

KENNETT TOWNSHIP NEW COMMERCIAL BUILDING PERMIT APPLICATION



Please use this application packet for:

- ❖ New Commercial Buildings/Construction
- ❖ New Commercial Additions to Buildings
- ❖ Commercial Demo with a new structure being erected
- ❖ This permit is NOT for commercial interior/tenant fit-outs or Interior Renovations
- ❖ This permit is not for Single Family Housing

This permit requires an appointment with the permit coordinator before submittal.

Appointments are Monday- Thursday 9:00 am- 4:00 pm.

Questions regarding construction, plans, permit or to make an appointment to drop off permit packet please contact us:

permits@kennett.pa.us

Please include the site address

No money is due with this permit packet

Appointments to drop off this permit are

Monday- Thursday 9:00 am- 4:00 pm

Same day appointments always available



PERMIT GUIDE FOR NEW COMMERCIAL BUILDINGS & COMERCIAL ALTERATIONS

This guide applies to all new commercial construction or commercial alterations

INTRODUCTION

This guide was prepared to assist owners, design professionals and contractors in submitting the information necessary for the Township Staff to process your Application for Zoning Review, Building Plan Examination and Building Permit, for commercial projects, including new commercial buildings, commercial additions and commercial alteration projects.

Your project will be evaluated and reviewed for compliance with the Commonwealth of Pennsylvania Uniform Construction Code (UCC), as well as the International Code Council Building, Fire, Plumbing, Mechanical, Electrical, Energy and Accessibility code requirements as adopted by the State of Pennsylvania and Kennett Township. The Department of Planning and Zoning also reviews plans for compliance with all Zoning requirements.

PERMIT APPLICATION AND ACCOMPANYING DOCUMENTS

Adequate documentation is to be submitted to demonstrate compliance with applicable code provisions as detailed below.

- Submit a completed Commercial Permit application packet.
- Submit all subcontractor paperwork
- A payment invoice will be provided to the permit applicant at time of the permit issuance, no fees are due with permit applications.
- All fees shall be paid upon permit issuance. Applicable fees may include but are not limited to the following: building permit, sewer fees (if applicable), zoning, fee in lieu, and transportation impact fees.
- Identify the licensed architect(s), engineer(s) and who is the design professional of record.
- All construction documents and project specifications, including structural calculations must be signed and sealed by a **Professional Engineer or Registered Architect in the State of Pennsylvania** responsible for the design of the project.

COMMERCIAL PERMIT APPLICATION GUIDELINES

- **Submit two (2) full sized sets of construction documents** (plans and specifications) that include: construction type of the building, building exterior wall envelope, flashing details, building floor plans indicating the use(s), structural plans, cross sections, structural calculations, electrical, mechanical, fire protection and plumbing systems. All requested deferrals shall be indicated on the plans. Common deferrals include fire sprinkler and alarm systems, kitchen exhaust hood systems, and pre-engineered or alternative suppression systems. All deferral authorizations are at the discretion of the Code Official. Engineered drawing sizes shall be **minimum of 18" x 24" and maximum of 36" x 42"**. Scale no less than 1/8" = 1'-0".
- Indicate occupant loads for each room or space on the plans.
- Submit utility authority authorizations as applicable. Utility authorizations cannot be deferred.
 - For new construction or additions that require an increase in water capacity, submit a copy of the County of Chester Well Permit, or provide evidence in writing from Chester County that one is not required.
 - For new construction, electrical service upgrades and change outs submit a Peco work order number.
- Submit two (2) copies of the energy evaluation report for the Building Envelope, Interior and Exterior Lighting and Mechanical HVAC.
- Submit two (2) copies of the Geo-Technical Report signed and sealed by a Professional Engineer.
- Submit two (2) copies of the full set of site plans which include details for parking and access by the physically handicapped, accessible routes, underground fire main lead-in details, fire hydrant and fire department connection locations, site utilities such as gas, water, sewer and electrical service, etc.
- Submit two (2) additional copies of the applicable site plans for review by Planning and Zoning that shows property lot lines, parking, total existing impervious surface, new impervious surface on the lot and all new structures, etc.
- Submit copies of the Pennsylvania Labor and Industry approvals for Elevators, Boilers over 199,000 BTU, Department of Health regulated work, etc.
- Automatic Fire Sprinkler Systems and Standpipe Systems – Submit two (2) complete sets of drawings, hydraulic calculations and material data sheet. All drawings and calculations must be signed and sealed by a Professional Engineer. If this portion of the design is to be deferred complete, sign, and submit the Fire Protection/Detection Release Form.
- A completed Submittal Guide for Fire Protection Systems must be submitted for fire alarm systems and for the supervision of fire sprinkler systems. Certification Forms of Completion are to be submitted at final for Automatic Fire Detection Systems. Required systems to be UL or FM certificated. If this portion of the design is to be deferred complete, sign, and submit the Fire Protection/Detection Release Form
- Fire Alarm systems shall be installed, tested & maintained by contractors listed by an established and nationally recognized organization (such as UL, FM or other approved NRTL), which approves the qualifications of fire alarm service contractors.
- Signs must be applied for under a separate permit. Sign Permit Application
- **Tanks** – A separate Fire Permit is required for the removal or installation of aboveground and underground storage tanks used for combustible and flammable liquids, and related equipment.
- All commercial buildings are required to display the street address number on the building in an approved location not less than 6 inches in height at the front. All multi-tenant buildings must also display street numbers not less than 6 inches in height at all entrances. The street address numbers shall be easily observed and readable from the public right-of-way and shall be of contrasting colors to the background on which they are placed, in addition to being permanent in nature.

PLANS EXAMINATION, REVIEW, AND BUILDING PERMIT ISSUANCE

- Plans and specifications will be reviewed, in the order received and within the time frame allotted by state law. The basis for acceptance and approval of plans is conformance with applicable building codes, as well as Kennett Township Administrative Orders and Ordinances. Completion of a review will result in either the issuance of a Building Plan Review checklist or a Building Permit. If a Building Plan Review checklist is issued, a written response is to be provided along with revised plans as applicable. Once all comments are addressed, Building Permit will be issued.
 - *Note: One set of approved construction documents will be returned with the building permit. These plans will be stamped approved, and this set is to remain on the job site until this office has approved the building and a Certificate of Occupancy is issued. Plans must be picked up at the time of permit issuance.*
- Upon issuance, the Building Permit is required to be posted and visible from the public roadway.
- Permit approval requires compliance with all codes, regulations, and ordinances adopted by Kennett Township. We have 30 days to approve a COMPLETE submission.
- The Township approved set of construction documents shall always remain on the job
- site. The contractor's name and contact phone number, project street address, building permit number and type of inspection must be provided when scheduling inspections.

Structures shall not be used and occupied without obtaining a certificate of use and occupancy permit from the Township. This includes employee hiring or training, and the placement of any inventory, merchandise, furnishings or supplies.

Temporary Certificates of Use and Occupancy may be issued if warranted and are issued on a case- by-case basis.

Should you have any questions concerning your project, please contact us for further assistance:

PLANNING & ZONING REQUIREMENTS FOR COMMERCIAL CONSTRUCTION

PROJECTS INVOLVING LAND DEVELOPMENT

- Submit two (2) copies of site plans.
- Submit two (2) copies of building floor plans which clearly identify the use(s) for each room or area.
- Obtain final plan approval from the Kennett Township Board of Supervisors (applicable for Land Development, Subdivision and certain Storm water plans)
- Financial Escrow required by Ordinance shall be obtained prior to recording for Land Development, Subdivision and Storm water plans.
- Proof of recording with the Chester County Courthouse should be provided for all Subdivision and Land Development plans.
- Transportation Impact Fee Determination calculation must be submitted for review and approval.
- After Township approval, the Transportation Impact Fee is paid prior to permit issuance.
- Submit a copy of the approval letter from the Chester County Soil Conservations District, if applicable.
- Submit a copy of any required PennDOT permits (driveway, highway occupancy, and signalization), if applicable.

OTHER REQUIREMENTS FOR COMMERCIAL CONSTRUCTION

- GRADING/STORMWATER PERMIT** – A grading permit is required for all approved on-site improvements on the exterior of the building(s) including alterations to driveways outside the public right-of-way. Grading permits can be found on our website under **FORMS**.
Submit Application for Grading/Stormwater Permit with two site improvement plans attached. All site improvement plans for commercial projects, land development; subdivision and storm water projects require the seal and signature of an individual properly registered in the Commonwealth of Pennsylvania to perform such duties.
Submit the required fee. The fee is based on the contractual value of the site work.
- STREET OPENING PERMIT** – A Street Opening Permit is required for all work occurring within a public right-of-way. Submit the proper application and fee.

CODE LISTS FOR KENNETT TOWNSHIP

International Building Code, 2021

Any plans MUST reflect new codes.



Plan Submittal Requirements: Commercial permit applications

Overview

Kennett Township reviews plans submitted with permit applications for new construction, additions, interior and exterior alterations, and other miscellaneous types of work. Review the information below before submitting plans for review. PDF email or thumb drive is also required for all submitted plans.

Plan sheet size and material

- Minimum Sheet Size: 18 in. x 24 in.
- Maximum Sheet Size: 36 in. x 48 in.
- Print plans on white, standard-weight, bond type paper.
- Plans must be folded, no rolled plans will be accepted.

Acceptable drawing scales

- Architectural Scale: ¼ in. = 1 ft.-0 in.
- Larger scales may be used. If a smaller scale is used, the plans examiner may reject your plans.

Minimum requirements

- Must be of professional quality and drawn to scale. Free-hand sketches will **not** be accepted.
- Printed plans must be in ink and in grayscale. Pencil drawings will **not** be accepted.
- Title block with sheet number and project address.
- Applicable design codes and edition.
- Code summary, construction types, occupancy classifications, means of egress, occupant loads, fire protection features, and other life safety elements.
- Existing conditions and demolition plan (if applicable).
- Floor plans must depict the entire project work area.
- All rooms and spaces should be labeled with their uses (e.g., bedroom, kitchen, office, utility, storage, etc.).
- Sizes and locations of all rooms, doors, windows, stairways, corridors, etc., must be shown and supplemented with door and window schedules, and include ceiling heights for all spaces.
- Wall, floor-ceiling, and roof types/ratings and their locations are required (with listings noted, where applicable).
- For framing and structural details, plans for new construction, and additions, you must provide:
 - Foundation details.
 - Wall bracing plan and details.
- Energy conservation details to supplement the selected method of compliance.
- Accessibility features and details (if applicable).
- Flood protection details (if applicable).

Design professional signature and seal

The signature and seal of a **PA-licensed design professional (registered architect or professional engineer)** is required.
Plans must reflect 2021 codes

Prerequisite approvals

Plans included with your building permit application package may require approvals from other departments or agencies.

Questions? Please email us at:
permits@kennett.pa.us

REQUIRED CONSTRUCTION DOCUMENTS FOR COMMERCIAL CONSTRUCTION

- Submit two (2) sets of construction documents (plans and specifications) that include: construction type of the building, building exterior wall envelope, flashing details, building floor plans indicating the use(s), structural plans, cross sections, structural calculations, electrical, mechanical, fire protection and plumbing systems. All requested deferrals shall be indicated on the plans. Common deferrals include fire sprinkler and alarm systems, kitchen exhaust hood systems, and pre-engineered or alternative suppression systems. All deferral authorizations are at the discretion of the Code Official. Engineered drawing sizes shall be minimum of 18" x 24" and maximum of 36" x 42". Scale no less than 1/8" = 1'-0".
- Indicate occupant loads for each room or space on the plans.
- Submit utility authority authorizations as applicable. Utility authorizations cannot be deferred.
 - For new construction or additions that require an increase in capacity, submit a copy of the PECO Connection Permit, or provide evidence in writing from PECO that one is not required.
 - For new construction, submit evidence of the Fire Marshall domestic and fire water design approval.
 - Submit a copy of a letter from the Chester Water Authority specifying the available water supply is adequate for the fire sprinkler/standpipe system without a fire pump. Available water supply for use in design of a fire sprinkler system is not permitted to be deferred.
 - For new construction, electrical service upgrades and change outs submit a PECO work order number.
- Submit two (2) copies of the energy evaluation report for the Building Envelope, Interior and Exterior Lighting and Mechanical HVAC.
- Submit two (2) copies of the Geo-Technical Report signed and sealed by a Professional Engineer.
- Submit two (2) copies of the full set of site plans which include details for parking and access by the physically handicapped, accessible routes, underground fire main lead-in details, fire hydrant and fire department connection locations, site utilities such as gas, water, sewer and electrical service, etc.
- Submit two (2) additional copies of the applicable site plans for review by Planning and Zoning that shows property lot lines, parking, total existing impervious surface, new impervious surface on the lot and all new structures, etc.
- Submit copies of the Pennsylvania Labor and Industry approvals for Elevators, Boilers over 199,000 BTU, Department of Health regulated work, etc.
- Automatic Fire Sprinkler Systems and Standpipe Systems – Submit two (2) complete sets of drawings, hydraulic calculations and material data sheet. All drawings and calculations must be signed and sealed by a Professional Engineer or NICET Level III or IV Designer responsible for the design. If this portion of the design is to be deferred complete, sign, and submit the Fire Protection/Detection Release Form.
- A completed Fire Protection permit application must be submitted for fire alarm systems and for the supervision of fire sprinkler systems. Certification Forms of Completion are to be submitted at final for Automatic Fire Detection Systems. Required systems to be UL or FM certificated.
- If this portion of the design is to be deferred complete, sign, and submit the Fire Protection/Detection Release Form.
- Fire Alarm systems shall be installed, tested & maintained by contractors listed by an established and nationally recognized organization (such as UL, FM or other approved NRTL), which approves the qualifications of fire alarm service contractors for **Central Station Service**.
- Signs must be applied for under a separate permit. Please see our website under FORMS.
- Tanks** – A separate Fire Permit is required for the removal or installation of aboveground and underground storage tanks used for combustible and flammable liquids, and related equipment.
- All commercial buildings are required to display the street address number on the building in an approved location not less than 6 inches in height at the front. All multi-tenant buildings must also display street numbers not less than 6 inches in height at all entrances. The street address numbers shall be easily observed and readable from the public right-of-way and shall be of contrasting colors to the background on which they are placed, in addition to being permanent in nature.

DEMOLITION OF STRUCTURES

THE CONTRACTOR OR OWNER IS RESPONSIBLE TO COMPLY WITH THE DEP ASBESTOS REMOVAL PROGRAM. THE FORMS AND INSTRUCTIONS ARE LOCATED AT

http://www.dep.state.pa.us/dep/deputate/AIRWASTE/AQ/asbestos/docs/2700_fm_aq0021_inst.doc

An extermination letter must accompany any application for demolition as well as a site plan showing the properties to be demolished. All Demolition work must comply with Chapter 33 of the IBC 2015, including but not limited to:

3303.1 Construction documents.

Construction documents and a schedule for demolition must be submitted. No work shall be done until such construction documents or schedule, or both, are approved.

3303.2 Pedestrian protection.

The work of demolishing any building shall not be commenced until pedestrian protection is in place as required by this chapter.

3303.4 Vacant Lot.

Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade or in accordance with the ordinances of the jurisdiction having authority.

3303.5 Water accumulation.

Provisions shall be made to prevent the accumulation of water or damage to any foundation on the premises or the adjoining property.

3303.6 Utility connections:

Before a structure is demolished or removed, the owner or agent shall notify all utilities having service connections within the structure such as water, electric, gas, sewer and other connections. A permit to demolish or remove a structure shall not be issued until a release is obtained from the utilities, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed or sealed and plugged in a safe manner.

3306.9 Adjacent to excavations

Every demolition and/or excavation shall be enclosed with a barrier not less than 6 feet high. Barriers shall be of adequate strength to resist wind pressure as specified in Chapter 16.

PROTECTION OF ADJOINING PROPERTY

3307.1 Protection required.

Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. Protection must be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities.

Pedestrian protection must be inspected before demolition commences.

KENNETT TOWNSHIP
COMMERCIAL INTERIOR CONSTRUCTION
(For use with interior work or tenant fit outs)
PLAN SUBMITTAL CHECKLIST

Please email us with any questions:

permits@kennett.pa.us

- Commercial Building Permit Application (2 pages)
- 2 FULL-SIZED signed and sealed sets of plans/drawings for electrical, mechanical, plumbing and fire protection (see **PLAN SUBMITTAL REQUIREMENTS**) + PDF of plans. **PIANS MUST REFERENCE 2021 CODES.**
- Signed and sealed Accessibility Plan (if applicable)
- Signed and sealed Structural Calculations (if applicable)
- Signed and sealed Energy Plans
- Com-check energy calculations
- General Contractor COI
- Electrical Application
- Electrical Contractor COI
- 3rd party stamped Electrical Plans (stamped by 3rd party underwriter agency)
- Mechanical permit application
- Mechanical plans (signed and sealed) and specs including res check calcs or manual J calcs
- Mechanical Contractor COI
- Plumbing permit application
- Plumbing Plans (signed and sealed)
- Plumbing Contractor COI
- Fire Protection Permit with applicable signed and sealed plans
- Fire Protection release Form
- Use and Occupancy permit application
- Zoning Application
- Kennett Township Liability Statement
- Kennett Township UCC form (inspection statement)



RULES AND REGULATIONS FOR COMMERCIAL SITE DEVELOPMENT AND CONSTRUCTION

1. Before any work on the site is undertaken, the responsible party, owner, developer and/or builder must meet as Appropriate with Township Officials, including the Township Engineer, Building Official, Zoning Officer, and Public Works.
 - A. The purpose of the meeting is to acquaint the developer, contractor and/or builder, (hereinafter "contractor") with the schedule of inspections and procedures to be undertaken by the Township with respect to the proposed development or home construction and to review other requirements of the work schedule.
 - B. The Contractor shall have a plan and written material available on site to show how and in what order various portions of construction will be completed; i.e., earth grading, installation of curbing, (if required), storm drainage, and public utilities including a proposed schedule for the completion of the work. The contractor must also be prepared to discuss how stormwater control will be handled during construction including the necessity and frequency of cleaning basins, replacement of silt fences and so forth. Adherence to the erosion and sedimentation control and stormwater management plans approved by the Township will be required. In addition, the Contractor should be familiar with the requirements of the Township Land Disturbance Ordinance and DER Chester County soil Conservation District regulations regarding erosion and sediment control.
 - C. Topsoil or sod shall not be removed from the site. Excavated soil other than topsoil may be removed from the site subject to the prior approval by the Township Engineer.
 - D. The Contractor must present evidence that he has notified any affected public utility before beginning construction by advising the Township of the One Call System serial number applicable to his project.
 - E. Since no material may be burned or buried on the property, a plan must be provided for the removal from the property of construction wastes such as, but not limited to:
 - Brush and material resulting from clearing and grubbing.
 - Trees including stumps.
 - Wood, paper, plastic, dry wall, insulation.
 - Concrete waste, concrete block, brick.
 - Oil, solvent, paint, and liquid waste other than water.
 - Cans, metal.
 - F. The Contractor shall provide a plan to show where and how specifically identified trees on the site will be protected from damage during construction. No such tree shall be removed without prior approval by the Township Supervisors.
 - G. The Contractor shall provide evidence that the Township or PennDOT road access permit to the property has been obtained.
 - H. The Contractor including all builders shall provide portable sanitary facilities on the site for use during all phases of construction
2. The sequence of construction of public facilities must include the following specific steps:
 - I. Provision of a tire scrubber of sufficient depth, width and length to clean mud, dirt or other materials from being tracked on to the Township or State cartways by vehicles leaving the property. In the event that such material is tracked onto a cartway it shall be promptly removed.

- J. All materials required for stormwater control including, but not limited to, pipe, inlet boxes, silt fencing, etc. must be on the property before grading is started. Silt fencing must also be placed before any grading is started. The stormwater management facilities, particularly those required for control of excess run-off and sediment discharges, must be completed before grading tributary to the stormwater management facilities is undertaken.
 - K. The Contractor shall be prepared to maintain erosion control facilities including basins, silt traps, sediment barriers, and the scrubbers according to the schedule contained in his plan. Site conditions during construction may require erosion control measures as directed by the Township Engineer.
 - L. The schedule of construction should indicate those areas which require mulching and/or temporary or permanent seeding in order to limit the exposure of bare earth to less than 20 days.
3. Wherever road side swales are specified in lieu of curbs in the right-of-way of Township, State and new development roads, care must be taken to insure that such swales (*as shown in Appendix "A" of the Subdivision and Land Development Ordinance of Kennett Township*) are cut and maintained. In cutting the swales, care must be taken to make them deep enough to allow for future sodding or seeding. Driveways that cross swales must be shaped to maintain the flow of water across the swale. Mailboxes, planters, or other objects that interfere with the flow of water must not be located in a swale.
 4. It is expected that construction will be strictly in accordance with the approved plan. Changes must be approved by the Township *before* they are undertaken.
 5. Developers maintaining escrow or letter of credit accounts with the Township are advised that request for release of escrow or letter of credit reductions must be submitted to the Township Engineer's office a minimum of one week before the scheduled Board of Supervisors meeting at which it is anticipated a release will be made. The Board of Supervisors meets on the third Monday of each month. Releases will be made after approval by the Engineer at such meetings. No more than one release will be considered in any one month period. When a release is submitted to the Engineer's office, a specific inspection will be made of the project to determine if the release appears to be reasonable in terms of the percentage of work completed. The engineer reserves the right to reduce the amounts requested and will advise the developer of such deductions. No release will be made of contingency funds (10% of the total escrow account as required by the Township Ordinance) until the project is complete and the streets are offered and accepted for dedication.
 6. Dedication of public improvements shall be subject to the requirement for an 18 month bond in the amount of 15% of the estimated construction cost of public improvements including stormwater management basins whether publicly or privately owned.
 7. Inspection fees are normally released on a monthly basis, and reimbursement will be due to the Township upon billing by the Township. Delinquent accounts will be subject to the current Late Fee Policy.
 8. The Township Engineer will review the progress and quality of workmanship in the field on a periodic basis generally as outlined in Appendix A to this memorandum. The Township Engineer's role is to facilitate the development process and provide necessary information to the Township to aid in the Township's assessment of the project's overall compliance with the Township Ordinances. The Township Engineer does not work for the Contractor and

consequently he takes no responsibility for the Contractor's actions and the Contractor is fully responsible for his construction procedures and methods of construction to complete the public improvements in accordance with Township specifications. Where unforeseen problems occur, the Township Engineer will normally request the Contractor to engage die Contractor's engineer to propose solutions to the problems. These proposals by the Contractor's engineer will be reviewed to determine the reasonableness of their approach to be taken. Approval by the Township Engineer does not carry with it a guarantee of results.

9. Where the Township Engineer disapproves of ongoing construction and advises the Contractor that he should make corrections and if under such circumstances the Contractor ignores the orders or directions of the Township Engineer, the Township Engineer is authorized to issue a cease and desist order requiring the immediate cessation of all activity on site until the matter of issue is resolved. Specific cease and desist orders will be given to the Contractor on site and mailed to the Contractor by certified mail. Failure to adhere to a cease and desist order shall be considered by the Township to be a violation of the Township Subdivision and Land Development Ordinance and may involve substantial penalties.
10. Upon completion of work in the field the Contractor shall provide the Township with three prints of all subdivision drawings showing the "as built" improvements of the subdivision or land development. In particular the locations of all underground lines, tanks, and structures must be shown. The "as built" drawings will be subject to review by the Township Engineer.
11. Any lot which is not connected to a State road or Township road shall have a licensed surveyor or engineer review final site work and certify that the work is as designed and will not cause drainage problems or driveway connection problems. The certification will be required prior to receiving the Certificate of Occupancy. The cost of this certification will, be the responsibility of the applicant.
12. Due to the possibility of excessive earth disturbance this project requires that fines will be assessed of the Developer by Kennett Township in the minimum amount of \$1,000.00 per day per erosion and sediment control violation. The fines will be assessed until a Cease and Desist order is issued. Fines will be assessed from the date the violations are identified in the Chester County Conservation District letter.

I have read and understand and agree with the "Kennett Township Rules and Regulations for Site Development and Construction". Nothing in the above Rules and Regulations relieves me of complying with other requirements of applicable Township Ordinances or State or Federal law.

Applicant Print Name

Developer Name- Print

Date

Applicant Signature

Development Company

COMMERCIAL BUILDING APPLICATION

To alter, erect or use a structure, to use land in accordance with the Zoning Ordinance, Building Code, and all other pertinent ordinances of Kennett Township, Chester County, Pennsylvania.

801 Burrows Run Road, Chadds Ford PA 19317

ADDRESS OF CONSTRUCTION FOR FIT OUT:

Site Address: _____

Suite #: _____ City _____ Zip _____

Name of TENANT: _____

Type of Business (example Medical office): _____

Building Owner Name & Phone: _____

CONSTRUCTION COMPANY:

Contractor Company Name/DBA: _____

Contact at Company: _____ Phone: _____

Email _____

ENGINEER/ARCHITECT:

Company Name/DBA: _____

Contact Name at Company: _____ Phone: _____

Email _____

Will DEMO be involved? _____ YES _____ NO

TYPE OF CONSTRUCTION: (EX IIB) _____ USE TYPE: (EX R-4) _____

TOTAL SQUARE FOOTAGE OF SPACE (INTERIOR) _____ S.F.

IS ANY NEW SQUARE FOOTAGE BEING ADDED? _____ S.F.

CONSTRUCTION COSTS (NO CENTS PLEASE):

ELECTRICAL \$ _____ MECHANICAL \$ _____

PLUMBING \$ _____ BUILDING \$ _____

TOTAL COST OF CONSTRUCTION \$ _____ (must equal costs above)

COMMERCIAL BUILDING APPLICATION

To alter, erect or use a structure, to use land in accordance with the Zoning Ordinance, Building Code, and all other pertinent ordinances of Kennett Township, Chester County, Pennsylvania.

801 Burrows Run Road, Chadds Ford PA 19317

Party responsible for Permit invoice: _____

Email: _____

Who should we contact with questions regarding this permit? _____

Phone Number: _____

Permit invoices over \$1999 will need to be a check made out to "Kennett Township"

I certify 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 (Uniformed Construction Code) and any additional applicable codes, ordinances and regulation of Kennett Township. I understand 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 Kennett Township or any other governing body. 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.

Applicant's Name (PRINT) _____ (SIGN) _____

Township Use Only Below:

BCO APPROVAL: _____ Approval Date: _____

PERMIT COSTS

Building: \$ _____ Zoning: \$ _____ State Fee: \$4.50

Electrical: \$ _____ Mechanical :\$ _____ Plumbing: \$ _____

Use/Occupancy: \$ _____ Fire Protection: \$ _____

Other: \$ _____ Use Type: _____ Cons Type: _____

Notes:



ZONING APPLICATION

Permit # _____
Date: _____

Zoning District: _____

Tax Parcel # **62-** _____

PLOT PLANS AND IMPERVIOUS COVERAGE SHEET MUST BE SUBMITTED WITH ALL ZONING PERMITS

PROPERTY INFORMATION:

Owner: _____ Phone: _____

Address: _____

Owner Email: _____

CONTRACTOR INFORMATION:

Business Name: _____

Contact Name: _____

Phone: _____

Email: _____

Design Firm Name: _____

Contact Name: _____

Structure Details	Height	Dimensions: Length	Dimensions: Width
Total Square Feet below			

Estimated Cost:

\$ _____

Building/Lot Dimensions:

Existing Building Area: _____ sq. ft. Number of Stories: _____

Proposed Building Area: _____ sq. ft. Height of Structure above Grade: _____ sq. ft.

SETBACK AREA- please list setbacks for 3 property lines

Rear: _____ Ft. Side 1: _____ Ft. Side 2: _____ Ft.

CERTIFICATION:

I hereby certify that I am the owner of record of the named property; or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Zoning Officer shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provisions for the code(s) applicable to such permit.

Signature of Applicant : _____ Date: _____

Township Use only:

Approved by: _____ Date: _____



Kennett Township Electrical Permit Submissions

PLEASE READ

*ELECTRICAL PLANS/SCHEMATIC MUST ACCOMPANY ELECTRICAL PERMITS AND BE STAMPED BY A THIRD PARTY ELECTRICAL UNDERWRITER.

THIS IS NOT AN ELECTRICIAN. IT IS A 3RD PARTY INSPECTION AGENCY THAT VERIFIES THE ELECTRICAL PLANS ARE UP TO THE CURRENT CODE.

THIS AGENCY WILL ALSO PERFORM A FINAL INSPECTION.

*KENNETT TOWNSHIP DOES NOT PERFORM ANY ELECTRICAL INSPECTIONS, THESE MUST BE DONE BY A THIRD PARTY INSPECTION AGENCY.

THE SAME AGENCY THAT STAMPS/APPROVES YOUR PLANS WILL CONDUCT THE FINAL INSPECTION.

You can also do a google search for
"PLAN REVIEW ELECTRIC THIRD PARTY PA"
for more information.

Not having the required stamp on plans will hold up the permit process.

ELECTRICAL Permit Application

PERMIT #:



LOCATION OF ELECTRICAL WORK

Address: _____

City _____ PA Zip Code _____

Site is: _____ Residential _____ Commercial

Contractor Name/DBA:

Contact Name:

Contractor Address-# & Street:

City: _____ ST: _____ Zip: _____

NAME OF ELECTRICAL UNDERWRITER: _____

PLANS ARE STAMPED BY 3RD PARTY UNDERWRITER: _____ initial here.

Number of Switches to be installed: _____

Electrical layout plans are required. Plans must be submitted to an approved electrical underwriter for plan review. Submit stamped and signed copies to the township.

I hereby certify that the proposed work is authorized by the owner of record and that I had been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction. All information on this application will be in accordance with the "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional applicable codes, ordinances, and regulations of Kennett Township. I understand issuances 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 Kennett Township or any other governing body. I understand that calls for inspections in accordance with UCC procedures are the responsibility of the Applicant, as well as all fees associated with the permit. I/We understand that no one may occupy the structure (or portion thereof) until a UCC Certificate of Occupancy has been issued. 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.

Signature of Applicant: _____



Permit # _____

Date: _____

MECHANICAL PERMIT APPLICATION

To alter, erect or use a structure, to use land in accordance with the Zoning Ordinance, Building Code, and all other pertinent ordinances of Kennett Township, Chester County, Pennsylvania

Application for a permit to perform or install (give description of work being done):

COST OF MECHANICAL CONSTRUCTION: \$ _____ (No cents)

Site Address: _____

CONTRACTOR NAME (DBA): _____

ADDRESS: _____

FEDERAL ID #: _____ STATE OF LICENSE: _____

MECHANICAL LAYOUT PLANS AND SPECS FOR EQUIPMENT ARE REQUIRED INCLUDING LOAD CALCS.

Type of Work: _____ New Building _____ Alteration _____ Addition _____ Repair _____ Upgrade

Fuel Source: _____ Oil _____ Electric _____ Natural Gas _____ Propane

Is this a NEW system: _____ YES _____ NO

Brand: _____ Model: _____

I certify 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 (Uniformed Construction Code) and any additional applicable codes, ordinances and regulation of Kennett Township. I understand 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 Kennett Township or any other governing body. 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.

Applicant's Signature: _____ Date: _____

Permit Approved: Date _____

Building Code Official _____



PLUMBING PERMIT APPLICATION

PERMIT #: _____

To alter, erect or use a structure, to use land in accordance with the Zoning Ordinance, Building Code, and all other pertinent ordinances of Kennett Township, Chester County, Pennsylvania.

Provide brief description of plumbing work:

Work Site Address (# & Street): _____

Plumbing Contractor/DBA: _____

Contact Name at Company: _____ **Phone:** _____

Federal ID #: _____ **State of License:** _____

Total cost of Plumbing Construction: \$ _____

Detailed plumbing plans are required, including pipe sizing, pitch, length of run, etc. Plans should include drain, waste, vent domestic water, and gas piping and type of material to be used.

Type of Work: New Building Alteration Addition Repair Upgrade Change in use

TYPE	NUMBER	TYPE	NUMBER
Stacks		Sump	
Sinks		Shower	
Bath/Shower		Dishwasher	
Water Closets		Urinal	
Lavatory		Dishwashing Machine	
Tank and Heater		Garbage Disposal	
Laundry Tray		Other:	
Washing Machine		Other:	
Floor Drains		ENTER TOTAL # HERE	

I certify 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 (Uniformed Construction Code) and any additional applicable codes, ordinances and regulation of Kennett Township. I understand 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 Kennett Township or any other governing body. 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.

General Contractors may sign for Subcontractors.

Applicant's Name (print) _____ **Applicant's Signature:** _____

For Township Use Only:

Approved by: _____ Date: _____ Cost: \$ _____

KENNETT TOWNSHIP
801 BURROWS RUN ROAD
CHADDS FORD, PA 19317
PHONE: 610-388-1300

Permit # _____

Date: _____

Fee: _____

FIRE PROTECTION PERMIT APPLICATION

To alter, erect or use a structure, to use land in accordance with the Zoning Ordinance, Building Code, and all other pertinent ordinances of Kennett Township, Chester County, Pennsylvania.

Application for a permit to install/erect/alter: Sprinkler System Fire Alarm CO2 Kitchen Hood Dry Chemical
 Clean Agent Standpipe Paint Booth Tent Foam Halon Smoke Control

Application for a permit to perform or install (give description of work being done): _____

Site Address: _____ Tax Parcel # 62 - _____

Sq. Ft. of work area: _____ Proposed Start Date: _____ Cost of Construction: \$ _____

Company Name/DBA: _____

Is this part of another building permit? _____

Contact Name: _____ Phone: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Email: _____

Occupancy Type: (check one) Residential Commercial Institutional Educational Institutional

Sprinklers: Type of System (circle) Wet Dry Pre-Action Deluge Limited Area
Type of Work (circle) New Relocate Modify
Number of Heads: _____ System Demand: _____ Standpipe(s): _____
Hydraulically Calculated: _____ Pipe Schedule: _____
Fire Alarm: Monitored (circle) Yes No
Monitoring Company _____ Phone Number _____
Number of Audible/ Visual Devices _____ Number of Pull Stations _____
Number of Smoke Detectors _____ Number of Heat Detectors _____

I certify 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 (Uniformed Construction Code) and any additional applicable codes, ordinances and regulation of Kennett Township. I understand 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 Kennett Township or any other governing body. 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.

Applicant's Name (print) _____

Applicant Signature: _____ DATE: _____

Permit Approved:

Building Code Official : _____ Date _____



801 BURROWS RUN ROAD,
 CHADDS FORD, PA 19317
 PHONE: 610-388-1300

Permit #: _____

Tax Parcel #: _____

Zoning: _____

COMMERCIAL APPLICATION FOR USE AND OCCUPANCY

PROPERTY INFORMATION

Site Address: _____

Suite #: _____ City: _____ Zip: _____

Property Owner Name: _____

NEW TENANT/APPLICANT INFORMATION

Name: _____

Name of Business: _____

Type of Business: _____

Mailing Address: _____ City _____ ST: _____ Zip _____

Email: _____ Phone: _____

Square Ft. of building to be used: _____ # of Parking Spaces provided: _____

Describe Current Use: _____

Describe Proposed Use: _____

Retail Sales: _____ YES _____ NO Are fire sprinklers installed? _____ YES _____ NO

Will change require additional alterations, renovations or fit out? _____ YES _____ NO

Lease Start Date: _____

***Must submit a condo/lease line plan from an approved subdivision/land development.
 If unable to provide, submit a plan showing lease line, existing uses per unit, parking and square footage***

For office use only:

Zoning Approval: _____ Date: _____

Comments:



FIRE PROTECTION/DETECTION SYSTEM RELEASE FORM

Permit No.: _____ Date: _____

Project Address: _____

Owner: _____

General Contractor: _____

This agreement provides for the issuance of a building permit **before review and approval** of construction documents, plans and specifications for the fire protection/detection systems. I understand and agree as the owner, owner's agent, or permit applicant to the following:

- Kennett Township may issue a building permit for the project noted above before approval of construction documents for the fire protection/detection systems.
- That no construction of the fire protection/detection systems will start, including installation of underground (fire main) piping for fire protection systems, until approvals are obtained in writing from the Department of Code Compliance.
- That two sets of detailed construction documents shall be submitted for review. All drawings, calculations and specifications must be signed and sealed by a professional engineer from the State of Pennsylvania or a NICET (Level III or IV).
- Kennett Township will not be held responsible for construction delays, which may result in the failure of the designer, contractor or owner to obtain the required approvals prior to the start of the project.
- A 48-hour notice will be given to the Code Official to witness all fire protection systems tests, including but not limited to underground and aboveground fire sprinkler tests and final acceptance tests of fire alarm systems.

Township Code Official

Owner/Agent/Permit Applicant (Print Name)

Date

Signature

Date

Organization Name



Uniform Construction Code Inspection Requirements/Procedures Kennett Township Code Enforcement Department

801 Burrows Run Road
Chadds Ford, PA 19317

(610) 388-1300
www.kennett.pa.us

- **FOOTING:** To be performed after footing is dug with chairs and rods in place and before concrete is poured.
- **FOUNDATION:** To be performed for all poured concrete work; steel rebar shall be installed at time of inspection. This is to be performed before framing work begins, backfill is installed, or concrete is poured. Grease traps (if applicable) cleanouts, foundation and building drains must be in place; foundation coating must be applied, anchor bolts and top plate shall be installed. All underground plumbing, mechanical, and electrical trenching must remain open. All piping, sleeves and/or conduit required for underground utilities shall be in place and provided with rodent-proofing.
- **PLUMBING, INCLUDING SPRINKLERS:** (All underground) - encased or otherwise concealed systems, shall be inspected including: Sanitary system, domestic water service or line, sprinkler service or system, alteration/additions to any existing sanitary system, service, drain or any other sanitary drain or line, any domestic water service or line. (Aboveground sanitary or water systems, including sprinklers)-All items listed above shall be inspected prior to any encasement. Pressure tests shall be as follows: Sanitary systems at 5 p.s.i. for 15 minutes, water system per code (or twice the static pressure of a well or public water system) for 15 minutes. Pressure tests for Business, Commercial, Industrial; or other non-residential underground sprinkler system(s) shall be per NFPA requirements as applicable.
- **MECHANICAL:** Any underground or aboveground rough mechanical systems of any type shall be inspected prior to encasement. Business, Commercial, Industrial; or other non-residential mechanical systems shall have: balance repolis, PA steam boiler license, system operator license, special inspection reports, or other as may be required for compliance with the applicable codes.
- **ELECTRICAL:** Any electrical work, including low voltage or specialty, applicant shall submit two (2) sets of "Third Party Reviewed and Approved" plans. At a minimum, there shall be a "Service" when applicable, "Rough" and "Final" inspection approval by a qualified third party inspection agency. Final inspection approvals shall be placed on the electrical panel(s), and a "cut card" indicating final approval shall be sent to the Township for their permanent record.
- **PRE-SLAB:** To be performed before concrete is poured. This shall be required for all basements, crawl spaces, slabs on grade and attached garages. At time of inspection, a 6 mm vapor retarder, with joints taped a minimum of 6 inches, and all joints must be taped with an approved tape product.
- **FRAMING:** To be performed before insulation is installed and after all rough-in work is complete on plumbing, electrical and mechanical systems. Framing inspections will not be done until all mechanical, electrical, plumbing and fire protection material is installed.
- **INSULATION:** To be performed before wallboard is installed.
- **DRYWALL:** To be performed prior to taping and spackling.
- **FIRE PROTECTION SYSTEMS:** To be performed after fire alarm systems and/or fire suppression systems are installed and functioning. Kennett Township has the option to accept signed and sealed installation and testing certification(s) from a qualified Hydraulic Engineer registered in Pennsylvania. Please note that, if they were not submitted with the initial application, shop drawings must be submitted for Kennett Township review and approval at least thirty days before the projected installation date.
- **DEMOLITION:** Contractors responsible for demolition work where an entire structure is razed will be required to submit signed documentation that certifies that the vacant lot is filled to existing grade and that all service connections have been discontinued and lines have been capped. Demolition work being performed on existing buildings as part of renovation work or the erection of an addition may be subject to inspection by the Department. Contractors must insure that pedestrian protection measures have been installed prior to commencing demolition. Contractors may not negatively impact existing means of egress until alternate egress routes have been provided. No on-site burning or burial of debris. All debris must be removed and legally disposed of. The permit applicant is required to call requesting an inspection when demolition work has been concluded and the lot has been restored to existing grade.

- Projects that have applied for a permit based on accelerated construction may only proceed with construction up to but not including the erection of foundation walls. Projects reviewed as "accelerated construction" are subject to inspection of the footing environment, foundation, underground plumbing, underground electrical (if applicable) and underground mechanical (if applicable) before any additional work is performed.
- **FINAL BUILDING:** To be performed after all items pertaining to the issued building permit have been completed. Items include:
 - o Electrical
 - o Plumbing
 - o Mechanical (HVAC)
 - o Emergency lighting system
 - o Fire Extinguishers
 - o Egress
 - o Fire Protection Systems (including required fire-rated construction components)
 - o Grading
 - o Site plan compliance
 - o Accessibility
 - o Energy conservation

Accessibility provisions and Energy Conservation Code compliance inspection(s) shall be inspected as part of other identified inspections, as they apply to the work being performed.

All Accessibility elements shall comply with the International Building Code (IBC) A-117.1.

All Energy Conservation requirements shall comply with the latest edition of the ICC Energy Conservation Code.

Accessibility inspections must be conducted at the time the building is ready to have a framing inspection

performed and continue until all provisions governing accessibility are met. Accessibility inspections shall include all exterior accessibility elements,

including accessible concrete and wood ramps prior to and after concrete pour for compliance determination. The municipality may not issue the certificate of occupancy until Kennett Township approves the building's accessible elements and features.

- **SIGNS:** Signs are required to be inspected regarding their location, design and construction and must meet all applicable UCC requirements. The permit applicant is required to call requesting an inspection prior to installation. A final inspection of the sign is also required. If the sign erected is a ground sign, the permit holder must provide an engineered design that conforms to all UCC requirements.
- **SPECIAL INSPECTIONS:** When required these shall be conducted by a certified inspection agency for the following items:
 - o Soils
 - o Concrete Construction, including footings and slab placement, mix and proper strength
 - o Masonry
 - o Steel
 - o Welding
 - o E.I.F.S. (if applicable)

Special inspectors shall keep records of all inspections.

The special inspector shall furnish inspection reports to the code official on a weekly basis, and to the registered design professional in responsible charge. All discrepancies shall be brought to the immediate attention of the contractor for correction and noted on the daily report. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the code official and to the registered design professional in responsible charge prior to the completion of that phase of the work.

I fully understand that it is my responsibility or the person that I have listed below as my designee to call for inspections and that, if inspections are not made according to this procedure, I or my designee may be in violation of the UCC and may be subject to prosecution. I/we also understand that no one may

occupy the structure (or portion thereof) until a Uniform Construction Code (UCC) Certificate of Occupancy is obtained.

A minimum of 48 hours' notice shall be provided to the Code Enforcement Officer for the purpose of scheduling inspections. Contact the Code Enforcement Officer for clarification on any inspection questions prior to the work being started at 610-388-1300 or email us at: permits@kennett.pa.us

No work may be concealed from view, until Kennett Township has approved it.

Printed Name Of Applicant:_____

Signature of Applicant:_____

Date:_____



KENNETT TOWNSHIP LIABILITY STATEMENT

To be completed by Owner or Authorized Agent

Construction Address: _____

The issuance of this permit is conditioned upon compliance with all facets of the approved permit application and/or the subdivision plan from which this lot was created, to include, but not be limited to, soil erosion controls, stormwater management, grading plan, monument placing and all other details of the subdivision approval.

If, upon inspection, work is being done other than as approved, a Stop Work Order will be issued with the condition that corrections be made before any work is resumed.

If it is necessary to make a change, the proposed change shall be detailed by the applicant and submitted in writing. A written approval must be received prior to proceeding, as requested. Failure to procure written change approval will result in an obligation to construct as originally approved.

When inspection for a Use and Occupancy Permit is made and it is noted that the provisions of the permit issuance and/or subdivision approval have not been accomplished, a Use and Occupancy Permit will NOT be issued.

Print Name: _____

Signature: _____

_____ Developer _____ Contractor _____ Other

Date: _____

KENNETT TOWNSHIP USE AND OCCUPANCY PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY FOR ALL COMMERCIAL APPLICATIONS

Reason for Application (please check all that apply):
____New Owner ____New Tenant ____Change in Use ____New Construction

PROPERTY INFORMATION

Building Owner: _____
Property Address: _____
Name of Business: _____
Contact Name: _____ Phone: _____
Email: _____
Date Tenant Lease Starts: _____
Type of Business: ____Office space ____Retail ____Warehouse ____Medical
Other: _____
Number of Suites/Units/Spaces for Rent in Building: _____
Total Number of Businesses on property: _____
Are there any residential rentals on the property: _____
Are there retail sales for the public? _____

APPLICANT INFORMATION (IF DIFFERENT THAN ABOVE, PROPERTY MANAGER OR REAL ESTATE COMPANY):

Name: _____ Phone: _____
Company: _____
Email: _____

Party responsible for inspection, if deemed necessary:
Name: _____
Phone: _____

TOWNSHIP USE ONLY:

Zoning Officer Approval: _____ **Date:** _____