

COMMERCIAL CONSTRUCTION KENNETT TOWNSHIP



GUIDE FOR NEW COMMERCIAL BUILDINGS & COMERCIAL ALTERATIONS

This guide applies to all new commercial construction or commercial alterations

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.

CODES HAVE CHANGED! 2021 IRC NOW REQUIRED ON ANY PLANS SUBMITTED

Permit Guidelines

- Submit a completed Commercial Permit application packet.
- Submit all subcontractor paperwork
- NO money is due with any applications
- Kennett Township has 30 days to review and issue a commercial building permit
- 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 1/4-1'-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. **[Click here for 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.



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 42 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.

Prerequisite approvals

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

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permits@kennett.pa.us



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.



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 die 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.
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