yes  N/A h. Indicate roof slopes, drainage system and sized through wall scuppers, if applicable to the project.
- Yes  N/A i. Show fixed seating for assembly occupancy to allow determination of occupancy posting required by *International Building Code*.
- Yes  N/A j. Show wall sections with proposed material sizes, construction and fire-rated assemblies.
- Yes  N/A k. Show proposed plumbing fixtures and privacy screens on the plans.
- Yes  N/A l. If masonry construction is proposed, include the following information:
  - \_\_\_\_\_ Type of brick ties and spacing of weep holes
  - \_\_\_\_\_ Control joints
  - \_\_\_\_\_ Placement of wall flashing and reinforcement.
- Yes  N/A m. If appropriate for the proposed occupancy, plans should identify all hazardous material control areas, fire barriers and the required fire-resistance ratings for these barriers. All identified control areas shall list the name, class, quantity and method of storage of all hazardous materials processed, manufactured or used in

a manufacturing process and contained within its fire barriers. Provide a Material Safety Data Sheet for each listed hazardous material. See Sections 414 and 415 of the International Building Code.

Yes  N/A  
 Yes  N/A  
 Yes  N/A

n. Show the floor slab vapor barrier.

o. Show foundation water-proofing, if applicable.

p. All penetrations of fire-rated construction must be per manufacturer's details. The details shall meet or exceed the rating of construction being penetrated. The penetration details shall be exactly as tested by an approved testing laboratory or agency and shall include their system numbers. New penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.

Yes  N/A  
 Yes  N/A

q. Show penthouse drawings.

r. Provide on the drawings the calculations for the means of egress widths for the entire floor occupancy load and the existing capacity of all exits including all stairs, doors, corridors and ramped exits.

Yes  N/A

s. Show required ventilation louvers and vent sizes.

### STRUCTURAL PLANS: N/A

Yes  N/A

a. Show foundation plans indicating the proposed slab elevations and type of foundation (i.e., mat foundation, caissons, spread footings, etc.).

Yes  N/A

b. Provide preliminary soil analysis data done by a licensed engineer, if required.

Yes  N/A

c. Indicate dimensions of foundations.

Yes  N/A

d. Show type, size and location of piling and pile caps for pile foundation.

Yes  N/A

e. Indicate grade beam sizes.

Yes  N/A

f. Indicate a footing schedule defining footing sizes and the required reinforcing.

Yes  N/A

g. Show the established footing depth below grade and method of frost protection allowed in Section 1809.5 of the *International Building Code*.

Yes  N/A

h. Indicate the thickness of the floor slab, size of reinforcing, slab elevations, and type and details of foundations.

Yes  N/A

i. Indicate location, size and amount of reinforcing steel.

Yes  N/A

j. Show foundation corner reinforcing bars and minimum overlapping (as applicable to project structure).

Yes  N/A

k. Provide strength of concrete according to designed soil reports.

Yes  N/A

l. Show beams, joists, girders, rafters, and/or truss layouts and details of connections, structural steel stud gage, gage size, and connections.

Yes  N/A

m. Indicate the sizes and species of all wood members and their respective design strength.

Yes  N/A

n. Show all columns, girders, joists, purlins, beams and base plates; for wood construction show all headers.

Yes  N/A

o. Provide a complete lintel schedule.

Yes  N/A

p. Indicate the type of anchoring for steel bearing directly on masonry.

Yes  N/A

q. Indicate design dead and live, wind, snow, seismic loads for floor areas, roofs, balconies, porches, breezeways, corridors, stairs, mezzanines and platforms. Show concentrated loads, i.e. file rooms, machinery and forklift areas, if greater than those shown on the Code Summary Sheet. Identify shear walls, bracing, strapping fastening, reinforcement and any special anchoring required.

Yes  N/A

r. Where applicable, indicate on roof framing plan where concentrated loads (mechanical equipment, cranes, etc.) will be placed.

Yes  N/A

s. Indicate on foundation and framing plans the location and lateral load resisting system. (Show walls, braced frames, moment connections, etc.)

**FIRE PROTECTION PLANS: ( ) N/A**

- ( ) Yes ( ) N/A a. Complete a sprinkler design data sheet and include it on the first plan of the sprinkler drawings.
- ( ) Yes ( ) N/A b. Show floor plans for each floor with sprinkler piping layout, pipe sizes, pipe hanger details, piping materials, doors, walls and room identifies.

Often, these shop drawings are not available at the time of initial plan submission. If this is the case, write in "NA," but note the following:

- These shop drawings must be submitted for South Middleton Township review and approval **at least two weeks before the projected installation date.**
- Failure to obtain approval of these drawings before installation could result not only in delay of the final inspection and issuance of an occupancy permit, but also in removal and reconstruction of installations which fail to meet UCC requirements.

- ( ) Yes ( ) N/A c. Show ceiling plans with sprinkler head(s) layout, walls, soffits, openings, doors, dimensions and room identities.
- ( ) Yes ( ) N/A d. Verify system design by providing hydraulic calculations along with the following:
  - \_\_\_\_\_ Recent water flow test
  - \_\_\_\_\_ Ten (10) percent safety margin
  - \_\_\_\_\_ Type of backflow-preventer or reduced pressure zone showing equivalent foot loss
  - \_\_\_\_\_ Fire pump summary
- ( ) Yes ( ) N/A e. Note the type of sprinkler system used (e.g., 2013 NFPA, 13, 13D, or 13R)
- ( ) Yes ( ) N/A f. For residential occupancies such as apartments and condominiums, show sprinkler head locations at breezeways, if applicable.
- ( ) Yes ( ) N/A g. Indicate the certified testing laboratory agency (e.g., U.L.), their test number and hourly ratings of all new and/or affected rated members and assemblies (i.e. columns, beams, floor/ceiling and ceiling/roof fire-rated design assemblies). Show all new and/or affected fire-rated walls with their ratings, if not shown elsewhere.
- ( ) Yes ( ) N/A h. All penetrations of fire-rated construction must be per manufacturer's details. Details shall meet or exceed ratings of construction being penetrated. Penetration details shall be exactly as tested by a certified testing laboratory or agency and shall include their system numbers. All new penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.
- ( ) Yes ( ) N/A i. Provide a fire alarm riser showing connection to a UL-approved central station. Show tamper switches on both OS and Y valves of backflow prevention device, unless shown elsewhere.
- ( ) Yes ( ) N/A j. Indicate commodity class (per Section 3203 of the *International Fire Code*) and height of any storage.
- ( ) Yes ( ) N/A k. Provide Material Safety Data Sheets for any hazardous materials (also specified under "Architectural Plans").
- ( ) Yes ( ) N/A l. Where special temperature-rated or high-temperature sprinklers are required, show sprinkler type(s) per area, office size, cut sheets with K-factor, water requirements, spray pattern, coverage and other pertinent data.

**SYSTEM CALCULATIONS (FIRE PROTECTION): ( ) N/A**

Hydraulically calculated and pipe schedule fire systems should be designed with a ten (10) percent safety margin for all new buildings and additions to existing buildings. Calculations for hydraulic systems should include:

- ( ) Yes ( ) N/A a. Flow and pressure at each flowing sprinkler head.
- ( ) Yes ( ) N/A b. Flow diagram for a grid system.

**PLUMBING PLANS: ( ) N/A**

- ( ) Yes ( ) N/A a. Show a site utilities plan, if not provided with the civil drawings.  
\_\_\_\_\_ 1. Show the domestic water, fire, and irrigation services.  
\_\_\_\_\_ 2. Show the location of water meters, backflow protection type and location.  
\_\_\_\_\_ 3. Show the sanitary sewer service from building to public sewer or approved private sewage disposal system.
- ( ) Yes ( ) N/A b. Show interceptors as applicable to project and size by flow rate. (i.e., grease, oil, lint, acid, sand).
- ( ) Yes ( ) N/A c. Provide plumbing plan layouts for each floor. These should show the water distribution and drain-waste-vent piping, and all details, notes, legends, and schedules necessary to define the system being installed.
- ( ) Yes ( ) N/A d. Show the location of all major components required for a complete system.
- ( ) Yes ( ) N/A e. Provide fixture and equipment schedule showing fixture number, detailed description, hot water, cold water, waste and vent connection sizes and other pertinent data.
- ( ) Yes ( ) N/A f. Identify all fixtures on floor plans and in riser diagrams with the plumbing fixture schedule number.
- ( ) Yes ( ) N/A g. Supply and Waste/Vent piping shall be shown on the floor plans. All pipe sizes shall be clearly shown. In congested areas (e.g., restaurants, grocery stores, etc.), isometrics are required.
- ( ) Yes ( ) N/A h. On buildings two stories and above, provide isometric diagrams and/or schematic riser diagrams for Supply and Waste/Vent piping and identify the risers by number (e.g., R1, R2, etc.). Show where all riser base terminations connect to the building drain, along with all interconnected piping on each floor plan. All pipe sizes shall be clearly defined.
- ( ) Yes ( ) N/A i. Show the water, sanitary drain-waste-vent piping and storm leaders/drains. Indicate sizes and materials for above/below grade.
- ( ) Yes ( ) N/A j. Show slope of horizontal sanitary and storm drains that equal or exceed 3" diameter, if less than 1/8" per foot.
- ( ) Yes ( ) N/A k. Indicate roof drains and emergency roof drains/scuppers with the areas they impact. Note that "emergency" = "secondary" = "overflow," see following roof drainage examples:  
Roof Drain - 6" RD (16880 SF)  
Emergency Roof Drain - 6" ERD (8180 SF)  
Parapet Wall Scupper - 8" x 5" WS (4000 SF)  
Emergency Scupper - 8" x 7" ES (4200 SF)
- ( ) Yes ( ) N/A l. Show toilet room layouts with minimum of 1/4" = 1 foot scale.
- ( ) Yes ( ) N/A m. Show drinking fountain locations.
- ( ) Yes ( ) N/A n. All penetrations of fire-rated construction must be per manufacturer's details. The details shall meet or exceed rating of construction being penetrated. The penetration details shall be exactly as tested by an approved testing laboratory or agency and shall include their system numbers.
- ( ) Yes ( ) N/A o. Room names and numbers for each floor should be on a floor plan for each level.
- ( ) Yes ( ) N/A p. Provide minimum facilities calculations.
- ( ) Yes ( ) N/A q. Column line notations, if provided on the architectural/structural plans, shall be indicated on the plumbing plans.



**MECHANICAL PLANS: ( ) N/A**

- ( ) Yes ( ) N/A a. Show all required wall louvers, penetrations and fans.
- ( ) Yes ( ) N/A b. Indicate roof-mounted equipment locations.
- ( ) Yes ( ) N/A c. Show all mechanical equipment, piping, ductwork (above/below slab) on the mechanical floor and/or roof plan.
- ( ) Yes ( ) N/A d. Provide mechanical plans for each floor and the roof. These shall show the ductwork layouts, schedules, notes, legends, piping schematics, and details necessary to define the system being installed.
- ( ) Yes ( ) N/A e. Indicate air distribution devices and show cfm for all supply, return and exhaust devices.
- ( ) Yes ( ) N/A f. Indicate the location of all equipment components required for a complete system.
- ( ) Yes ( ) N/A g. Show the smoke ventilation of atriums and pressurization of high-rise stairwells.
- ( ) Yes ( ) N/A h. Show condensation drains, primary and secondary, from the unit to the point of discharge.
- ( ) Yes ( ) N/A i. Indicate toilet exhaust requirements.
- ( ) Yes ( ) N/A j. Show mechanical room layouts at sufficient scale for dimensions and details to be ascertained.
  
- ( ) Yes ( ) N/A k. Show the size of duct runs.
- ( ) Yes ( ) N/A l. Indicate controls for fan shutdown: emergency manual and automatic smoke detection.
- ( ) Yes ( ) N/A m. Show the location of all UL 555-certified fire dampers, ceiling radiation dampers, smoke dampers, and fire doors.
- ( ) Yes ( ) N/A n. Show all fire-rated walls (both existing and new) with their ratings on the mechanical plans.
- ( ) Yes ( ) N/A o. All penetrations of fire-rated construction must be per manufacturer's details.
- ( ) Yes ( ) N/A p. Room names and numbers for each floor should be on a floor plan for each level.
- ( ) Yes ( ) N/A q. Provide outside air ventilation rate per the International Mechanical Code.
- ( ) Yes ( ) N/A r. Column line notations, if provided on the architectural/structural plans, shall be identified on the mechanical plans.
- ( ) Yes ( ) N/A s. Provide gas piping layout on the floor plan for each floor. If it is a multi-story building, all gas piping shall be shown per floor. Include pipe sizes, water column, and type of material. Provide a schedule of connected equipment, total BTUH demand, total equivalent length, and most remote gas appliance.

**ELECTRICAL PLANS: ( ) N/A**

- ( ) Yes ( ) N/A a. Provide panel schedules with circuit and feeder loading, overcurrent protection, and NEC load summaries for all new and/or affected panels and services (loading has to be evaluated by highest phase); include fault current data, short circuit ratings and fault current protection co-ordination.
- ( ) Yes ( ) N/A b. Provide a single line riser diagram showing all new and/or affected services, feeders, wire sizes and insulation types, and conduit sizes and types.
- ( ) Yes ( ) N/A c. Indicate number of services and their physical locations; clearly indicate mains and characteristics.
- ( ) Yes ( ) N/A d. Indicate the grounding electrode conductor size with new and/or affected services and transformers; where necessary, provide details or notes on methods.
- ( ) Yes ( ) N/A e. Show physical locations of all new and/or affected panels and switchgear (indicate front).
- ( ) Yes ( ) N/A f. Indicate receptacle plans with circuitry.
- ( ) Yes ( ) N/A g. Indicate lighting plans with circuitry.
- ( ) Yes ( ) N/A h. Show electrical plans for each affected floor, including the roof.
- ( ) Yes ( ) N/A i. Show wiring method(s), conduit sizes and types, termination temperature (60, 75, 90) requirements, conductor sizes and insulation types.
  
- ( ) Yes ( ) N/A i. Indicate the design and/or operation for any of the following applicable life safety

Yes  N/A

j. Indicate the design and/or operation for any of the following applicable life safety systems: emergency generators; smoke evacuation; shaft pressurization and relief; smoke detection, egress and emergency lighting; and fire alarms.

Yes  N/A

k. Indicate how special needs such as classified (hazardous), corrosive and patient care are treated. Provide detailed plan of classified areas, the classifications and how complied with (i.e. hangers, waste treatment and collection, flammable dusts, gases or liquids, spray booths, vehicle servicing and parking, etc.).

Yes  N/A

l. Provide all HVAC nameplate data, including MCA and MOCP. List all other appliance and/or equipment (other than those which will be connected to a general use receptacle) with nameplate data (i.e., voltage, phasing, HP, KVA, FLA, RLA, etc.).

Yes  N/A

m. Indicate all motor horse power ratings, if not supplied elsewhere.

Yes  N/A

n. Indicate the certified testing laboratory or agency (e.g., UL), their test # and hourly ratings of all new and/or affected rated members and assemblies (i.e. columns, beams, floor/ceiling, and ceiling/roof fire-rated design assemblies). Show all new and/or affected fire-rated walls with their ratings, if not shown elsewhere.

Yes  N/A

o. All penetrations of fire-rated construction must be per manufacturer's details. The details shall meet or exceed ratings of construction being penetrated. Penetration details shall be exactly as tested by an approved testing laboratory or agency and shall include their system numbers. New penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.

Yes  N/A

p. Provide all applicable International Energy Conservation Code compliance data on the Building Code Summary sheet or on the electrical plans.

Yes  N/A

q. All submittals should include a listing and labeling statement. (All electrical materials, devices, appliances and equipment shall be labeled and listed by a certified testing laboratory or agency.)

# ZONING PERMIT CHECKLIST

Project Name/Address: \_\_\_\_\_

Applications shall contain a general description of the proposed work, development, use or occupancy of all parts of the structure or land and shall be accompanied by plans in sufficient detail as the Zoning Officer deems necessary from the following:

- APPLICATION FEE** - \$100.00
- ZONING PERMIT APPLICATION** – FULLY COMPLETED, SITE PLAN REQUIRED.
- SITE PLAN (TO SCALE)**  
*Must include measurements from new structure to all property lines, the center of any street and to all other buildings. Must also show location and dimensions, and shapes of lot to be developed.*
- GRADING PLAN** – SHOWING FINAL GRADING OF LOT
- DESCRIPTION OF EXISTING AND PROPOSED USES**  
*Must include number of occupied units, businesses, number of employees, hours of operations, deliveries, floor plan, alterations, interior layout, etc.*
- OFF-STREET PARKING AND LOADING SPACES**
- UTILITY SYSTEMS AFFECTED AND PROPOSED**
- ANY OTHER LAWFUL INFORMATION THAT MAY BE REQUIRED BY THE ZONING OFFICER TO DETERMINE COMPLIANCE WITH THE ORDINANCE**
- IF THE PROPOSED ACTIVITY REQUIRING A ZONING PERMIT IS LOCATED WITHIN THE FLOODPLAIN ZONE, THE FOLLOWING INFORMATION IS SPECIFICALLY REQUIRED TO ACCOMPANY ALL APPLICATIONS, AS PREPARED BY A LICENSED PROFESSIONAL:**
  - (a) The accurate location and elevation of the floodplain and floodway; (b) The elevation, in relation to the National Geodetic Vertical Datum of 1929 (NGVD), of the lowest floor, including basements; (c) The elevation, in relation to the NGVD, to which all structures and utilities will be floodproofed or elevated; and, (d) Where flood proofing is proposed to be utilized for a particular structure, the zoning permit application shall be accompanied by a document certified by a licensed professional engineer registered by the Commonwealth of Pennsylvania, or a licensed professional architect registered by the Commonwealth of Pennsylvania certifying that the floodproofing methods used meet all applicable codes and ordinances.*

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By signing this document, I acknowledge that any of the above information that is required and not provided will cause unnecessary delay in the review and permitting of the above mentioned project.

\_\_\_\_\_  
Applicant Name and Telephone Number

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of person receiving application

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zoning Officer Approval

\_\_\_\_\_  
Date



## ZONING PLAN EXAMINER NOTES

DISTRICT: \_\_\_\_\_

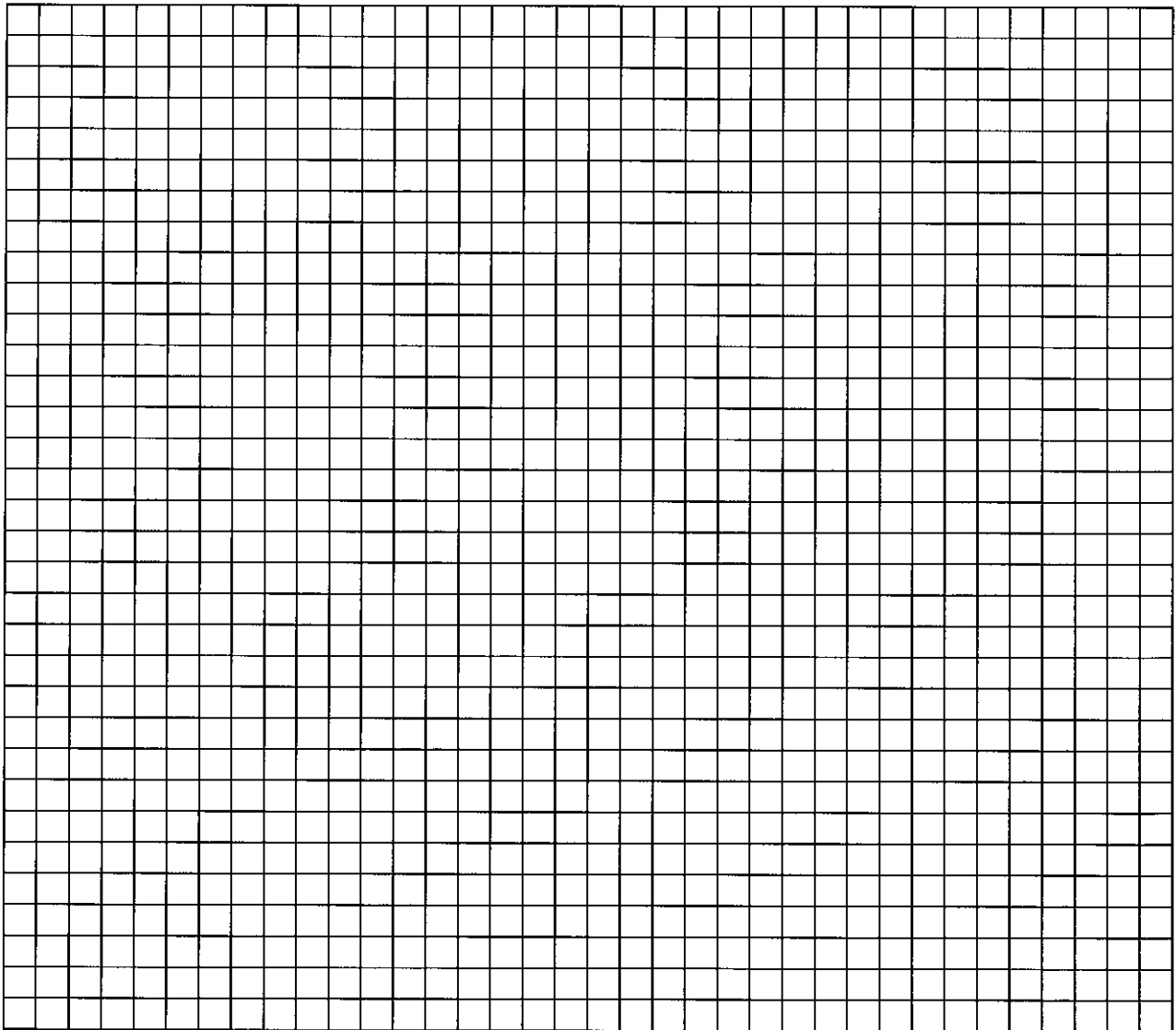
FRONT YARD: \_\_\_\_\_ SIDE YARD: \_\_\_\_\_ REAR YARD: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SITE or PLOT PLAN - For Applicant Use

Locate all the structures on your property on the plot plan below.

Locate the PROPOSED structure on the plot plan with distances to all property lines,



## Application for All Zoning Permits

Applications shall contain a general description of the proposed work, development, use or occupancy of all parts of the structure or land and shall be accompanied by plans in sufficient detail as the Zoning Officer deems necessary from the following:

1. Dimensions and shape of lot to be developed;
2. Location and dimensions of any structures to be erected, constructed and altered and floor plans of the interior layout of such structures. For proposed structures, measurements to all property lines and center of the street shall be identified on the site plan;
3. Existing and proposed uses, including the number of occupied units, businesses, etc., all structures are designed to accommodate;
4. Off-street parking and loading spaces;
5. Utility systems affected and proposed;
6. Alteration or development of any improved or unimproved real estate;
7. The size of structures and the number of employees anticipated; and,
8. Any other lawful information that may be required by the Zoning Officer to determine compliance with this Ordinance; and,
9. Copies of any applicable approved subdivision or land development plans; and,
10. If the proposed activity requiring a zoning permit, is located within the Floodplain Zone, the following information is specifically required to accompany all applications, as prepared by a licensed professional:
  - a. The accurate location and elevation of the floodplain and floodway;
  - b. The elevation, in relation to the National Geodetic Vertical Datum of 1929 (NGVD), of the lowest floor, including basements;
  - c. The elevation, in relation to the NGVD, to which all structures and utilities will be floodproofed or elevated; and,
  - d. Where floodproofing is proposed to be utilized for a particular structure, the zoning permit application shall be accompanied by a document certified by a licensed professional engineer registered by the Commonwealth of Pennsylvania, or a licensed professional architect registered by the Commonwealth of Pennsylvania certifying that the floodproofing methods used meet all applicable codes and ordinances.

# South Middleton Township

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*Serving our Community with Pride*

Dear Property Owner/Contractor:

Due to the uncertain location of property lines in determining setback requirements, South Middleton Township will require property corners to be marked prior to scheduling footer inspections.

Please be aware that the Township does not take any responsibility for the accuracy of the property stake out. Any consequences resulting from an inaccurate property stake out shall be born entirely by the property owner and/or his/her agents.

If you have any questions, please call the Township Office.

**\*Please acknowledge receipt of this letter by signing and returning to the Township. \*\***

Name \_\_\_\_\_ Date \_\_\_\_\_

# South Middleton Township

*Serving our Community with Pride*

TO: Owner, Contractor

PROJECT NAME: \_\_\_\_\_

The Subdivision and/or Land Development Plan relevant to the lot on which you are applying for a building permit was prepared and approved in accordance with the South Middleton Township Subdivision/Land Development Ordinance and Zoning Ordinance. The plan is to be recorded in the Office of the Recorder of Deeds for Cumberland County and is to be considered a legal document.

As a word of caution, **NO CHANGES** in grading or proposed improvements can take place without the prior knowledge or consent of the Township Engineer. You may contact this office at any time if you have questions.

Prior to commencing **ANY** earthmoving activities, **ALL** Erosion and Sedimentation Control devices including stabilized construction entrances, as shown on the approved plan **MUST** be installed and verified by the Township. The Cumberland County Conservation District should also be contacted prior to **ANY** earthmoving activities. It is your responsibility to make sure that these Erosion and Sedimentation Control devices are kept in place during the construction of this project.

During the construction of this project, **YOU** (the owner and/or contractor) will be responsible for the additional expenses incurred. Some of these additional expenses would be the cost to correct the construction of the project along with the Township Engineer's inspection fees and fees for the posting- of additional financial security.

**NOTE:** Any damage done outside of the project area, including areas within public rights-of-way, as result of this construction, must be corrected at the expense of the owner and/or contractor.

## ACKNOWLEDGMENT

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ (Name, please print) received a copy of this information.

My affiliation with the project is as follows: \_\_\_\_\_  
(Owner, Contractor, Other - Explain)

\_\_\_\_\_  
Signature of Responsible Party





**Municipal Notice to Conservation District for Earth Disturbance/Building Permit**

Please fill out or have the applicant fill out the information below to determine the need for an erosion control plan or NPDES permit for earth disturbance projects. As per DEP regulations, the municipality shall notify the District of any projects that disturb one acre or more. You may FAX or e-mail the completed form to the District. The District will respond to the municipality within five days of receiving the form.

Municipality: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number/email: \_\_\_\_\_

Type of project: Residential/Commercial/Other: \_\_\_\_\_

Please circle

Does your project propose an earth disturbance more than 5000 square feet?

- Yes Please answer next question.
- No No further information required, however E&S BMP's may still be necessary on your project.

Does your project propose an earth disturbance of 1 acre or more?

- Yes NPDES Permit is required, unless part of a project that already has permit coverage.
- No If greater than 5000 square feet, and less than 1 acre, a written erosion control plan is required.

Project name and/or NPDES permit number if already permitted: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

For additional assistance contact:  
 Cumberland County Conservation District  
 310 Allen Road, Suite 301  
 Carlisle, PA 17013  
  
 717-240-7812  
 FAX 717-240-7813  
  
 Kim Falvey [kfalvey@ccpa.net](mailto:kfalvey@ccpa.net)  
 Vince McCollum [vmccollum@ccpa.net](mailto:vmccollum@ccpa.net)  
 Matt Stough [mstough@ccpa.net](mailto:mstough@ccpa.net)

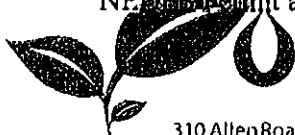
**District Use:**

Technician \_\_\_\_\_

Project requires an NPDES Permit?  Yes  No

NPDES Permit Application received by the Conservation District?  Yes  No

NPDES Permit acknowledged or issued?  Yes  No



**Workers' Compensation Insurance Coverage Information**  
(Attach to zoning permit application)

**A. The applicant is**

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

Yes       No

If the answer is "yes," complete Sections Band C below as appropriate.

**B. Insurance information**

Name of Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

Federal or State Employer Identification No \_\_\_\_\_

Applicant is a qualified self-insurer for workers' compensation.

Certificate attached

Name of Workers' Compensation Insurer \_\_\_\_\_

Phone# \_\_\_\_\_

Workers' Compensation Insurance Policy No. \_\_\_\_\_

Certificate attached

Policy Expiration Date \_\_\_\_\_

**C. Exemption**

*Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.*

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the Township.

Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
*Signature*

Cty commission expires \_\_\_\_\_

(Seal)

Signature of Applicant \_\_\_\_\_

Address \_\_\_\_\_

County of \_\_\_\_\_

Municipality of \_\_\_\_\_

## **ATTENTION CONTRACTORS**

**ALL SIDEWALKS AT THE DRIVEWAY APPROACH  
MUST HAVE A MAXIMUM CROSS SLOPE OF 2%  
AS WELL AS CORNER LOTS.**

**THESE REQUIREMENTS MUST COMPLY WITH  
ADA (AMERICAN DISABILITIES ACT).**

**CERTIFICATE OF OCCUPANCY WILL NOT BE  
ISSUED UNTIL THE MATTER IS CORRECTED.**

**CODES DEPARTMENT OF SOUTH MIDDLETON  
TOWNSHIP**

**You MAY NOT**  
**demolish any**  
**commercial**  
**building\***



**without notifying DEP**

Get the notification form at: <http://www.dep.state.pa.us>  
Go to: DEP Programs A-Z, Asbestos or Asbestos for Contractors

**Questions? Call DEP Altoona Office**

**at 814-946-7290**

\*see NESHAP Regulation 40 CFR 61 Subpart M



# pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION

## ASBESTOS PROGRAM FOR CONTRACTORS WORKING IN PENNSYLVANIA

The Pennsylvania asbestos program includes federal and state regulations to help protect the public from exposure to hazardous amounts of airborne asbestos. The following is a brief summary of the regulations. Information in this fact sheet does not supersede any federal, state or local requirements.

### WHAT IS ASBESTOS?

Asbestos is a generic term used to describe a variety of natural mineral fibers. From the early 1930s until the 1970s, manufacturers added asbestos to products for strength and to provide heat insulation and fire resistance. Asbestos also resists corrosion and is a poor conductor of electricity. Because few products contained all of these properties, asbestos was widely used in the construction of homes, schools and other buildings.

### HOW CAN PEOPLE BE EXPOSED TO ASBESTOS?

Most people are exposed to small amounts of asbestos in their daily lives. However, if materials containing asbestos are disturbed—for example sawed, scraped or sanded into a powder—asbestos fibers are more likely to become airborne and inhaled into the lungs.

### HOW IS ASBESTOS REGULATED IN PENNSYLVANIA?

Because asbestos, in certain forms, has been determined to cause serious health problems, the Department of Environmental Protection (DEP) regulates the removal, collection, transportation and disposal of asbestos-containing materials (ACM). The DEP air quality program has adopted and enforces the federal Environmental Protection Agency (EPA) 40 CFR Part 61 Subpart M, the Asbestos National Emission Standard for Hazardous Air Pollutants (NESHAP) regulations, as amended on Nov. 20, 1990. Should a project be subject to the NESHAP regulations, a minimum ten-day notification of the project is required to be made to both EPA and DEP. The EPA and DEP do not regulate the removal of ACM from private residences unless the residence is an apartment with five or more units.

The Pennsylvania Department of Labor and Industry (PA DLI) enforces the Pennsylvania Asbestos Occupations Accreditation and Certification Act of 1990 (Act 194 and Act 161), which requires certification for the following asbestos occupations: contractor, inspector, management planner, project designer, supervisor and worker. PA DLI requires a five-day prior notification for friable asbestos on indoor projects at regulated facilities (including the EPA/DEP exempt private residence when the friable asbestos is disturbed by someone other than the homeowner). Call PA DLI at 717-772-3396 for more information regarding Act 194 and Act 161.

Contact the municipality where the project is located to find out if there are any local regulations.

### WHAT ARE SOME IMPORTANT DEFINITIONS IN THE ASBESTOS NESHAP REGULATIONS?

- Friable ACM is material containing more than one percent asbestos that, when dry, can be crumbled, pulverized or reduced to a powder by hand pressure.
- Nonfriable ACM is material containing more than one percent asbestos that, when dry, *cannot* be crumbled, pulverized or reduced to a powder by hand pressure. It is divided into two categories:
  - Category I includes asbestos-containing packings, gaskets, resilient floor coverings or vinyl asbestos floor tile and asphalt roofing products.
  - Category II includes any other asbestos-containing material, except Category I nonfriable ACM, such as transite siding shingles, galbestos, concrete-type piping and other ACM concrete-type products.
- Regulated asbestos-containing materials (RACM) are: (a) friable ACM; (b) Category I nonfriable ACM that has passively become friable by water damage, fire damage or weathering; (c) Category I nonfriable ACM that will be or has been subjected to sanding, grinding, cutting, drilling or abrading; and (d) Category II nonfriable ACM that has a high probability of becoming or has become crumbled, pulverized or reduced to a powder in the course of demolition or renovation operations.
- Demolition – the wrecking or taking out of any load-supporting structural member of a facility, together with any related handling operations or the intentional burning of any facility.

**FACT SHEET**

- Renovation – altering a facility or one or more facility components in any way, including the stripping or removal of RACM from a facility component.
- Facility – any institutional, commercial, public or industrial structure. A single residential building with four or fewer dwelling units is not a regulated facility under the NESHAP regulation unless it is part of an installation, which was previously subject to NESHAP regulations or its main use is not residential.
- Installation – any group of buildings or structures at a single demolition or renovation site that is under the control of the same owner or operator. An installation may consist of two or more residential structures.

#### **WHAT DO I NEED TO KNOW BEFORE REMOVING ASBESTOS IN PENNSYLVANIA?**

State regulations stipulate that it is illegal for anyone to engage in any asbestos occupation (worker, supervisor, project designer, inspector, management planner or contractor) without proper certification from the PA DLI. These requirements, along with a five-day notification prior to the start of any abatement or demolition project where ACM is present, are outlined in Acts 194 and 161. Call the PA DLI at 717-772-3396 for more information regarding these requirements.

The building must be thoroughly inspected for ACM prior to any renovation or demolition. If the amount of friable ACM that will be removed is more than 260 linear feet, 160 square feet or 35 cubic feet, the project falls under the federal NESHAP regulations. This requires that a notification be postmarked or hand delivered to DEP and EPA at least **TEN WORKING DAYS** prior to the start of the project. All demolitions of regulated facilities, as defined above, also require a ten-day notification to DEP and EPA, regardless of the presence of asbestos.

Additional regulations exist for demolition and renovation of any building containing ACM in Philadelphia and Allegheny Counties. In Philadelphia County, call 215-685-7576. In Allegheny County, call 412-578-8133. It is important to contact the appropriate office if the project is located in either of these counties.

#### **WHAT ARE THE PROCEDURES FOR NOTIFICATION?**

Notification for projects in Pennsylvania are submitted on the "Asbestos Abatement and Demolition/Renovation Notification" form (revised 10/2002) (web form revised 11/2007). A form may be obtained by contacting the DEP asbestos office at 717-787-9257 or by contacting the nearest DEP Regional Office listed below. The form can also be printed from the DEP website found at [www.dep.state.pa.us](http://www.dep.state.pa.us) (choose "DEP Programs (A-Z)", under the A heading choose "Asbestos"). Instructions are provided with the form. The notice must be delivered by the U.S. Postal Service, commercial delivery service or hand delivery. **FACSIMILES ARE NOT ACCEPTABLE.**

#### **WHAT IF I NEED MORE INFORMATION?**

To obtain copies of the NESHAP regulations, the notification form or other information, please contact the local DEP Regional Office:

**Southeast Regional Office** – 484-250-5920 (Bucks, Chester, Delaware and Montgomery Counties)

**Northeast Regional Office** – 570-826-2511 (Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming Counties)

**Southcentral Regional Office** – 717-705-4702 (Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York Counties)

**Northcentral Regional Office** – 570-327-3638 (Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union Counties)

**Southwest Regional Office** – 412-442-4000 (Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland Counties)

**Northwest Regional Office** – 814-332-6940 (Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren Counties)

For work done in Philadelphia County, contact Air Management Services at 215-685-7576.

For work done in Allegheny County, contact Allegheny County Health Department at 412-578-8133.

For more information, visit [www.dep.state.pa.us](http://www.dep.state.pa.us), keyword: Asbestos.



## UNDERSTANDING ASBESTOS

### WHAT IS ASBESTOS?

Asbestos is a generic term used to describe a variety of natural mineral fibers. From the early 1930s until the 1970s, manufacturers used asbestos to strengthen products and to provide heat insulation and fire resistance. Asbestos also resists corrosion and is a poor conductor of electricity. Because few products contained all of these properties, asbestos was widely used in the construction of homes, schools and other buildings.

### HOW CAN SOMEONE BE EXPOSED TO ASBESTOS?

Most people are exposed to small amounts of asbestos in their daily lives. However, if materials containing asbestos are disturbed—for example sawed, scraped or sanded into a powder—fibers are more likely to become airborne and inhaled into the lungs. Asbestos fibers are primarily a respiratory health hazard. Fibers that get into water or food also may be ingested, although they usually pass through the digestive system and do not cause a problem.

### HOW CAN ASBESTOS AFFECT HUMAN HEALTH?

Studies of people who were exposed to asbestos for a long time in factories and shipyards show that breathing high levels of asbestos fibers can lead to an increased risk of lung cancer; mesothelioma, a rare but fatal form of cancer in the thin membrane lining of the chest and abdominal cavities; and asbestosis, a serious non-cancerous respiratory disease in which asbestos fibers aggravate and scar lung tissue. The risk of these health problems also increases for tobacco smokers.

### WHERE IS ASBESTOS FOUND?

Until the 1970s, many types of building products and insulation materials used in homes contained asbestos, although most products made today do not. The only way to get a positive identification of asbestos is to analyze a sample using a special type of microscope.

If asbestos is discovered in the home, it does not pose a serious problem as long as it remains in good condition. Usually, it is best to leave asbestos material alone. Over time, it may become damaged, either from being disturbed or from age, at which point it is more likely to become airborne and a health hazard.

Common products in the home that might contain asbestos include:

- Insulation around steam pipes, furnaces and air ducts – Asbestos fibers may be released when insulation is damaged or removed improperly.
- Vinyl floor covering – Vinyl tiles, the backing on vinyl sheet flooring and adhesives (mastic) used for installing floor covering may become a problem if sanded or scraped during removal.
- Roof shingles and siding – These products, if they contain asbestos, are not likely to release asbestos fibers unless sawed or drilled.
- Soundproofing or decorative material – If sprayed on walls and ceilings, material that is loose, crumbly or water-damaged may release fibers. So could material that is sanded, drilled or scraped.
- Other products that may contain asbestos:
  - cement sheet, millboard;
  - door gaskets in furnaces;
  - patching and joint compounds;
  - textured paints;
  - artificial ashes and embers for gas-fired fireplaces;
  - fireproof gloves, stove-top pads, ironing board covers and hairdryers; and
  - automobile brake pads and linings, clutch facings and gaskets.

### HOW DOES PENNSYLVANIA REGULATE ASBESTOS?

Because asbestos in certain forms can cause serious health problems, the Pennsylvania Department of Environmental Protection (DEP) regulates the removal, collection, transportation and disposal of asbestos materials. The DEP Bureau of Air Quality has adopted and enforces the federal asbestos regulations (40 CFR Part 61 Subpart M). DEP does not regulate the removal of asbestos from privately owned homes. However, under

the Pennsylvania Department of Labor and Industry (PA DL&I) Asbestos Occupations Accreditation and Certification Act (Number 1990-194), friable asbestos material disturbed by someone other than the homeowner may be regulated. Contact the PA DL&I at 717-772-3396 for more information. Contact the local municipality to find out about local regulations.

Pennsylvania requires certifications for the following asbestos occupations: contractor, inspector, management planner, project designer, supervisor and worker. Call PA DL&I at 717-772-3396 for more information about the Asbestos Occupations Accreditation and Certification Act of 1990 (Acts 194 and 161).

#### **ASBESTOS IN SCHOOLS**

All nonprofit private and public school administrators, with children in grades one through 12, are required to inspect their buildings for asbestos, develop a plan for controlling the release of asbestos fibers and maintain asbestos that is in good condition. Questions should be directed to DEP at 717-787-4325.

#### **ENFORCEMENT/COMPLAINTS**

If improper asbestos removal or repair projects are suspected, contact the local regional DEP office listed below.

#### **ATTENTION ASBESTOS CONTRACTORS**

Asbestos contractors in Pennsylvania must comply with the U.S. Environmental Protection Agency (EPA) Asbestos regulations in 40 CFR Part 61, Subpart M. Questions about these regulations may be referred to any DEP regional Air Quality program office listed below.

The Pennsylvania Asbestos Accreditation and Certification Act (Act 194 and Act 161) requires contractors to be certified and licensed by PA DL&I to perform renovation projects involving asbestos. For more detailed information about these requirements, call 717-772-3396.

Additional regulations exist for demolition and renovation of any building with asbestos-containing material in Philadelphia and Allegheny counties. In Philadelphia County, call Philadelphia Air Management Services at 215-685-7576. In Allegheny County, call the Allegheny County Health Department at 412-578-8038. It is important to contact these offices if the project is located in either of these two counties.

#### **WHERE IS THERE MORE INFORMATION?**

1. Call the DEP Bureau of Air Quality in Harrisburg, 717-787-9257. Online information about asbestos can be found at [www.dep.state.pa.us](http://www.dep.state.pa.us), keyword: asbestos.
2. Call the Air Quality program at the local DEP regional office:
  - Southeast (Norristown), 484-250-5900
  - South-central (Harrisburg), 717-705-4702
  - Northwest (Meadville), 814-332-6940
  - Southwest (Pittsburgh), 412-442-4174
  - Northeast (Wilkes-Barre), 570-826-2511
  - North-central (Williamsport), 570-327-3638
3. For Allegheny County, call 412-578-8120 for information and special regulations.
4. For Philadelphia County, call 215-685-7576 for information and special regulations.
5. Contact the local municipality to find out if there are any local regulations.
6. The EPA Asbestos Ombudsman, 800-368-5888, has an asbestos information package available to the public.
7. The U.S. Consumer Product Safety Commission, 800-638-2772, will send information about asbestos upon request.
8. The PA DL&I, 717-772-3396, has information about certification requirements for the asbestos disciplines.

The American Lung Association, the U.S. Consumer Product Safety Commission and EPA provided much of the information included in this fact sheet.

For more information, visit [www.dep.state.pa.us](http://www.dep.state.pa.us), keyword: asbestos.