

TOWNSHIP OF PINE

230 PEARCE MILL ROAD

WEXFORD, PA 15090

(724) 625-1591

PA State Uniform Construction Code Commercial Building Permit Submission Requirements

NOTE: EFFECTIVE OCTOBER 1, 2018, 2015 IBC AND SUB-CODES ARE APPLICABLE WITH SOME AMENDMENTS. ACCESSIBILITY REQUIREMENTS SHALL FOLLOW THE 2018 IBC CHAPTER 11, APPENDIX E AND SUB-CODES.

Submission Requirements:

The following commercial projects are required to obtain a Township of Pine Construction Permit prior to the start of construction:

- New non-residential structures
- New multi-family residential structures
- Additions to existing non-residential or multi-family structures
- Renovations or change of use of any non-residential or multi-family structure
- Tenant space renovation within any existing non-residential structure

The following items must be submitted with the completed Construction Permit application:

- Two complete sets of construction plans and specifications with all required information for plan review. All construction documents required for plan review shall be prepared by a registered design professional registered in the Commonwealth of Pennsylvania.

The following Plan Reviews for new non-residential and multi-family structure construction will be required:

- Building Plan Review¹
- Mechanical Plan Review¹
- Accessibility Plan Review¹
- Fire Sprinkler Plan Review^{1*}
- Energy Plan Review¹
- Electrical Plan Review³
- Plumbing Plan Review²

¹ International Code Council will complete a plan review.

^{1*} Fire Sprinkler Plan submission may be required after the construction permit is issued.

² Allegheny County Health Department, Plumbing Division, will complete a plan review, conduct the required inspections, and issue this permit.

³ Approved third party will complete plan review (if required), conduct required inspections, and provide the permit (if required).

NOTE: Some new buildings, additions, renovations and tenant space construction will be reviewed by Township staff.

- All plan review comments will be forwarded to the applicant for response.
- Applicant shall provide Pine with written responses to the Plan Reviews, supplemental construction specifications if necessary, and two sets of complete revised building plans.
- A Construction Permit application may be submitted to Pine with the written responses and revised building plan set.
- Once the building plans are approved, Pine will return a set of construction documents stamped approved by Pine to the General Contractor. This set of documents shall be retained on the construction site until all construction is complete.

Fees:

The cost of the construction permit is based on valuation of structures, determined by current building valuation data reports provided by the ICC or the builder's estimate, whichever is greater. See Fee Schedule for amounts. Any third-party plan review and engineering review fees will be billed to applicant.

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PA State Uniform Construction Code
Additional Permits and Procedures

The following additional permits and procedures may be required prior to the issuance of a construction and/or occupancy permit for a new non-residential structure:

Fire Alarm System Permit:

- A complete set of signed and sealed construction documents and specifications shall be submitted with the application for a fire alarm system installation permit.

Knox Box:

1. A Knox Box is required for a building with a monitored alarm system.
2. Contact the Township Fire Marshal to receive a Knox order form.
3. Schedule meeting with the Fire Marshal to determine acceptable Knox Box location, learn specific installation requirements and have order form signed.

Fire/Building Alarm Acceptance Testing:

1. A record of completion must be submitted to the Township at least one day prior to requested acceptance test date.
2. The record of completion must indicate that an alarm system maintenance contract between the building owner and alarm company has been signed.

Kitchen Fire Suppression Systems:

1. An installation permit is required for commercial kitchen suppression systems. Construction documents, detailing the location and type of system, must be submitted with the application. Manufacturer's product information sheets on the system that is to be installed will also be accepted.
2. An acceptance test must be witnessed by the Fire Marshal prior to the issuance of an occupancy permit.
3. Information on the suppression system must be submitted to the Fire Marshal prior to the acceptance test date.

Alternative Fire Suppression Systems:

An installation permit is required for any alternative suppression systems that are installed. Information from the manufacturer on the system must be submitted along with a description of the system location and purpose.

Sign Permit:

Commercial business/tenant signs require the submission and approval of a sign permit application prior to the placement of a sign

Business Registration:

Commercial contractors are required to register with the Township of Pine. Any commercial tenant is required to register prior to the issuance of an occupancy permit.

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**PA State Uniform Construction Code
Commercial Inspection Schedule**

All inspection requests must be scheduled by 3:00 pm to obtain a next-day inspection.

The following are the construction inspections required by the Township of Pine¹:

1. **Footer:** Conducted prior to concrete pour but after steel rebar is installed.
2. **Foundation:** Conducted after foundation is construction, including sill anchor installation, but before backfilling occurs.
3. **Concrete Floors:** Scheduled prior to placing any concrete floor slabs for ground or sub-grade (basement) floors.
4. **Reinforced Masonry:** Conducted as concrete masonry units or poured concrete walls are prepared and after steel reinforcement is in place.
5. **Rough Framing:** Scheduled prior to concealing framing members.
6. **Energy Conservation:** Prior to concealing wall.
7. **Mechanical Rough-In:** Completed prior to concealing HVAC distributing system.
8. **Fire Partition Walls:** Completed after gypsum board is installed on walls between adjacent spaces in structures where two or more tenants occupy leased space or along corridors within multi-tenant structures (fire separated).
9. **Fire Alarm System:** Contact Township Fire Marshal to schedule inspection.
10. **Fire Suppression System:** Contact Township Fire Marshal to schedule inspection, Hydrostatic and visual inspections required.
11. **Stormwater:** Conducted after building roof drains are installed and connected to the on-site stormwater detention system, prior to preparing the site for final grading.
12. **Final & Accessibility:** Scheduled after construction is completed, final plumbing and electrical inspections are satisfactorily completed, the fire alarm and fire sprinkler systems are certified, and the structure is ready for occupancy.
13. **Special Inspection (Concrete):** Conducted as specified per Chapter 17 of the 2015 International Building Code and/or ACI 318
14. **Special Inspection (Soils):** Conducted by a registered professional engineer, selected by the developer and approved by the Township, to verify the soil bearing capacity beneath the building's foundation prior to placing cast in place concrete or any pre-engineering building foundation system.
15. **Special Inspection (Structural Steel):** As specified per Chapter 17 of the 2015 International Building Code.

Copies of all third-party inspection reports (cylinder testing, welding inspections, soils testing reports, and on-site erection/installation) and inspection approvals should be sent to the Township of Pine.

All the above listed inspections are for reference and that all work performed must comply with all Township Codes, approvals, and Commonwealth and Federal regulations.

¹ Contact Allegheny County Health Department, Plumbing Division, the municipal sanitary sewer authority, and the selected third-party electrical inspector to obtain the required construction inspections.

TOWNSHIP OF PINE

ALLEGHENY COUNTY
230 Pearce Mill Road, Wexford, PA 15090

Business Tax Office
Homepage - <http://twp.pine.pa.us>
Email: jkowalski@twp.pine.pa.us

724-625-1636 Ext. 118

Business Registration Requirements for Commercial Contractors

Attention: Construction Managers or General Contractors-

Please provide a copy of this information sheet and the Registration Form to all subcontractors

- A commercial construction contractor, whether a construction manager, general contractor or subcontractor, must register with the Township if working on any project lasting fifteen (15) days or more.
- A commercial construction contractor operating in the Township of Pine is considered a temporary business and is subject to the Business Gross Receipts Tax (Business Privilege and/or Mercantile Tax) as described in the Township of Pine Code Chapter 128, Articles III and IV.
- Each contractor must:
 - Complete the attached Business Registration Form and submit to the Business Tax Office prior to the commencement of work.
 - File the Business Gross Receipts Tax Return reporting the gross receipts from the project and pay any tax due. The tax return is due no later than 40 days after completion of the project. In the case of a subcontractor, the project completion date refers to the portion of the project involving that subcontractor.
 - General Contractors or Construction Managers must submit a list of Subcontractors on the Project, along with their contact information, with the Business Registration. At the project conclusion, they must submit a schedule of the amounts paid to all subcontractors.
 - A Business Gross Receipts Tax Return will be sent from this office upon receipt of the Business Registration. It is the responsibility of the contractor to complete and file the tax return within 40 days of project completion. Late filings will be subject to penalty and interest charges in addition to the tax.
- Contact Jan Kowalski, Township of Pine Director of Finance, with any questions.
jkowalski@twp.pine.pa.us, (724) 625-1636, Ext. 118.

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ALLEGHENY COUNTY
230 Pearce Mill Road, Wexford, PA 15090

Phone: (724) 625-1636 Ext.118
Email: jkowalski@twp.pine.pa.us

BUSINESS REGISTRATION-CONTRACTORS
(To be submitted to Business Tax Office prior to commencement of work)

CONTRACTOR INFORMATION:

Business Name: _____

Please indicate the name and contact information of the person that will be responsible for completing the tax return:

Business Contact: _____

Telephone: _____ Email: _____

Mailing Address: _____

Federal ID #: _____

JOB INFORMATION:

Construction Project Name: _____

Physical Location in Pine: _____

Type of Operation: *(check one)* Construction Manager General Contractor Subcontractor

Construction Manager or General Contractor - attach a schedule of all Subcontractors and their contact information.

If Subcontractor, indicate nature of work to be performed: _____

START DATE: _____ **EXPECTED COMPLETION DATE:** _____

The applicant certifies that the above information is complete and true and correct to the best of the applicant's knowledge and belief.

The applicant agrees to comply with the provisions of the Township of Pine's Ordinances, Codes and Regulations, and all other applicable laws and regulations of Allegheny County, Commonwealth of Pennsylvania and the United States, whether or not specified in this application.

Signature of Applicant: _____ Date: _____