

UCC COMMERCIAL BUILDING PERMIT APPLICATION INSTRUCTIONS

- All commercial building permit applications must be submitted with three (3) complete sets of building plans. These plans should include all architectural and structural details, along with plumbing, mechanical, electrical, fire protection and accessibility details and specifications.
- For tier I & II projects (see fee schedule) the applicant is required to select a Third Party Code Agency for Plan review &/or inspection services.
- Health Division will require one set of floor plans & equipment layout for all food related facilities.
- All building plans must be prepared, stamped and sealed by either a registered architect or a licensed professional engineer licensed in the Commonwealth of Pennsylvania. See Administrative Order 2010-3 for small projects.
- Site plans for each project must also be submitted in triplicate.
- A Local Regulatory Floodplain Elevation Certificate is required for any project located within a Floodplain area.
- Full engineering data and calculations must be submitted with all commercial building permit applications. These would include, but are not limited to: fire protection calculations, HVAC ventilation schedules, plumbing fixture unit calculations, fuel gas pipe sizing calculation, electrical service calculations, etc.
- Plumbing water usage calculations are required to be submitted showing existing demand (gpd) and any new flow demands (gpd).
- Be advised that the UCC permits a 30 business day review period for all commercial building permit applications. No work shall begin on any project until a building permit has been issued.
- An interior demolition permit can be applied for using this same permit application.
- A Certificate of Worker's Compensation insurance must be submitted with the application, or a notarized self employed contractor exemption form. Listing City of Lancaster as the certificate holder.
- The Third Party Code Agency will invoice the applicant directly for review and inspection fees which must be paid prior to building permit being released.

Upon issuance of the building permit, a permit placard along with supporting documentation will be returned to the permit applicant upon payment of permit fees. The permit will detail all required inspections that are specific to the project for which the permit has been issued.

All building permit and inspection related questions during the application process should be directed to City of Lancaster at 717-291-4724.