

KENNETT TOWNSHIP COMMERCIAL PERMIT APPLICATION



Please use this application packet for any:

- ❖ Commercial Alterations
- ❖ Tenant Fit outs
- ❖ Construction with changes in use for commercial property
- ❖ Commercial Renovations/Updates

This permit requires an appointment with the permit coordinator to be accepted.

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

**PLEASE NOTE:
BUILDING CODES HAVE CHANGES
TO 2021 IRC!**

KENNETT TOWNSHIP COMMERCIAL ALTERATION CHECKLIST



Please email us with any questions:

permits@kennett.pa.us

No partial permit applications will be accepted

AN APPOINTMENT IS NEEDED TO DROP OFF THIS PERMIT PACKET

PLEASE NOTE: Not all these forms may pertain to your project.

- Building Permit Application (2 PAGES)
- 2 sets of signed and sealed drawings including Accessibility Plan and Structural Calculations with building detail if applicable (see submittal guide) **BUILDING CODES MUST REFLECT 2021 IRC**
- General Contractor Registration form COI
- Com-check energy Plans
- Signed and sealed Energy Plans (if applicable)
- Electrical Application
- Electrical Contractor COI
- 2 sets 3rd party stamped Electrical Plans **Must be stamped by a 3rd party underwriter/inspection agency. See Electrical submission form. Packet will be deemed incomplete without this.**
- Mechanical permit application
- Mechanical plans/schematic
- Mechanical Contractor COI
- Plumbing permit application
- Plumbing plans/schematic
- Plumbing Contractor COI
- Kennett Township Liability Statement
- Kennett Township UCC form (inspection statement)
- Use and Occupancy Form
- Fire Protection permit

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:



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 # _____

Date: _____

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

Site Address: _____

Owner Name: _____

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

COST OF ELECTRICAL CONSTRUCTION: \$ _____ **(No cents)**

Site Address: _____

ELECTRICAL CONTRACTOR NAME (DBA): _____

Electrical Underwriter Name/Agency: _____

ELECTRICAL LAYOUT PLANS ARE REQUIRED. PLANS MUST BE SUBMITTED TO AN APPROVED ELECTRICAL UNDERWRITER FOR PLAN REVIEW. STAMPED PLANS ARE REQUIRED FOR ELECTRICAL PERMITS. THE UNDERWRITER IS ALSO RESPONSIBLE FOR ROUGH AND FINAL INSPECTIONS.

Type of Work: New Building Alteration Addition Repair Upgrade Car charger

Service size: _____ AMP **Inspection Agency:** _____

Number of Fixtures: Switches: _____ Smoke Detectors: _____ Lighting: _____

Receptacles: _____ Tele/Data Boxes: _____

Total Number of Fixtures: _____

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 # _____

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:** _____

BCO Approval: _____ **Date:** _____

Cost: \$ _____



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:

BCO APPROVAL: _____ **Date:** _____ **Cost: \$** _____

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:** _____

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

- **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 reports, 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:
 - Electrical
 - Plumbing
 - Mechanical (HVAC)
 - Emergency lighting system
 - Fire Extinguishers
 - Egress
 - Fire Protection Systems (including required fire-rated construction components)
 - Grading
 - Site plan compliance
 - Accessibility
 - 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 current A.N.S.I. 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 al UCC requirements.
- **SPECIAL INSPECTIONS:** When required these shall be conducted by a certified inspection agency for the following items:
 - Soils
 - Concrete Construction, including footings and slab placement, mix and proper strength
 - Masonry
 - Steel
 - Welding
 - 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. No work may be concealed from view, until Kennett Township has approved it.

Name of Applicant _____ Signature _____

Date _____