

ENGINEERS SURVEYORS BUILDING CODE INSPECTORS MUNICIPAL SERVICES

**LIGHT-HEIGEL
& ASSOCIATES, INC.**

A full service provider of
Pennsylvania Uniform Construction Code (UCC) services.

Uniform Construction Code

**Application Package
Alterations –
Small Commercial Projects**

Swatara Township

LOCAL LIGHT-HEIGEL OFFICE CONTACT INFORMATION:

Light-Heigel & Associates, Inc.
430 East Main Street
Palmyra, PA 17078
Attn: Building Codes
Phone: (717) 838-1351
Fax: (717) 838-3820

FOR ADDITIONAL INFORMATION:

Website: www.light-heigel.com
E-mail: Permits@light-heigel.com

ALTERATIONS – SMALL PROJECTS PERMIT

Application Requirements

Alterations (renovations) that meet the scope of the *International Existing Building Code* and that will be made to a legally occupied building should follow this simplified application process:

1. **Submit one (1) copy of the APPLICATION FOR SMALL PROJECTS PERMIT.**
2. **Submit payment of the amount calculated below** via check or money order made payable to Light-Heigel & Associates. Be sure to accurately detail all of the work to be done under the building permit.

If you are seeking a permit for a roof replacement and the work will include replacement of some or all of the sheathing, the type and thickness of the existing and replacement material must be specified in your description.

After reviewing this information, we will either issue a UCC Building Permit or contact you regarding work that appears to fall outside the scope of the International Existing Building Code. If a permit is issued, we will also inform you of inspections that must be passed, before a certificate of occupancy can be issued.

Alterations Small Projects Fee Schedule

Base Permit Fee	=	\$400.00
Government Surcharge	+	\$4.50
Total Permit Fee	=	\$404.50

TOTAL PERMIT FEE = _____

Check made payable to: *LIGHT-HEIGEL & ASSOCIATES, INC.*

FOR OFFICE USE ONLY:

CHECK # _____ RECEIVED ON _____ BY _____

MUNICIPAL FEE = No fee required.

Make additional check made payable to the Municipality: *Swatara Township*

FOR OFFICE USE ONLY:

CHECK # _____ RECEIVED ON _____ BY _____

Payment methods: money order or personal check. All returned checks will be assessed a \$25.00 penalty fee.

Permit #: _____

Date: _____

Owner Information	Owner Name _____ Street Address _____ City _____ State _____ Zip Code _____ Phone Number _____
Deferred Submissions	If you are not submitting plans and other documentation for any of the items listed below with is application, check the appropriate box below and indicate this on the first page of each building plan set. <input type="checkbox"/> Fire Alarm System <input type="checkbox"/> Truss Shop Drawings (Certified) <input type="checkbox"/> Sprinkler System

Fees:

Refer to **COMMERCIAL FEE SCHEDULE**

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.
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 the municipal UCC Building Code Official.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to the municipal UCC Building Code Official.
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 _____

Applicant Signature _____ Date _____

Uniform Construction Code (UCC)
APPLICATION FOR SMALL PROJECTS PERMIT

Applicant Information	Applicant Name: _____ Street Number and Name: _____ City: _____ Zip Code: _____ Political Subdivision: _____ County: _____ Daytime Phone Number: _____
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Site Information	Facility Name (e.g., university, mall, company, institution): _____ Building/Tenant Name (or Building Number): _____ Street Number and Name: _____ City: _____ Zip Code: _____ Political Subdivision: _____ County: _____ Previous L&I File Number(s): _____ Tax Parcel ID #: _____
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Fees	Estimated Construction Cost: \$ _____
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Project Data	Describe the proposed alterations in sufficient detail to confirm that the work meets the scope requirement found in Chapter 5 of the <i>International Existing Building Code</i> . Carry over this description to an additional sheet of paper, if necessary, and attach the sheet to this application.
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Uniform Construction Code (UCC)
COMMERCIAL FEE SCHEDULE
for
Pennsylvania UCC Municipal Enforcement Program

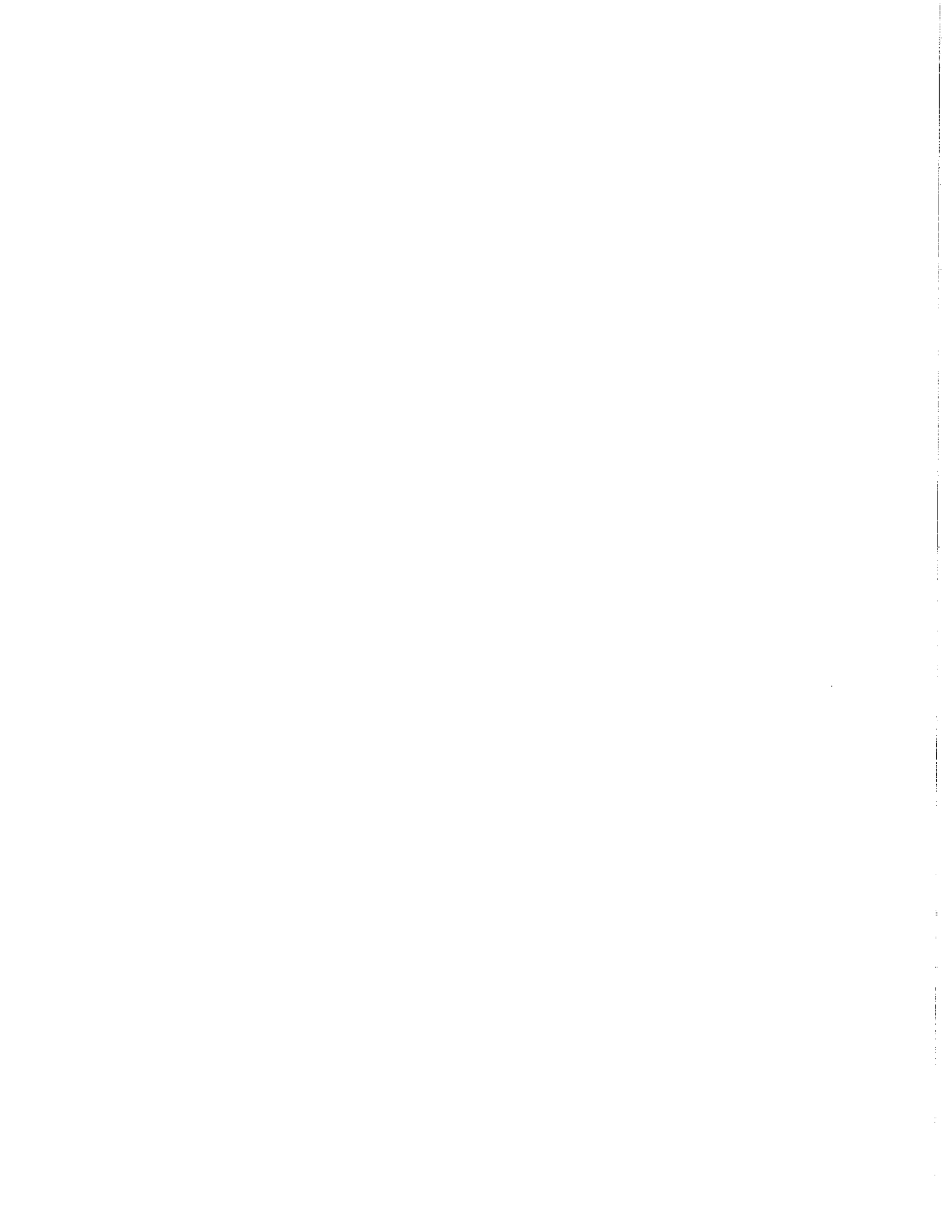
<u>SERVICE</u>	<u>UNIT PRICE</u>
1. New Construction and Additions - Base Fee	\$0.31/ SqFt
2. Remodeling (see definition below) - Base Fee	\$0.21/ SqFt
All Plan Reviews and Inspections required on the standard Commercial Submittal Sheet are included in these permit fees.	
Note: Special Inspections required by IBC are at Owners Expense.	
See Worksheet below to calculate Building Permit and Sub-category fees.	
3. Alterations or Repairs to electrical, gas, mechanical or plumbing installations.	
a. Single Event Permit (one inspection only)	
\$200.00	
b. Annual Permit	
\$200.00	
(Inspections in each appropriate discipline are also required)	
4. Follow-up Inspections for Incomplete or Compliance Inspections for Annual Permit or Single Event Permits requiring additional inspections (per trip)	\$100.00
5. Meeting attendance/Hearing attendance	\$102.00
6. Next Day Mail Service	\$25.00
7. Other services - Provided at No Charge to the Client: Telephone calls, correspondence, mileage, postage	

DEFINITIONS:

Remodeling is work that includes none of the following:

- (1) Change in Occupancy/Use Group.
- (2) Modify Structural or Firewalls.
- (3) Addition or upgrade of electrical, plumbing, or HVAC services.
- (4) Addition to structure of any kind.

Annual Permit – as allowed in the UCC regulation (403.42(f)). Applicant must regularly employ qualified tradespeople. Applicant must keep detailed records of all alterations made under the permit. Applicant will submit copies to the BCO on a predetermined time schedule. BCO will schedule appropriate inspections for modifications made in the previous timeframe. Applicant will be billed for each required Compliance Inspection(s) at the time of inspection.



Instructions for Completing the Permit Fee Worksheet

1. Insert Proposed Total Building Area in Position A of Worksheet.
 - a. If building is new, use Total Building Area.
 - b. If work is addition or remodel, use Total Construction Area.
 - c. Minimum is 3000 SqFt.

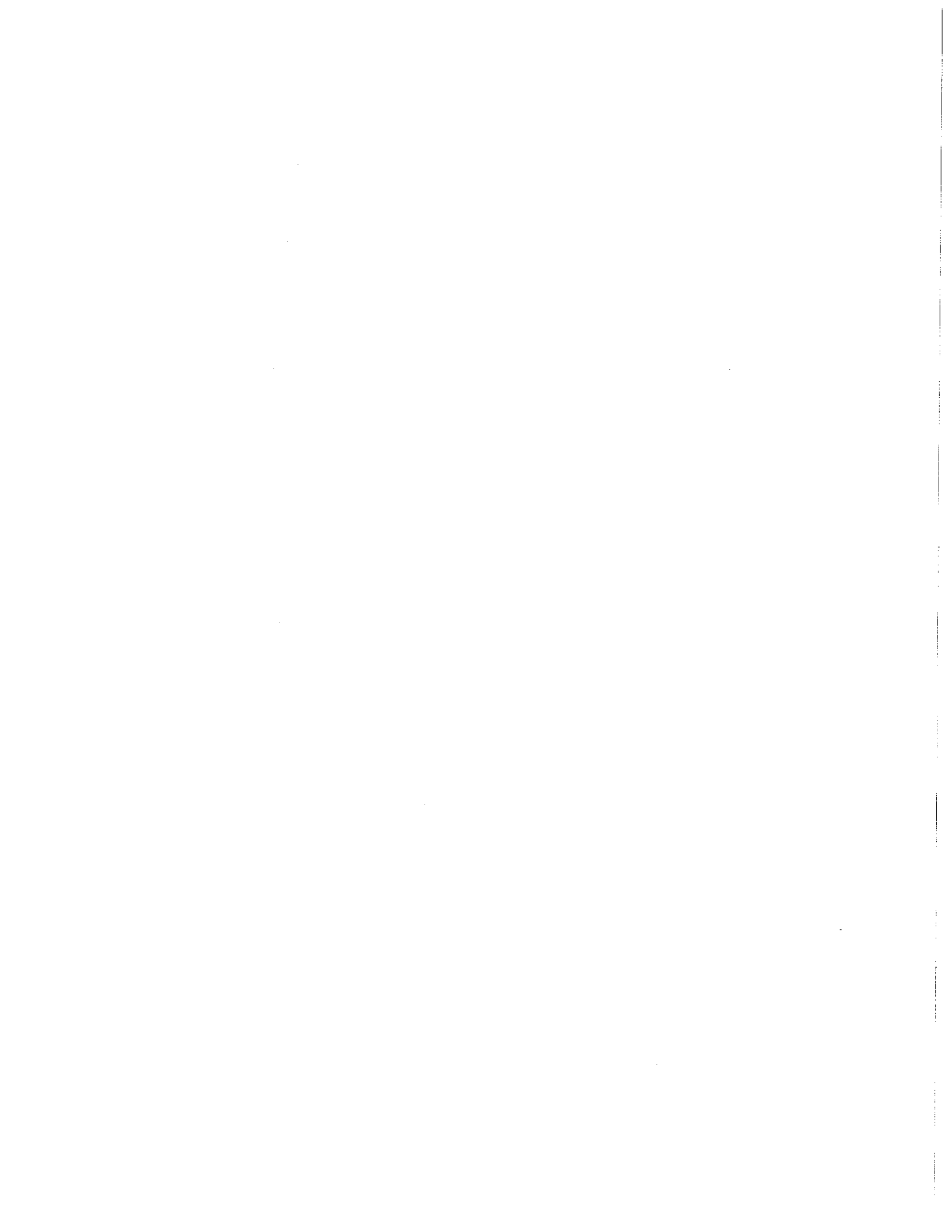
2. Choose Proper Usage Group Code Factor from the Chart below and insert in Position B of Worksheet.
 - a. If multiple Usage building, select Primary Usage.

3. Multiply the Area and Usage Factor with the Base Fee to obtain the Building Permit Fee amount for Position D.

4. Calculate Permit Fees for Mechanical, Plumbing, Accessibility/Energy at 25% of the Building Permit Fee. The Electrical Permit is calculated at 30% of the Building Permit Fee. Insert the amounts in Positions E – H as necessary.

COMMERCIAL BUILDING PERMIT FEE WORKSHEET

A. Project or Building Area (Minimum 3000SqFt)			_____ SqFt
B. Usage Group Factor		X	_____
C. Base Fee		X \$	_____
D. Building Permit Fee (BPF)			\$ _____
E. Mechanical Permit Fee	0.25 X	\$ _____	= \$ _____
		(BPF)	
F. Plumbing Permit Fee	0.25 X	\$ _____	= \$ _____
		(BPF)	
G. Accessibility/Energy Permit Fee	0.25 X	\$ _____	= \$ _____
		(BPF)	
H. Electrical Permit Fee	0.30 X	\$ _____	= \$ _____
		(BPF)	
Municipal Administration Fee (Contact your Municipality for the fee amount)			+ \$ _____
			DCED Fee + \$4.50
TOTAL COMMERCIAL BUILDING PERMIT FEE			\$ _____



Usage Group Factors

Factor	Usage Group
2.0	I2
1.6	A1
1.5	(A3-Churches), I3
1.2	A2, A4, (A3-nonchurch), A5 B, E, H5, I1, I4, R1, R4
1.0	R2, R3
0.9	M
0.7	F1, F2, H1, H2, H3, H4, S1, S2
0.5	U

Usage Group definitions per Chapter 3 of current International Building Code.

A Assembly

- A-1 Theaters
- A-2 Restaurants
- A-3 Worship, recreation and amusement
- A-4 Indoor Sports
- A-5 Outdoor Sports

B Business

E Education

F Factory

- F-1 Moderate Hazard
- F-2 Low Hazard

H High Hazard

- H-1 Detonation Hazard
- H-2 Deflagration or Accelerated burning
- H-3 Readily support combustion
- H-4 Health hazards
- H-5 Semiconductor fabrication

I Institutional

- I-1 Ambulatory
- I-2 Hospital
- I-3 Prison
- I-4 Day Care

M Mercantile

R Residential

- R-1 Hotel
- R-1 Apartment House
- R-3 One & Two Family
- R-4 Assisted Living

S Storage

- S-1 Moderate Hazard
- S-2 Low Hazard

U Utility & Misc

