



Pittsburgh * Washington, PA * State College * Hempfield * Philadelphia

CODE ENFORCEMENT ASSOCIATES

PO Box 103 Elizabeth, PA 15037

1-866-410-4952

COMMERCIAL PERMIT REQUIREMENT SHEET

Any person requesting a Commercial Building Permit application from a Municipality under the guidance of CEA Code Enforcement Associates must comply with the following procedures pursuant to the Uniform Construction Code (UCC) of the Commonwealth Pennsylvania.

Failure to submit information or to comply with procedure may result in delays or rejection of issuance of Permits.

Commercial Permits include: (Separately Issued)

Commercial Building Permit – covers construction of the structure only. IBC-2009

Commercial Plumbing Permit- covers aspects of the IPC-2009

Commercial Mechanical Permit- covers aspects of the IMC-2009

Commercial Electrical Permit- covers aspects of the NEC-2008

Commercial Building Permit application must be filled out in its entirety in order to insure accuracy of information pertaining to the specific project.

- a. Application must be signed and dated
- b. Application must include contractor information
- c. Application must include tax map number of community
- d. Application must include details of project description
- e. Application must include Contractor (Sub-Contractor) signature
- f. Application must include Architect or Engineer information.

Commercial Plumbing & Mechanical Permit applications are under the same Commercial Building Permit Application and under Section 5 of construction information, circle Plumbing Permit or Mechanical Permit.

Commercial Electrical Permit application is available at the Municipal offices or by calling the CEA Electrical Department (412) 889-1995.

Electrical Permits, FEES & Inspections are invoiced by CEA Electrical Division separately to all other permits. Electrical inspections and fees are NOT inclusive with commercial permit fees. CEA is responsible for West Penn Power & Duquesne Light cut cards and information. NO Final Inspection or Occupancy Inspection can be issued until all electrical inspections and fees are fulfilled and certified by CEA Electrical Inspectors.

Electrical Permits may be paid upfront if schematic drawings and plan details are submitted to CEA Plan Review and approved.

ALL permit applications must be presented with:

- 1) A valid signature of the contractor performing the work.
- 2) Proof of valid Workman's Compensation or Notarized Waiver
- 3) (2) sets of design prints; signed by a Pennsylvania licensed Engineer or Architect.

Permits are REQUIRED for commercial new construction and commercial alteration and renovation projects.

**COMMERCIAL CHANGE ORDERS & APPROVED
PLAN ALTERATIONS**

Any contractor or agent that deviates from an approved plan review must accompany the changes and sheets bearing the signature of a Pennsylvania Architect or Engineer. Plan Review change order sheets must be resubmitted and approved by CEA prior to change work being performed. CEA Associates, Plan Reviewers and Inspectors are NOT licensed DESIGN professionals; therefore, CEA cannot offer any advice of design or design changes. ALL design changes **MUST BE** approved by the Architect or Engineer on file of the project.

NO EXCEPTIONS!!

NO Constructive efforts may begin without having an approved Permit in hand

** Fees for Commercial Permits are subject to individual Municipal Ordinances**

Additional fees may be applicable for local Zoning and Ordinance permits