



# PERMIT GUIDE FOR: NEW COMMERCIAL BUILDINGS AND ADDITIONS

**This guide applies to all new construction and additions, except one- and two-family dwellings and townhouses.**

## 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. (This includes multi-family and motel use group 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 Manheim 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 for permit online via the [Manheim Township Permit Portal](#)
- Submit a completed [Application for Zoning Review, Building Plan Examination and Building Permit](#)
- Submit a completed [Non-Residential Fee Worksheet](#)
- A payment invoice will be provided to the permit applicant at time of the permit issuance.
- All fees shall be paid upon permit issuance. Applicable fees may include but are not limited to the following: building permit, water tapping, zoning, 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.

## PERMIT APPLICATION AND ACCOMPANYING DOCUMENTS, cont'd.

- Submit 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. approval.
  - Submit a copy of a letter from the City of Lancaster Water Bureau 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 changeouts submit a PPL work order number.
- Submit an energy evaluation report for the Building Envelope, Interior and Exterior Lighting and Mechanical HVAC.
- Submit a Geo-Technical Report signed and sealed by a Professional Engineer.
- Submit site plans that 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 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 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 [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 for **Central Station Service**.
- Signs must be applied for under a separate permit. [Sign Permit Application](#)
- Blasting** – A separate [Fire Permit](#) issued by the Department of Code Compliance is required for all blasting operations. Fire permits for the purpose of blasting are only issued to blasting contractors licensed by the Township. (For more information on licensed contractors or obtaining a blasting permit, contact the Code Compliance Department.)
- 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.
- 
- 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 LASA Connection Permit, or provide evidence in writing from LASA that one is not required.
  - For new construction, submit evidence of the City of Lancaster domestic and fire water design

## 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 Manheim 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. After all comments are addressed a building permit will be issued.
- After the permit fee is paid, stamped, approved Township construction documents (plans and specifications), permit amendments, and building permit are made available on the permit portal.
- The building permit is required to be printed and posted and visible from the public roadway
- The Township approved and stamped set of construction documents shall be printed by the applicant and remain on the job site for the duration of the project.**
- Permit approval requires compliance with all codes, regulations, and ordinances adopted by Manheim Township.
- The contractor's name, 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 the appropriate Department for further assistance:

**Department of Code Compliance**  
1840 Municipal Drive  
Lancaster, PA 17601  
(717) 569-6406 ext. 6  
[codecompliance@manheimtownship.org](mailto:codecompliance@manheimtownship.org)

**Department of Planning & Zoning**  
1840 Municipal Drive  
Lancaster, PA 17601  
(717) 569-6406 ext. 7  
[planningzoning@manheimtownship.org](mailto:planningzoning@manheimtownship.org)

**Department of Public Works**  
1840 Municipal Drive  
Lancaster, PA 17601  
(717) 569-6406 ext. 1129  
[publicworks@manheimtownship.org](mailto:publicworks@manheimtownship.org)

## **PLANNING AND ZONING**

### **REQUIREMENTS FOR NEW CONSTRUCTION & ADDITIONS**

- Submit site plans that show property lot lines, parking, total existing impervious surface, new impervious surface on the lot and all new structures, etc.
- Submit building floor plans which clearly identify the use(s) for each room or area.
- Obtain final plan approval from the Township Board of Commissioners (applicable for Land Development, Subdivision and certain Storm water plans)
- Securities required by Ordinance shall be obtained prior to recording for Land Development, Subdivision and Storm water plans.
- Proof of recording with the Lancaster County Courthouse should be provided for all Subdivision and Land Development plans.
- Transportation Impact Fee Determination calculation must be submitted for review and approval.
- Submit a copy of the approval letter from the Lancaster County Soil Conservations District, if applicable.
- Submit a copy of any required PennDOT permits (driveway, highway occupancy, and signalization), if applicable.
- Structures shall not be used or occupied without a Certificate of Use and Occupaney from the Township.

## **PUBLIC WORKS**

### **REQUIREMENTS FOR NEW COMMERCIAL CONSTRUCTION**

- 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.