

Commercial
New Procedures to Obtain a Zoning Permit
Paradise Township

Associated Building Inspections LLC., of Ephrata, Pa. 717-733-1654 was hired as our Third Party Administrator of the new Pennsylvania Uniform Construction Code, (UCC)
Associated Building Inspections Inc. will be solely responsible for the issuance of all building permits and inspections under the Code. The municipality will issue all other permits, Zoning, Sewer, Driveway, and Occupancy.

New Building Procedure

1. Complete all necessary permit applications for Paradise Township, such as, Sewer, Zoning, Driveway, ect., and submit the required fees for them.

Building permit applications require the following information

- Location of Project
 - Owner of Record Information-- Address and phone number
 - Plot Plan (To Scale) Including all property lines, structures on property, driveway accesses and sewer layout. **Three (3) copies**
 - Project Information (What is it you intend to do) **Three (3) copies of Sealed plans** are required
 - Cost of Project & Square Footage
 - Issuance of any and all required permits (sewer, driveway, zoning, ect.)
 - Contractors information-Address and phone number-Gen., Framing, Electrical, Plumbing, ect.
 - Worker's Compensation Disclosure-Federal EIN number-Insurance name, policy # -Expiration Date of policy
2. **When the zoning fee is paid the permit application is forwarded from Paradise Township to Associated Building Inspections Inc. (ABI) for their review.** They will determine how many inspections will be required for the project and what THEIR fees will be and return the application to Paradise Township. The application will only be forwarded if ALL municipal permits have been issued, if necessary.
 3. When the application has returned to Paradise Township from ABI, the Zoning Officer will call the applicant and tell them what Associated Building Inspections LLC fees are, and that a check for that amount must be brought to the **Township**, made out to ABI , in order to issue the permit.
Once the permit is issued, then work may begin and the conduction of inspections will commence.
Inspections

The following is a list of field inspections that will be mandatory under the UCC Code, but is not inclusive.

FOOTINGS-Prior to pouring concrete	MECNICAL ROUGH –IN-Prior to covering
HAUNCH FOOTINGS-Prior to pouring concrete slab	FRAMING – Prior to insulation
DECK FOOTINGS-Prior to pouring concrete	INSALATION –Prior to covering batts / blown insulation
FOUDATION-Prior to backfilling	MECHANICAL FINAL –Equipment shall be set & working
UNDERGROUND PLUMBING – Prior to covering, drainage line test Req.	PLUMBING FINAL –Equip & Fixtures set & working
ABOVE GROUND PLUMBING-Prior to covering, Drainage and water line test Req.	<u>POTABLE WATER TEST Approved by DEP required before a U&O can be issued. (Coliform, E-coli, Nitrates)</u>
ELECTRICAL ROUGH-IN –Prior to covering -all boxes shall be installed	ELECTRICAL FINAL –All equipment must be functional, fixtures, devices ect.

FINAL of all REQUIRED inspections from ABI must be received by the Township to Receive any USE or OCCUPANCY (U&O) permit under the UCC and Zoning Ordinance. Failure to obtain a U&O before the permit allotted time will require you to reapply for a permit and pay all fees again.

APPLICANT is required to set up all inspections with Associated Building Inspections Inc.

Commercial Approvals and Permits Required For Issuance of The UCC Permit

Zoning permit under Zoning Ordinance.

Proof of recording a subdivision and/or land development plan for all non-residential construction of any dwelling not on a separate lot.

Highway occupancy permit, if property fronts a road under PA DOT

Street opening permit if property fronts a Paradise Twp. Municipal Road and any street openings are required for underground utilities.

Permit to connect to and /or expand the use of the public sewer service system if public system will be used or proposed construction will result in expansion of such use.

On-Lot sewage disposal system permit (where public sewer service is not available) if sewage disposal is required or proposed construction will result in expansion of number of bedrooms (if it is a dwelling).

Erosion and sedimentation control plan from Lancaster County Conservation District.

Application for *Commercial Building* Permit and Plans Examination

Paradise Township 2 Township Drive, P.O. Box 40 Paradise, PA 17562 Ph: (717) 768-8222 Fax: (717) 768-8221	Associated Building Inspections, LLC 1248 West Main Street, Suite 23 Ephrata, PA 17522-0423 Ph: (717) 733-1654 Fax: 717-604-0071 Ed Poorman, President
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PERMIT NUMBER: _____ Application #: _____

LOCATION OF PROJECT

Address _____
 Intended Use _____

OWNER OF RECORD

Name of Owner _____
 Address of Owner _____ City _____
 Phone Number of _____ Cell # _____

PROJECT INFO

New Building Addition Alteration Repair Demolition Relocation

 Fire Prevention Change of Use Plumbing Mechanical Electrical
 Brief Description of Project _____

 Cost of Construction _____ Square Foot (**Footprint**) _____

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 assumes 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.

Applicant 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 provisions of the code(s) applicable to such permit. I understand that I am responsible for any plan review fees or any additional inspection fees, which may be required during construction, that were not outlined during the initial permit approval. I understand that all fees must be paid in full before a certificate of occupancy can be issued. I agree that I am responsible for any fees incurred in reviewing proposed projects that I choose not to pursue.

Applicant Printed Name _____

Signature Required

Applicant Signature _____ Date _____

Applicant Address _____

Applicant Phone # _____ Fax # _____ Cell # _____

OFFICIAL USE BELOW THIS LINE

Permit Number _____	<u>TOWNSHIP</u>	<u>ABI Fees</u>	
Const. Plans Submitted _____	Zoning Fee _____	Review Fee _____ x \$ _____ = _____	
Date Issued _____	Admin. Fee <u>\$ 25.00</u>	Inspections _____ x \$ _____ = _____	
Permit Type _____	Total To Paradise Twp. \$ _____		Pa. Education/Fee = \$4.50
Use Group _____	Total payable to Paradise Township \$ _____		
Building Code Official _____			

Commercial Building Permit Application Page 2

Permit # _____

Zoning Review

Zoning Permit # _____ Approval Date _____

**Lot
Detail**

Account # _____
Zoning District _____ Lot Size _____ Ac.+/-
<u>Amount of Land Disturbance (Required)</u> Acreage _____ Or Square Foot _____
Yard Requirements Front: _____ Side _____ Rear _____
Yard Proposed Front _____ Side _____ Rear _____
Driveway Permit # _____ Existing Sewage Permit # _____ Existing _____
The Boundary Lines of the property have been accurately located and staked by: Owner _____ Or Surveyor _____ (Name of surveyor or Engineering firm)
ZHB Action/Decision _____ Date _____
Floodplain Located Within Site _____ Yes _____ No _____ Study Done
Historic Structure _____ Yes _____ No

**Notes/
Conditions:**

General Contractor's PA State Registration No.: _____

Contractor's Federal or State Identification No.: _____

Workers' Compensation Insurance Carrier: _____

Policy No. _____ **Expiration Date:** _____

Type of Construction: Masonry _____ Frame _____ Steel _____ Pre-Fabricated _____

Number of Stories _____ **Length** _____ **Width** _____ **Height** _____

Structure will contain _____ **Sq. Ft. Of Floor area.**

Zoning Officer Signature _____

Permit # _____

Commercial Building Permit Application Page #3

Contractor Information

General Contractor

General Contractor _____
Address _____
Phone _____ Fax _____ Mobile _____

Demolition Contractor

Framing Contractor _____ Contract # _____
Scope of Work _____
Pa. State Registration # _____
Asbestos Notification submitted by _____ Date _____

Framing Contractor

Framing Contractor _____ Contract # _____
Scope of Work _____
Pa. State Registration # _____

Electrical Contractor

Electrical Contractor _____ Contract # _____
Scope of Work _____

Pa. State Registration # _____

Plumbing Contractor

Plumbing Contractor _____ Contract # _____
Scope of Work _____

Pa. State Registration # _____

Heating Contractor

Heating Contractor _____ Contract # _____
Scope of Work _____

Pa. State Registration # _____

Permit # _____

Commercial Building Permit Application Page 4

Foundation
Contractor

Foundation Contractor _____ Contract # _____
Scope of Work/Type of Work _____

Pa. State Registration # _____

Fire Prevention
Contractor

Fire Prevention Contractor _____ Contract # _____
Scope of Work/ _____

Pa. State Registration # _____

Provide copies of all other applicable permits, certifications or licensing requirements, which may apply under the following:

1. Elevator or Lifting Device Regulations
2. Boiler and Unfired Pressure Vessel Law
3. Propane and Liquefied Petroleum Gas Act
4. Health Care Facilities Act
5. Older Adult Daily Living Centers Licensing Act

Permit # _____

Commercial Building Permit Application Page 5

A PLOT PLAN SHOWING EXISTING AND PLANNED BUILDINGS AND STRUCTURES, INTERIOR AND EXTERIOR STORAGE AREAS, EXISTING AND PLANNED DRIVEWAYS AND PARKING AREAS, EXISTING AND PLANNED WELLS AND SEWAGE DISPOSAL SYSTEMS AND ALL SIGNIFICANT FEATURES SUCH AS FLOODPLAINS, WETLANDS, EASEMENTS, AND DRAINAGEWAYS SHALL BE SUBMITTED WITH THIS APPLICATION. UNTIL SUCH A PLAN IS SUBMITTED, THIS APPLICATION SHALL NOT BE CONSIDERED COMPLETE AND SHALL NOT BE PROCESSED.

I hereby authorize the designated Paradise Township and or Code Administrator official to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the Paradise Township Zoning Ordinance and PA Act 45 (Uniform Construction Code) and to determine the accuracy of the statements contained herein.

I am aware that I cannot occupy the Property for the purpose of conducting the use set forth herein and cannot commence excavation or construction until a Zoning and or Building Permit has been issued by the Township of Paradise. I am aware that I cannot change the use of the Property herein until I have applied for and receive a Zoning Permit and or Building Permit for such proposed use. By signing this Application, I certify that all facts in the Application and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of Paradise Township, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

The issuance of a Zoning Permit and or Building Permit is based upon the facts stated and representations made in this Application. A Zoning Permit and or Building Permit may be revoked if the use and/or structure, for which it has been issued, violates any applicable Township, County, State or Federal law or regulation, including but not limited to the Paradise Township Zoning Ordinance and PA Act 45 (Uniform Construction Code). This Permit may also be revoked if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the Applicant.

The Permit holder is advised that persons aggrieved by a use or development permitted on the land of another may file an appeal with the Paradise Township Zoning Hearing Board seeking revocation of any Permits issued or approvals granted within thirty (30) days from the issuance of such Permit, or at a later

date if such aggrieved person alleges and proves that he had no notice, knowledge or reason to believe that such approval had been given.

Notice is hereby given that if the property described in this Permit will require access to a highway under the jurisdiction of the Pennsylvania Department of Transportation, a Highway Occupancy Permit is required pursuant to Section 420 of the Act of June 1, 1945, P.L. 1242, No. 428, known as the State Highway Law, before driveway access to a State highway is permitted. Access to a State highway shall be only as authorized by the Highway Occupancy Permit issued by the Pennsylvania Department of Transportation.

The Zoning Officer and or Code Administrator does not guarantee or give opinions relating to the proposed construction under the Permit and does not warrant compliance with applicable laws or regulations by the issuance of a Zoning Permit and or Building Permit. The Applicant bears all responsibility for insuring compliance with all applicable laws and regulations, including but not limited to compliance with the Paradise Township Zoning Ordinance, the Lancaster County Subdivision and Land Development Ordinance, Paradise Township's Subdivision, Land Development and Storm Water Ordinance, Act 222, the Energy Conservation Act and PA Act 45 (Uniform Construction Code).

Permit # _____

Commercial Permit Application Page 6

Applicant acknowledges that he has not relied upon any oral or written statements of officials of Paradise Township in making this application. I acknowledge that the holder of a Zoning Permit and or Building Permit is responsible to insure compliance with all applicable Township Ordinances during and at completion of the work authorized by the Permit. I acknowledge that the Township requires that a final inspection be performed by the Zoning Officer and or Code Administrator and that the Zoning Officer and or Code Administrator issue a Zoning Certificate of Use and Occupancy and or a Building Permit Certificate of Occupancy before the structure which is authorized by this Permit may be occupied. It is my responsibility to insure that these inspections are scheduled and the Zoning Certificate of Use and Occupancy and or a Building Permit Certificate of Occupancy be obtained before the structure may be occupied. I acknowledge that if I occupy or permit the occupancy of this structure prior to the issuance of a Zoning Certificate of Use and Occupancy and or a Building Permit Certificate of Occupancy, I will have committed a violation of the Paradise Township Zoning Ordinance and or PA Act 45 (Uniform Construction Code) and will be subject to the penalties and remedies in the Zoning Ordinance and the Code. I also acknowledge that, if the structure is occupied prior to the final inspection, work may have to be removed and re-executed in order that it may be adequately inspected. If the Township is required to perform an inspection after the structure is occupied, intending to be legally bound hereby, I agree to pay the fee established by the Township for delinquent inspections.

Nothing contained in this Application shall be construed to relieve or limit the obligations of Applicant to comply with all provisions of the Paradise Township Zoning Ordinance and or PA Act 45 (Uniform Construction Code) or to waive violations of the Zoning Ordinance or PA Act 45 (Uniform Construction Code) or any other Township ordinances or to estop the Township from enforcing Township ordinances, including but not limited to the Zoning Ordinance and or PA Act 45 (Uniform Construction Code).

SIGNATURE REQUIRED

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____

General Informational Bulletin on How to Apply for a Building Permit

The following items shall be provided with the building permit application for any structures. This document shall be signed and dated and shall be returned with the permit application.

1. Associated Building Inspections has a web site containing detailed information on the permit process for a Residential or Commercial building permit. The applicant may access this website at www.weknowcodes.com and click on the appropriate lists for permits and permit submittal information.
2. IF you do not have access to the website or have questions please contact our office at 717-733-1654 and we will provide you with the required information.
3. Three complete sets of building plans shall be submitted. All commercial projects shall be signed and sealed by a design professional registered in the Commonwealth of Pennsylvania.
4. Provide FAX, E-mail, OR telephone number information with your application so we may correspond with you should any questions arise. We will attempt to FAX or e-mail rather than cold call you so you are prepared to answer any questions regarding your application. We are also required to keep copies of all correspondence as it relates to the building permit.
5. A document indicating the "Scope of Proposed Work" shall be included or attached to the building plans.
6. **Errors and Omissions on the part of the Registered Design Professional, the Plan Reviewer, the Code Official, Department of Labor & Industry, or other required Plan Review agencies will not at any time relieve the applicant of the responsibility of compliance with the CODE.**

I do hereby agree to abide by the municipal building and zoning codes as adopted and shall construct in accordance with the building design criteria as provided.

Applicant _____ Date _____
(Signature)

Applicant _____
(Print Name Clearly)

FAILURE TO COMPLY WITH ALL OF THE REQUIRED ITEMS MAY DELAY THE PLAN REVIEW PROCESS AND SUBSEQUENT ISSUANCE OF A BUILDING PERMIT.