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Non-Residential Building Permit Application & Submittal Requirements

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a commercial building/structure/facility or to erect, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system regulated by the Uniform Construction Code must submit a Non-Residential Building Permit Application.

- Permit applications must include two sets (if larger than 11" x 17") of construction documents, including plans and specifications. Electronic drawings should be **PDF** format only. PDF files must be 'write-enabled' so reviewers can make minor notes and stamp approved. The building code official may require additional construction documents and other data in certain circumstances.
- All drawings must be signed, sealed, and dated, by a Pennsylvania licensed design professional (licensed architect or engineer). The only exception is when **ALL** the following apply:
 - The proposed work only involves remodeling or alterations of an existing building or structure.
 - The proposed work does not change the building's structure or means of egress.
 - The person preparing the plans is not compensated for the preparation of the drawings.

*NICET III or above is acceptable for Fire Suppression drawing submissions.
- Construction documents must:
 - Be clear, indicate the location, nature and extent of the work proposed, and show in detail that the work will conform to the Uniform Construction Code.
 - Show sufficient detail on the location, construction, size, and character of all portions of the means of egress in compliance with the Uniform Construction Code.
 - For occupancies other than Groups R-2 and R-3, must contain a designation of the number of occupants to be accommodated on every floor and in all rooms and spaces.
 - Contain the following information related to the exterior wall envelope:
 - Description of the exterior wall envelope.
 - Flashing details.
 - Details relating to intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive membrane, and details around openings.
- Shop drawings for a fire protection system must indicate conformance with the Uniform Construction Code in accordance with the following:
 - Must be approved by the building code official before the start of the system installation.
 - Must contain the information required by the referenced installation standards contained in Chapter 9 of the "International Building Code."
- Site plan requirements include **ALL** the following:
 - The size and location of new construction and existing structures on the site.
 - Accurate boundary lines.

- Distances from lot lines.
 - The established street grades and the proposed finished grades.
 - If the construction involves demolition, the site plan shall indicate construction that is to be demolished and the size and location of existing structures and construction that will remain on the site or plot.
 - Location of parking spaces, accessible routes, public transportation stops and other required accessibility features.
- Applicants must submit certifications required in the “International Building Code” for construction in a flood hazard area to the building code official.
 - Applicants must identify, on the application, the name and address of the licensed architect or engineer in responsible charge. The permit applicant shall notify the building code official in writing if another licensed architect or engineer assumes responsible charge.
 - The building code official may waive or modify the submission of construction documents, that are not required to be prepared by a licensed architect or engineer, or other data if the nature of the work applied for does not require review of construction documents or other data to obtain compliance with the Uniform Construction Code.
 - The building code official may not waive the submission of site plans that relate to accessibility requirements.
 - All contractors must be on file with Lower Providence Township. The Contractor Information portion of the Non-Residential Permit application must be completed and returned along with a Certificate of Insurance showing general liability and workers compensation with Lower Providence Township listed as a certificate holder. **A signed & notarized exemption waiver must be provided if they do not carry workers compensation insurance.** No additional fee is required.
 - All applications must be fully completed with an email address for the property owner/building management company, contractor, etc. and signed by the applicant. **Incomplete or unsigned applications will not be accepted.**
 - Permit fees are due **AFTER** the review.
 - It takes approximately **30** business days for permit applications to be reviewed, approved, and issued.
 - No work may commence until the permit has been issued or Late Fees will be charged at double the cost of the original permit.