



Borough of Wilkinsburg Code Enforcement

Municipal Building

605 Ross Avenue

Wilkinsburg, PA 15221

Phone: (412) 244-2923 • Fax: (412) 244-2922

COMMERCIAL BUILDING PERMIT APPLICATION

In accordance with Chapter 121 of Borough Code of Ordinances

APPLICATION DATE: _____ PERMIT # _____

Contractor Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ E-mail _____

Project Name _____

Site Location Address _____

PA ONE CALL SERIAL # _____ Lot & Block _____ Subdivision _____

CONSTRUCTION COSTS \$ _____

(If Owner differs from Applicant)

Property Owner's Name _____ Primary Phone # _____

Property Owner Address _____ E-mail _____

If Applicant differs from Property Owner, Please provide Property Owner authorization:

Owner Signature (Authorization)

Application Type: Accessibility review only Alteration or renovation New Building Addition

Plan revision or partial occupancy request Phased Approval

Uncertified existing building Structural repair Change in Use

Use/Occupancy A-1 A-2 A-3 A-4 A-5 B E

F-1 F-2 H-1 H-2 H-3 H-4 H-5

I-1 I-2 I-3 I-4 M R-1 R-2

R-3 Adult Care R-3 R-4 S-1 S-2 U

No. of floors _____ Square foot per floor _____ Total Square feet _____

Type of work to be done (check all that apply)

- General Construction Energy Conservation Phased Approval Mechanical
- Accessibility Alterations Electrical Plumbing (by ACHD)
- Other

Documentation Required

- 3 complete sets of signed and stamped construction drawings.
- Site plan showing the proposed work (including electrical, plumbing or mech.)
- Stamped architectural or engineered drawings for new construction, additions, alterations and renovations, repairs, or changes in occupancy use, egress, and structural elements.
- Architectural drawings must show all dimensions, size and type of materials, and details of materials used, and special clearances required. **Owner's drawings** may be accepted if they contain all the info herein.
- Insurance certificates of contractors, if chosen, must be filed with this application
- Pre-fabricated truss shop drawings (stamped and certified).
- 1 set of specifications.
- Approved Zoning Application

Construction Details

Total square feet of new construction, addition, alteration, or renovation _____

Energy Conservation

Building Thermal Envelope Lighting Mechanical Systems Hot Water systems
Square ft. of conditioned space _____ Unconditioned space _____

Plumbing

Water tank _____ Water piping _____ Sewer piping _____

Accessibility

Toilet Rooms _____ Parking Spaces _____ Kitchenettes _____

Dwelling Units _____ Site Elements _____

Num. of stories above grade _____ Height of building above street _____

Basement _____ (y/n) Square footage of basement _____

Num. of single dwelling units _____ Multi _____ Accessible _____

Are there mezzanines _____ (Y/N)

Fire suppression: full none

If building is legally occupied, (has a current certificate of occupancy) select which code requirements the building will comply with: (choose one)

International Existing Building Code Chapter 34, International Building Code

Fire separation distances: Front _____ Rear _____ Right side _____ Left side _____

Description of work

Please note that Mechanical, Electrical, Fire Suppression and Alarm systems are on a separate Permit Application

Deferred Submission

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 indicate this on the first page of each building plan set

- Fire alarm system Truss shop drawings Sprinkler system Equipment cut sheets
 Electrical Mechanical

Special requirements and documentation

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| Does construction involve Modular Units built in a factory?
If yes, submit a copy of the label from the unit's manufacturer which certifies that the unit conforms to Federal construction and safety standard adopted under the Housing and Community Development Act of 1974 (42 U.S. C. A. §§ 5401-5426) | Y | N |
| Is this construction regulated by the Health Care Facilities Act?
If yes, submit 1 copy of the approval letter from the Pennsylvania Department of Health | Y | N |
| Is this construction exempt from the energy code requirements?
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 ASRAE 90.1 ? 2.3 (B).
If no, submit 1 copy of the COMcheck_EZ Certificate of the UCC ENERGY CODE PRESCRIPTIVE COMPLIANCE REPORT. | Y | N |
| Is project in a flood hazard area?
If yes, submit 1 copy of one of the flood hazard certifications mandated in section 1612.5 of the International Building Code. | Y | N |
| Are any of the IBC Code (chapter 17) special inspection or structural observations required?
If yes, submit 1 copy of the UCC-6 SPECIAL INSPECTIONS OBSERVATIONS STATEMENT | Y | N |
| Will an alternate construction method or material be used on the project?
If yes, submit a signed statement indicating that the proposed method or material meets the requirements of 34 PA CODE section 403.44. | Y | N |
| Is this application for phased approval or shell only building?
If yes, submit the statement described in Section D. \$ on the "Plan Review and Inspection Requirements" page on the UCC website | Y | N |

Fees (definition TBC – to be calculated)

1	New construction including new structures and/or additions to existing structures	\$300.00
	Site Plan Approval (\$300 plus \$0.02 per sq. ft. of proposed structure)	TBC
	Building Permit (\$1.25 per sq. ft. of proposed structure)	TBC
2	Structural Repairs, renovations, alterations and additions to existing structures based on total contract amount of construction	
	Up to \$6000.00	\$25.00
	\$6000.01 to \$8000.00	\$30.00
	\$8000.01 to \$10,000.00	\$40.00
	\$10,000.01 to \$12,000.00	\$50.00
	\$12,000.01 to \$15,000.00	\$65.00
	\$15,000.01 to \$20,000.00	\$80.00
	\$20,000.01 to \$25,000.00	\$100.00
	\$25,000.01 to \$30,000.00	\$120.00
	\$30,000.01 to \$35,000.00	\$140.00
	Over \$35,000.00: \$140.00 + \$10.00 per \$1000.00 over \$35,000.00	TBC

Other permits that may apply:

3	Razing or Demolition	
4	Mechanical	
5	Electrical	
6	Minor Excavation	
7	Subdivision and Land Development	
8	Plan Review	\$10.00
9	UCC	\$ 4.50
10	Third Party Fees (to be calculated)	TBC

Please print clearly. Illegible and incomplete forms will not be accepted. Please remit payment with this application. For Corporations, a form of identification of an authorized officer of the company, or copy of a written agreement of the corporation's registered agent is required.

WORKERS' COMPENSATION ADDENDUM

(Required to be attached to all building permit applications)

Part 1

The Applicant for the permit, in compliance with Act 44 of 1993, hereby submits, *(check one)*:

- Certificate of Insurance OR Certificate of Self-Insurance Listing the Borough of Wilkinsburg and our Third (Must Attach)
- Affidavit of Exemption

Part 2

Basis and Affidavit of Exemption

- Applicant is an Individual who owns the property
- Contractor/Applicant is a sole proprietorship without employees
- Contractor/Applicant is a corporation, and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Worker's Compensation Act.
- All of the Contractor/Applicant's employees on the project are exempt-on religious grounds under Section 304.2 of the Worker's Compensation Act.
- Other: Please explain: _____

My signature on behalf of or as the Contractor/Applicant for this permit constitutes my varication that the statements contained herein are true, and that I am subject to the penalties of 18 Pa. C.S.A. 4904 relating to unsworn falsification to authorities.

Applicant Signature

Print Name: _____
Signature: _____ Date: _____

For Office Use Only

Permit Number _____
Fee Paid \$ _____
Approved By: _____ Date: _____
Title: _____