

HONEY BROOK TOWNSHIP

UNIFORM CONSTRUCTION CODE (UCC) COMMERCIAL BUILDING PERMIT APPLICATION PACKET

The UCC permits a 30-business-day review period for all commercial building permit applications.

Listed below are the items that are required to be submitted for a commercial building permit application. Failure to submit the required items will result in the denial of the permit's approval. ***NO WORK SHALL BEGIN UNTIL A BUILDING PERMIT HAS BEEN ISSUED. Anyone identified as having commenced construction or use activity without acquiring the necessary permits shall be charged DOUBLE the normally assessed fees.***

Please submit:

1. **Pages 2-4 of this packet** with all information on pages 2 & 3 completed.
2. **The \$50 Processing and Retention fee.** Checks may be made payable to "Honey Brook Township." Please note that the permit fee will be due after the application is approved, according to the current year's Fee Schedule. Published permit fees assume the submitted permit is complete and will not require additional review time above and beyond what is customary for such a permit application's review. The applicant will assume all additional costs for the review time of deficient permits.
3. **Three (3) sets of building plans.** These plans should include all architectural and structural details, along with plumbing, mechanical, electrical, fire protection, and accessibility details and specifications. **ALL BUILDING PLANS FOR COMMERCIAL PROJECTS MUST BE PREPARED, STAMPED, AND SEALED BY EITHER A REGISTERED ARCHITECT OR A LICENSED PROFESSIONAL ENGINEER LICENSED IN THE COMMONWEALTH OF PENNSYLVANIA.**
4. **Three (3) sets of Site Plans.** Include location the of existing and proposed structures on the lot and the distances from each to all property lines.
5. **Full engineering data and calculations.** These would include, but are not limited to: fire protection calculations, HVAC ventilation schedules, plumbing fixture unit calculations, fuel gas pipe sizing calculations, electrical service calculations, etc.
6. **For new construction, an Energy Conservation Code compliance certificate** or equivalent.
7. **If applicable, a copy of the approval letter for erosion and sedimentation control** from the Chester County Conservation District (CCCD). The CCCD website has application forms and information at www.chesco.org/conservation; the phone number is (610) 455-1360.
8. **A Mechanical Code Compliance Certificate (MechCCC) and Electrical Code Compliance Certificate.**
9. **A Certificate of Workman's Compensation Insurance.**

Upon approval of the permit, a permit placard along with supporting documentation will be issued to the applicant upon payment of permit fees. The permit will detail all required inspections that are specific to the project for which the permit has been issued.

The appointed third-party agency, Technicon Enterprises Inc., II, is responsible for all UCC building plan reviews and related inspections. If you have any questions, please call (610) 286-1622, x100. ***Please note that consulting with the engineers at Technicon could result in the applicant being billed per the current year's Fee Schedule.***

**HONEY BROOK TOWNSHIP
UNIFORM CONSTRUCTION CODE
(UCC) COMMERCIAL BUILDING
PERMIT APPLICATION**

Twp. Use Only

Date Received: _____

**\$50 Processing &
Retention Fee*:** _____

*Additional fee due upon permit issuance per current year's Fee Schedule

Building Permit # _____

**LOCATION OF PROPOSED WORK
OR IMPROVEMENT**

County: Chester Municipality: Honey Brook Township Zoning District _____

Site Address: _____ Tax Parcel #: 22- _____

Subdivision: _____ Lot # _____ Total Lot Area (Dimensions in sq. ft.) : _____

Owner: _____ Phone # _____ Fax # _____

Mailing Address: _____ Cell # _____

Principal Contractor: _____ Phone # _____

Mailing Address: _____ Cell # _____

Architect: _____ Phone # _____ Fax # _____

Mailing Address: _____ Cell # _____

TYPE OF WORK OR IMPROVEMENT (Check All That Apply):

- | | | | | |
|---------------------------------------|--|--|---------------------------------|---------------------------------------|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair | <input type="checkbox"/> Demolition** |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Foundation only | <input type="checkbox"/> Change of Use | <input type="checkbox"/> Sign | <input type="checkbox"/> Plumbing* |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Electrical | <input type="checkbox"/> Other—describe: _____ | | |

*For projects requiring new public sewer lateral connections, a permit / approval from NCCMA is required prior to Township permit issuance

**If demolition is part of the project, a separate Demolition Permit Application should be submitted.

Describe the proposed work:

ESTIMATED COST OF CONSTRUCTION (to include time & materials): \$ _____

(Detailed estimates may be requested to verify underestimated values)

CONSTRUCTION TYPE (International Building Code—IBC—Chapter 6): _____

DESCRIPTION OF BUILDING USE:

Specific Use: _____ Use Group: _____

Business Name: _____ Maximum Occupancy Load: _____

*****If a Change in use, indicate former use: _____ Attach the Change of Use U&O permit application.**

DOES OR WILL YOUR BUILDING CONTAIN ANY OF THE FOLLOWING (circle):

- | | | |
|--|-----|----|
| Fire Alarm System | YES | NO |
| Elevator/Escalators/Lifts/Moving walks | YES | NO |
| Automatic Sprinkler System | YES | NO |

BUILDING DIMENSIONS:

Existing Building Area: _____ sq. ft.	Number of stories existing: _____
Proposed Building Area: _____ sq. ft.	Number of stories Proposed: _____
Total Building Area: _____ sq. ft.	Height of Structure Above Grade: _____
Gross Area of Grade Level Floor: _____ sq. ft.	

ZONING VARIANCE/SPECIAL EXCEPTION: Has there been a Zoning Hearing Board decision for your project?

NO YES (provide hearing date) _____

FLOODPLAIN

Is the site located within an identified flood hazard area? (Check One) YES NO
Will any portion of the flood hazard area be developed? (Check One) YES NO N/A

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3(d) Lowest Floor Level: _____

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

I/WE have received a copy of the application requirements and inspection requirements. I agree to abide by the requirements, and understand failure to comply may result in legal action leading to stop work orders and/or fines. I understand that once the permit has been reviewed and assigned a permit number, I am responsible for paying the cost thereof, irrespective of whether I use the permit or not. I agree to be liable for all costs required to collect said fee(s). I hereby certify that the information hereon and herewith is true and correct to the best of my knowledge.

Date: _____

Applicant's Signature
Print name: _____

Date: _____

Applicant's Signature
Print name: _____

Date: _____

Owner or Authorized Agent's Signature
Print Name: _____

Address

Phone Number

Directions to Site: _____

FOR TOWNSHIP BUILDING CODE OFFICIAL USE ONLY

ADDITIONAL PERMITS/APPROVALS REQUIRED

<input type="checkbox"/> ZONING	APPROVED _____
<input type="checkbox"/> STREET CUT/DRIVEWAY	APPROVED _____
<input type="checkbox"/> PENNDOT HIGHWAY OCCUPANCY	APPROVED _____
<input type="checkbox"/> SOIL CONSERVATION	APPROVED _____
<input type="checkbox"/> DEP FLOODWAY OR FLOODPLAIN	APPROVED _____
<input type="checkbox"/> EROSION AND SEDIMENT CONTROL PLAN	APPROVED _____
<input type="checkbox"/> SEWER CONNECTION	APPROVED _____
<input type="checkbox"/> PUBLIC WATER CONNECTION	APPROVED _____
<input type="checkbox"/> OTHER _____	APPROVED _____

APPROVALS

BUILDING PERMIT DENIED:	Date _____	Date Returned _____
BUILDING PERMIT APPROVED:	Date _____	Permit # _____
BUILDING CODE OFFICIAL:	_____	
Date Issued _____	Date Expires _____	Permit # _____
BUILDING PERMIT FEE	\$ _____	Receipt # _____
ZONING PERMIT FEE	\$ _____	Receipt# _____
PLUMBING PERMIT (if appl.)		Receipt # _____
MECHANICAL PERMIT (if appl.)		Receipt # _____
ELECTRICAL PERMIT (if appl.)		Receipt # _____
DRIVEWAY PERMIT (if appl.)		Receipt # _____
CURB AND SIDEWALK (if appl.)		Receipt # _____
CERTIFICATE OF OCCUPANCY (circle one)?		
YES	NO	
FEE	\$	
PLAN REVIEW (circle one)?		
YES	NO	
FEE	\$	