



# PERMIT GUIDE FOR: COMMERCIAL ALTERATIONS

**This applies to all commercial alterations, 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. 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 alterations 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 alterations requiring the installation of a fire sprinkler system, submit a copy of a letter from the City of Lancaster Water Bureau specifying the available water supply. Available water supply for use in design of a fire sprinkler system is not permitted to be deferred.
  - For 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 for altered systems or elements.
- ☐ If the interior alterations affect the outside site requirements, such as setbacks, number of parking spaces, landscaping, etc. submit 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.
- ☐ If applicable the Transportation Impact Fee Determination calculation must be submitted for review and approval.
- ☐ Signs must be applied for under a separate permit. [Sign Permit Application](#)
- ☐ 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 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**.
- ☐ **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 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. Once all comments have been addressed a Building Permit will be issued.
- ☐ Upon issuance, the Building Permit is required to be printed and posted and visible from the public roadway.
- ☐ Permit approval requires compliance with all codes, regulations, and ordinances adopted by Manheim Township.
- ☐ After approval, one set of stamped, approved Township construction documents (plans and specifications) and permit amendments are returned to the permit applicant when the building permit is issued.
- ☐ The Township approved set of construction documents shall remain on the job site at all times.
- ☐ 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 COMMERCIAL ALTERATIONS**

- ☐ Submit interior floor plans drawn to scale which clearly identify each space as to its intended use.
- ☐ Submit site plans to the Planning and Zoning Department if the interior alterations affect the outside site requirements, such as setbacks, number of parking spaces, landscaping, etc.
- ☐ Indicate any change of use that may apply to the Impact Fee Ordinance. If applicable the Transportation Impact Fee Determination calculation must be submitted for review and approval.
- ☐ Signs must be applied for under separate permit. See [Sign Permit Submittal Guide](#) for submittal guidelines.
- ☐ Structures shall not be used or occupied without obtaining a Certificate of Use and Occupancy from the Township.

## **PUBLIC WORKS**

## **REQUIREMENTS FOR COMMERCIAL ALTERATIONS**

- Public Works approval is required for on-site improvements located within public rights-of-way.