Borough of Doylestown Building and Zoning Department
57 West Court Street, Doylestown, PA 18901
215.345.4140

COMMERCIAL BUILDING AND ZONING PERMIT APPLICATION PACKAGE

BACKGROUND

A building permit is required to erect, construct, enlarge, add to, alter, repair, replace, improve, remove, install, or maintain any structure or building. This includes accessory buildings such as pools, decks over 30 inches off the ground, garages or car ports, etc. The provisions of the Borough of Doylestown Code of Ordinances and the Pennsylvania Uniform Construction Code control the requirements for building permits.

Permits are required for:

- New construction
- Renovations other than cosmetic
- Any plumbing, electrical or mechanical work, other than changing fixtures
- Demolition
- Window replacement
- Fireplace installation
- Signs

Standard Inspection Requirements:

- Demolition
- Footing and foundation prepour (before concrete is poured)
- Concrete slab and or backfill
- Floodplain
- Plumbing, mechanical, electrical, and gas
- Rough framing, fire resistance, fire separation
- Insulation
- Fire suppression, fire prevention, fire alarm
- Structural steel, poured concrete, engineered truss
- Sanitary sewer
- Accessibility
- Final

APPLICABLE CODES

All construction work must conform to the requirements of the following codes:

- 2009 International Building Code (IBC)
- 2009 International Existing Building Code (IEBC)
- 2009 International Plumbing Code (IPC)
- 2009 International Residential Code for One and Two-Family Dwellings (IRC)
- 2009 International Electrical Code (IEC)

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PERMIT AND PLAN APPLICATION AND REVIEW PROCEEDURES

Applicant completes Building and Zoning Permit Application and Checklist. Commercial applications require 4 complete sets of plans (site, architectural, mechanical, plumbing, structural, & electrical as needed)

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Applicant delivers completed signed application, signed completed checklist, and 4 copies of all plans to Borough Building and Zoning Office.

> Make sure you have the proper type, i.e. residential or commercial. All applicable portions of the permit should be filled in. If you are unsure about the applicability of a question, please ask at the time of submittal. Plans must be complete, identical, legible, to scale, and stapled together as **four seperate sets**.

All applications will be checked at the counter for completeness. If any of the required information, plans or checklist are missing, the building permit application can not be accepted.

When you come in to file the application, we will determine permit fees. A fee schedule is included in this package. Payment must be made for application to be accepted. We will need a separate check for escrows.

Permit review is conducted once a week. Incomplete applications and plans will be returned to applicant. If the plans are incomplete, inaccurate, or un-clear, a correction letter will be sent to the applicant. This will require re-submittal of the corrected construction documents and cause a delay in issuing the permit.

We will contact you in writing with the results of the plan review.

You may start your project when you receive the permits. Note that it is your responsibility to schedule all inspections. Inspections must be scheduled 48 hours in advance.

Your permit cannot be closed without a final inspection. Escrow will not be returned until the final is complete.

APPLICATION DIRECTIONS

Complete the Application.

Check off each item on the Checklist as the submittal documents are prepared.

- If an item does not apply, place NA next to it.
- Submit the signed and dated Checklist as part of the application package.

Attach the signed dated Checklist and 4 sets of plans to the application.
When you submit your application we will calculate the fees. Please be prepared to pay by cash, check, or credit card.

ZONING PLAN REQUIREMENTS

For a Zoning Plan Review, the following specifications, drawings and details must be submitted:

Site Plan drawn to scale showing:

- Location of existing and proposed structures
- Dimensions of all structures (including roof overhangs)
- Property lines and dimensions
- Existing and proposed structures setbacks
- Indicate wooded or open areas
- Easements and/or right-of-way
- Location of utilities
- Names of abutting properties
- Locations of rives & streams
- Existing & proposed curb cuts & driveways
- Outside storage areas
- Existing & proposed streets, sidewalks, curb cuts
- Signs, fences, stonewalls
- Other important information relevant to the application

BUILDING PLAN REQUIREMENTS

For a Building Plan Review, the following specifications, drawings and details must be submitted:

1. Four (4) Sets Of Construction Plans (1/4" scale minimum)
   - Plumbing Plan
   - Electrical Plan
   - Mechanical Plan
   - Fire Protection

FOR MASONRY CONSTRUCTION SHOW

- Foundation Plan
- Footing location and size, with reinforcement steel location and size
- Dowel location and size
- Vertical Reinforcement steel location and size
- Shear wall location and size
- Floor Framing Plan (Wood Frame Floor System Only)
- Floor joist or floor truss location and size
- Ledger location and size with anchor bolt location and size
- Blocking location
- Floor Plan
- Vertical reinforcement steel location
- Shear wall (segments) location and size
- Ceiling diaphragm location
- Total area of openings in each exterior wall
- Total area of exterior wall
- Elevations (All Sides Required)
- Finished grade to eave height
- Floor to ceiling height
- Floor to roof peak height
- Finished grade to stem wall height (if applicable)

- Roof pitch
- Eave projection length at sidewalls and gable end walls (if applicable)
- Indicate continuous masonry gable or frame gable end truss (if applicable)
- Wall Sections/Details
- Typical wall sections for each continuous load path from foundation through roof
- Masonry bond beam size, reinforcement steel size and location, and precast or reinforced lintel
- Fasteners - Manufacturer and model number or product code, nailing patterns, embedment, depth, etc.
- Diaphragm connection with end wall and sidewall (if applicable)
- Column details (if applicable)
- Roof Framing Plan
- Bearing walls and girders
- Calculated uplift loads
- Diaphragm, blocking, and bracing locations and sizes

FOR FRAME CONSTRUCTION SHOW

- Foundation Plan
- Footing location and size with reinforcement steel location and size
- Shear wall location and size
- Fastener location - manufacturer and model number or product code
- Floor Framing Plan (Wood Frame Floor System Only)
- Floor joist or floor truss location and size
- Sill plate location and size
- Blocking location
- Floor Plan
- Shear wall (segments) location and size
- Ceiling diaphragm location
- Elevations (All Sides Required)
- Finished grade to eave height
- Floor to ceiling height
- Floor to roof peak height
- Finished grade to stem wall height (if applicable)
- Roof pitch
- Eave projection length at sidewalls and gable end walls (if applicable)
- Indicate balloon frame gable or gable end truss (if applicable)
- Wall Sections/Details
- Typical wall sections for each continuous load path from foundation through roof
- Header size over openings
- Fasteners - Manufacturer and model number or product code, nailing patterns, embedment depth, etc.
- Diaphragm connection with end wall and sidewall
- Column details (if applicable)
- Roof Framing Plan
- Bearing walls and girders
- Calculated uplift loads
- Diaphragm, blocking, and bracing locations and sizes

FOR ELECTRICAL SHOW

- Receptacles set-backs, outlets, switches, 3 way switches, electrical outlets, light, fans, smoke detectors, fire sprinklers ,heaters, fire places, telephone jacks, computer terminals, AFI's, GFCI's, dimmers, ceiling fans, sub-panels, switches, light locations and distributions, 3-ways light switches, bath-room fans.
- Microwave receptacles, refrigerator outlet, stove location, sink location, washer and dryer room location, ventilation location. Main meter box location, size, brand name, capacity AMPS.
- Upgrades, repairs location, sub-panels, main pole direction and location from the street to the house/dwelling Main meter.

FOR MECHANICAL SHOW

- Required wall louvers, penetrations and fans.
- Roof -mounted equipment locations.
- All mechanical equipment, piping, ductwork (above/below slab) on the mechanical floor and/or roof plan.
- 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.
- Indicate air distribution devices and show cfm for all supply, return and exhaust devices.
- Indicate the location of all equipment components required for a complete system.
- Smoke ventilation of atriums and pressurization of high-rise stairwells.
- Condensation drains, primary and secondary, from the unit to the point of discharge.
- Indicate toilet exhaust requirements.
- Mechanical room layouts at sufficient scale for dimensions and details to be
- Size of duct runs.
- Controls for fan shutdown: emergency manual and automatic smoke detection.
- Location of all UL 555-certified fire dampers, ceiling radiation dampers, smoke dampers, and fire doors.
- Show all fire-rated walls (both existing and new) with their ratings on the mechanical plans.
- All penetrations of fire-rated construction must be per manufacturer’s details.
- Room names and numbers for each floor should be on a floor plan for each level.
- Provide outside air ventilation rate per the International Mechanical Code.
- Column line notations, if provided on the architectural/structural plans, shall be identified on the mechanical plans.
- 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.