

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

TOWNSHIP OF MOON

*This checklist is intended as a general list of what may be required for the building permit. Before submitting for a permit, communicate with the Building Code Official **by email**, dmeinert@moontwp.us, to verify exactly what information is required for your specific job.*

Dave Meinert direct (412) 262-1700 ext. 109

- Fill out and sign the "Commercial Building Permit Application" form. Incomplete application can result in a denied permit. **Building permit fee is paid after approval and when it is picked up.**
- Fill out the separate "Electrical Permit Application" and **Must include the electrical permit fee check, see electrical permit fee schedule**, payable to "Township of Moon".
- Fill out and sign the "Permit Agreement" form.
- Fill out and sign the "Workers Compensation Affidavit of Exemption" form **OR** Provide proof of Workers Compensation Insurance Certificate and name Moon Township as a certificate holder.
- Fill out and sign the "Design Professional Certification".
- Provide 2 complete sets of construction drawings, (NOT ELECTRICAL AND PLUMBING DRAWINGS) (*stapled and binding strip*) with Design Professional Seal as per attached "UCC Plan Review Checklist" (include building, structural, mechanical, fuel gas, plumbing, energy, com-check, and accessibility plans and details in compliance with ICC A117.1 "Accessible and Usable Buildings and Facilities" fire protection and alarm, shop fabricating drawings.
- Provide 2 complete, folded sets of **ELECTRICAL DRAWINGS ONLY** drawings with Design Professional Seal.
- Provide 2 complete, folded sets of Site Utility plans with Survey Engineer Seal. Show accessible route and accessible parking.
- Provide 2 copies of Energy Conservation Code Compliance Certification Perceptive Method or approved method with details and specifications.
- Provide statement of special inspections as per International Building Code, Chapter 17 (*use Township provided forms and guide*). Submit completed and signed "Special Inspections Agreement". Submit information, qualifications, resumes on the special inspections company and each special inspector.
- Provide previous PA Labor and Industry Occupancy Certificate if this is an existing building constructed before April 9, 2004. Available at the following link.
- Provide DEP Planning Module and letter of approval from MTMA for sewer and water service.
- Provide final approval from Moon Township Planning Commission and Moon Township Board of Supervisors Conditional Use and Zoning Variances.
- Provide rooftop, mechanical equipment, and screening details.
- If applicable, fill out the "FAA Notification Affidavit – FAA Form 7460-1 – Notice of Proposed Construction or Alteration" required for all construction projects **only required when using a crane**.
- Provide Health Care Facilities State UCC Compliance and PA State Licensing Regulations/State Department of Health Plan approval verification.
- Provide Child Day Care Facilities PA State UCC, Section 403.23 review and approval.
- Provide Wind Load Calculations as per IBC minimum design mph.
- Provide Pennsylvania Highway Occupancy Permit.
- Carnot Village or University Boulevard Overlay District.

Fire protection and notification design drawings and shop drawings can be submitted later with deferred submittal form.
Plumbing Permit and plumbing inspections are through Allegheny County Health Department, Plumbing Division, (412) 922-6173

MOON TOWNSHIP COMMERCIAL PERMIT SUBMITTAL INFORMATION DETAILS

All submittals must be hard copies

Attached pdf commercial checklist doc has all the forms

Attached word commercial checklist doc has highlighted all the information required to be submitted at the same time all together

Please make sure to read all the docs to make sure all information is submitted accurately. Submit all the information highlighted together at the same time.

Drawings must have all the required information listed in the attached checklist especially the cover sheet with all applicable codes. I attached a doc that has all the listed current codes.

Accessibility reach range max is 48". All knobs, pull stations, fire extinguisher cabinet, switched, thermostat controls, etc. etc. must be detailed as being located "below" 48", not to the center.

A strobe horn device mounting dimensions / detail is required.

A detail showing mounting height and locations of all tactile text and braille signs is required as per both details for braille and text in ANSI A117.1-2009

Electrical permit application is required with the fee check at the time of building permit request submittal. The electrical permit fee schedule is attached.

Building permit fee is paid after permit approval when it's picked up.

The attached gas test form is for later in the job and is needed as part of the framing inspection.

The attached deferred submittal form is for later when the sprinkler drawings are completed and ready to be submitted for review.

All applicable codes must be listed accurately on the cover sheet.

Drawings must be stapled and bound.

All drawings must have design professional seal affixed.

PERMIT AGREEMENT

TOWNSHIP OF MOON

In considering of the issuance by the Township of Moon (the "Township") of a Building Permit, Zoning Permit and other permits for the property located at _____ and to the undersigned property Owner(s) or the Agent(s) (the "Applicant"), the Applicant acknowledges that, in reviewing plans and specifications, in issuing permits and inspection work of the Applicant; the employees, consultants, elected or appointed official of the Township are only performing their duties to require compliance with the minimum requirements of the applicable ordinances of the Township and the minimum requirements of the applicable ordinances of the Township and the Pennsylvania Uniform Construction Code pursuant to the police power of the Township and are not warranting to the Applicant or to any third party the quality of adequacy of the design, engineering or work of the Applicant or their agents or contractors.

Applicant further acknowledged that although plan review and inspections will be provided, it will not be possible for the Township to review every aspect of the Applicant's design and engineering or to inspect every aspect of the Applicant's work. Accordingly, neither the Township nor any of its elected appointed officials, consultants, or employees shall have any liability to the Applicant for defects or shortcomings in such design, engineering or work, even if it is alleged that such defects or shortcomings should have been discovered during the Township's review or inspection, Furthermore, the Applicant agrees to defend, hold harmless and indemnify the Township, its elected officials, consultants and employees from and against any and all claims, demands, actions, and causes of actions of any one or more third parties arising out of or relating to the Township's review or inspection of the Applicant's design, engineering, or work or issuance of a permit or permits, or arising out of or relating to the design, engineering or work done by Applicant pursuant to such permit or permits. All references in this Agreement to Applicant's design, engineering or work shall include such design, engineering, and work, which is performed by the Applicant or by the Applicant's employees, agents, independent contractors, subcontractors or any other person or entities performing work pursuant to the issuance of the Building Permit Zoning Permit and other permits by the Township.

Owner/Agent's Signature _____ Date _____
Print Name _____

WORKERS COMPENSATION AFFIDAVIT OF EXEMPTION

TOWNSHIP OF MOON

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Act for one of the following reasons, as indicated:

- Contractor is a sole proprietorship with no employees.
- Religious exemption under Section 304.2 of the Workers' Compensation Law.
- Contractor is a corporation and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Workers' Compensation Act. Please explain:

- Owner is the Contractor
- Other: Please explain: _____

Please be aware of the following requirements under the Pennsylvania Workers' Compensation Act:

1. Any subcontractors used on this project will be required to carry their own workers' compensation coverage.
2. Violation of the Worker's Compensation Act or the terms of this information form will subject the Contractor to a stop-work order and other fines and penalties as provided by law.

My signature on behalf of or as the Contractor as stated on this form constitutes my verification that the statements contained here are true.

Signature _____ Date _____

Name (please print) _____ Contact No. _____

Address: _____

DESIGN PROFESSIONAL CERTIFICATION

TOWNSHIP OF MOON

Please be advised that I, _____ have designed
(Architect's/Engineer's Name)
the plans for _____ submitted for permit review to the
(Construction Project Name)
Township of Moon for proposed construction of _____
(Project Description)

located at _____ to the best of my knowledge,
(Street Address of Proposed Construction)

These plans, numbered page _____ to page _____, dated _____ have
been designed to meet the requirements of the Township of Moon Ordinance Chapter 5, Code Enforcement and
current applicable Pennsylvania State Uniform Construction Code (UCC).

All ANSI A 117.1 accessibility code dimensional requirements and maximum and minimum ranges and tolerances
are permitted. All absolute dimensions are subject to conventional industry tolerances.

Design Professional's Signature

Date

Design Professional's Name Printed

(Affix Professional Seal)

FAA NOTIFICATION AFFIDAVIT

FAA FORM 7460-1

NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION

TOWNSHIP OF MOON

Federal Regulation (14 CFR) Part 77 establishes standards and notification requirements for objects affecting navigable airspace. This notification serves as the basis for:

- Evaluating the effect of the construction or alteration on operating procedures.
- Determining the potential hazardous effect of the proposed construction on air navigation.
- Identifying mitigating measures to enhance safe air navigation.
- Charting of new objects.

Notification allows the FAA to identify potential aeronautical hazards in advance thus preventing or minimizing the adverse impacts to the safe and efficient use of navigable airspace.

On-Airport proposals within the FAA Central Region, the sponsor should E-file the required information at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>.

Off-Airport proposals, the sponsor should make every attempt to E-file the required information at <https://oeaaa.faa.gov/oeaaa/external/portal.jsp> if unable mail the completed 7460-1 form to the following address:

Mail Processing Center
Federal Aviation Administration
Southwest Regional Office
Obstruction Evaluation Group
10101 Hillwood Parkway
Fort Worth, TX 76177

Persons failing to comply with the provisions of FAR Part 77 are subject to civil penalty under Section 902 of the Federal Aviation Act of 1958, as amended and pursuant to 49 U.S.C. Section 46301(a).

I, _____ acting on behalf of the Owner/Contractor
(Name)

_____ Hereby affirm that the Notice of Proposed Construction or
(Owner/Contractor Name)
Alteration FAA Form 7460-1 has been provided to the Federal Aviation Administration (FAA) a minimum of
45 days prior to construction for _____
(Project Name)

located at _____

Owner/Contractor Signature

Date

Owner/Contractor Name Printed

Contact Joe Amuso with any questions at:

Allegheny County Airport Authority
Pittsburgh International Airport
Landside Terminal, 4th Floor Mezz.
P.O. Box 12370
Pittsburgh, PA 15231-0370.

(412) 472-3536
jamuso@flvpittsburgh.com

CODES AND STANDARDS

ENFORCED UNDER THE MOON TOWNSHIP / PENNSYLVANIA UNIFORM CONSTRUCTION CODE

Applicable codes on or after October 1, 2018 are the 2015 editions of the International Code Council codes adopted by the Pennsylvania Uniform Construction Code RAC.

New Industrialized (modular) homes will utilize the 2015 ICC codes

All accessibility design will utilize the Accessibility provisions of the 2018 IBC and the 2018 IEBC.

This includes, and references design requirements utilizing the ICC - ANSI A117.1-2009 Accessibility Code.

More information on the Pennsylvania Uniform Construction Code is available on the PA Labor and Industry website.

SITE PLANS

- Site plans shall be prepared to scale, with legend, north arrow, and **separate** vicinity (site location) map.
- Show the correct street address, parcel number and required municipal zoning (if there is local zoning ordinance) on the site plans.
- Show and identify all property lines and rights-of-way, with distance from property lines and adjacent buildings on site plans.
- Show all accessible parking spaces and signage per ICC/ANSI A117.1 and the *International Building Code* on site plan. Provide enlarged dimensioned plan and details for all accessibility components.
- Show accessible curb cuts, ramps and access ways to the building, accessible route from parking to building.
- Show all existing and proposed driveway entrances.
- Identify adjacent land uses and zoning.
- Show all easements, flood ways, and required buffers.
- Show existing and proposed utilities to serve the site, including fire hydrant locations.
- Show existing and proposed finish grades.
- Show details, sections, and elevations needed for construction.
- Show all buffer and screening landscaping.
- Show all required parking and loading spaces and calculations.

TITLE PAGE COVER SHEET

- Written Scope of Work
- Sheet Index
- List of Applicable Codes (*see Codes and Standards Enforced under the UCC, attached to this packet*)
- Code analysis/code data, type of construction, IBC Use Group occupancy classification, number of stories, fire sprinkler, fire alarm, floor area of renovation/new, occupancy load calculation, energy compliance depth, height and area, etc.
- Name and Address of Project
- Contact, Architect, and Property Owner Information (*including name, mailing address, email, and contact number*)
- Design Professional Seal and Signature
- Location Map

ARCHITECTURAL PLANS

- Show architectural floor plans of each floor. Indicate the approved, tested hourly rating, number and location of all members and assemblies (walls, columns, floor and ceiling, and ceiling and roof fire-rated design assemblies). Show all fire-rated walls (both existing and new) with their ratings, if not shown elsewhere. Drawings submitted without required fire-rated walls shown will be rejected.
- Show the square footage of each floor on the corresponding floor plans.
- Identify the names and uses of each room.
- Egress, travel distance, door, stair, capacity requirements, etc. Furnish floor schedule(s) including size, type, rating (if any), and hardware.
- Provide all glazing schedules.

- Show elevations with dimensions defining overall building height, floor-to-floor heights or heights to ridge and eave as applicable to the type of building construction listed on the UCC application. (Note: Where an existing building is involved, photographs of all sides of the building may be submitted to show elevations. **These will be acceptable only if they show all elements necessary to determine compliance with the UCC.**)
- Provide basement percentage-below-grade basement calculations.
- Indicate roof slopes, drainage system and sized through wall scuppers, if applicable to the project.
- Show fixed seating for assembly occupancy to allow determination of occupancy posting required by *International Building Code*.
- Show wall sections with proposed material sizes, construction and fire-rated assemblies.
- Show proposed plumbing fixtures and privacy screens on the plans.
- If masonry construction is proposed, include the following information:
 - Type of brick ties
 - Control joints
 - Placement of wall flashing and reinforcement.
- If appropriate for the proposed occupancy, plans should identify all hazardous material control areas, fire barriers and the required fire-resistance ratings for these barriers. All identified control areas shall list the name, class, quantity and method of storage of all hazardous materials processed, manufactured or used in a manufacturing process and contained within its fire barriers. Provide a Material Safety Data Sheet for each listed hazardous material.
- Show the floor slab vapor barrier.
- Show foundation water-proofing, if applicable.
- All penetrations of fire-rated construction must be per manufacturer's details. The details shall meet or exceed the rating of construction being penetrated. The penetration details shall be exactly as tested by an approved testing laboratory or agency and shall include their system numbers. New penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.
- Show penthouse drawings.
- Provide on the drawings the calculations for the means of egress widths for the entire floor occupancy load and the existing capacity of all exits including all stairs, doors, corridors and ramped exits.

FIRE PROTECTION PLANS

- Complete a sprinkler design data sheet and include it on the first plan of the sprinkler drawings.
- Show floor plans for each floor with sprinkler piping layout, pipe sizes, pipe hanger details, piping materials, doors, walls and room identities. Often, these shop drawings are not available at the time of initial plan submission. If this is the case, write in "NA," but note the following:
 - These shop drawings must be submitted for department review and approval **at least two weeks before the projected installation date.**
 - Failure to obtain approval of these drawings before installation could result not only in delay of the final inspection and issuance of an occupancy permit, but also in removal and reconstruction of installations which fail to meet UCC requirements.
- Show ceiling plans with sprinkler head(s) layout, walls, soffits, openings, doors, dimensions and room identities.

- Verify system design by providing hydraulic calculations along with the following:
 - Recent water flow test.
 - Ten percent safety margin.
 - Type of backflow-preventer or reduced pressure zone showing equivalent foot loss.
 - Fire pump summary.
- For residential occupancies such as apartments and condominiums, show sprinkler head locations at breezeways, if applicable.
- Indicate the certified testing laboratory agency (e.g., U.L.), their test number and hourly ratings of all new and/or affected rated members and assemblies (i.e. columns, beams, floor/ceiling and ceiling/roof fire-rated design assemblies). Show all new and/or affected fire-rated walls with their ratings, if not shown elsewhere.
- All penetrations of fire-rated construction must be per manufacturer's details. Details shall meet or exceed ratings of construction being penetrated. Penetration details shall be exactly as tested by a certified testing laboratory or agency and shall include their system numbers. All new penetrations of existing fire-rated walls and assemblies shall be shown with appropriate designs.
- Provide a fire alarm riser showing connection to a UL-approved central station. Show tamper switches on both OS and Y valves of backflow prevention device, unless shown elsewhere.
- Indicate commodity class and height of any storage.
- Provide Material Safety Data Sheets for any hazardous materials (also specified under "Architectural Plans").
- Where special temperature-rated or high-temperature sprinklers are required, show sprinkler type(s) per area, office size, cut sheets with K-factor, water requirements, spray pattern, coverage and other pertinent data.

SYSTEM CALCULATIONS (FIRE PROTECTION)

Hydraulically calculated and pipe schedule fire systems should be designed with a ten percent safety margin for all new buildings and additions to existing buildings. Calculations for hydraulic systems should include:

- Flow and pressure at each flowing sprinkler head.
- Flow diagram for a grid system.

MECHANICAL PLANS

- Show all required wall louvers, penetrations and fans.
- Indicate roof-mounted equipment locations.
- Show all mechanical equipment, piping, ductwork (above/below slab) on the mechanical floor and/or roof plan.
- Provide mechanical plans for each floor and the roof. These shall show the ductwork layouts, schedules, notes, legends, piping schematics, and details necessary to define the system being installed.
- Indicate air distribution devices and show cfm for all supply, return and exhaust devices.
- Indicate the location of all equipment components required for a complete system.
- Show the smoke ventilation of atriums and pressurization of high-rise stairwells.
- Show condensation drains, primary and secondary, from the unit to the point of discharge.
- Indicate toilet exhaust requirements.
- Show mechanical room layouts at sufficient scale for dimensions and details to be ascertained.
- Show the size of duct runs.
- Indicate controls for fan shutdown: emergency manual and automatic smoke detection.

- Show the location of all UL 555-certified fire dampers, ceiling radiation dampers, smoke dampers, and fire doors.
- Show all fire-rated walls (both existing and new) with their ratings on the mechanical plans.
- All penetrations of fire-rated construction must be per manufacturer's details.
- Room names and numbers for each floor should be on a floor plan for each level.
- Provide outside air ventilation rate, fresh air as per the *International Mechanical Code (ICC)*.
- Column line notations, if provided on the architectural/structural plans, shall be identified on the mechanical plans.
- Provide gas piping layout on the floor plan for each floor. If it is a multi-story building, all gas piping shall be shown per floor. Include pipe sizes, water column, and type of material. Provide a schedule of connected equipment, total BTUH demand, total equivalent length, and most remote gas appliance.

Township of Moon

1000 Beaver Grade Rd, Moon Township, PA 15108

(412) 262-1700

Application for deferred Fire Alarm System, Sprinkler System and engineered structural components submissions:

Property Address _____ Building space _____

City, State, Zip _____

➤ Applicant _____ Phone # _____

Email _____ Cell Phone# _____

Address _____ City, State, Zip _____

➤ Property owner _____ Phone # _____

Address _____ City, State, Zip _____

➤ Occupant _____ Phone _____

Address _____ City, State, Zip _____

➤ Contractor: _____ Phone # _____

Address _____ City, State, Zip _____

➤ Design Professional _____ Phone # _____

Address: _____ City, State, Zip _____

Proposed work: _____

The applicant / owner hereby certifies that the statements made herein, and representations contained in all accompanying information part of this application are true and correct. The applicant / owner shall be responsible for reviewing and fully understanding all permit conditions and insuring compliance to all applicable codes and ordinances. The applicant / owner grants Moon Township officials the right to enter the property for the purpose of inspecting the work. As applicant, I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to act as the authorized agent.

➤ Owner/agents signature _____ Date _____

FUEL GAS PIPELINE TEST AND INSTALLATION

TOWNSHIP OF MOON

Complete and submit this form to the Building Inspector *after* gas line insulation and testing is completed.

Inspection Address: _____
Street Permit No.

Subdivision/Project: _____
Lot No.

Builder/Agent Name: _____
Phone No.

Builder/Agent Address: _____
Street City State Zip

Installing Firm: _____
Phone No.

Firm's Phone No.: _____

Firm's Address: _____
Street City State Zip

Installed/Tested By: _____
Name Printed Phone No.

By signing this form, the Installer/Tester by person named herein attest, that prior to acceptance and operation, all piping installations from the point of delivery to the outlet of the equipment shutoff valves have been inspected and pressure tested by the qualified professional Installer/Tester to determine that the materials, design, fabrication, and installation practices comply with the requirements of the Township of Moon Codes, (UCC) Pennsylvania Uniform Construction Code.

Test Pressure Duration: _____
PSIG Minutes

Installed/Tested By: _____ Date: _____

RESIDENTIAL FEES (Two Trip Maximum)

Residential Flat Rate, New Construction (Up to 200A).....	\$300.00
Residential Flat Rate, New Construction (Over 200A to 400A).....	\$400.00
Residential Additions and alterations (Two Trips only)	\$200.00
Services and Subpanels or Temporary Service up to 400A (One trip only)	\$100.00
Each Additional 100A over 400A	\$25.00
Minimum Trip and Reinspection Fee (One trip only)	\$100.00
Hot Tubs (One trip only)	\$100.00
Photo Voltaic Systems up to 5 KW (Two trips only)	\$255.00
Aboveground Swimming Pools (One trip only)	\$150.00
Inground Swimming Pools (Two trips only)	\$230.00
(Swimming Pool panels and/or pool houses are extra, use above fees)	

COMMERCIAL

Services, Subpanels and Temporary Service up to 200A (One trip only)	\$100.00
Services and Subpanels over 200A and up to 400A.....	\$200.00
Each Additional 100A over 400A	\$25.00
1-50 Outlet Switches, Receptacles, Lighting, etc. (Rough and Final)	\$200.00
Each Electrical Outlet or Device Over 50.....	\$0.75
Equipment Up to 10 HP, KVA, KW (Transformers, Motors, HVAC, etc.)	\$35.00
Each Additional HP, KVA, KW, over 10	\$1.00
1-50 Outlets Low Voltage, Fire Alarm, Data, Security, Etc. (Rough and Final)	\$200.00
Each Low Voltage Device Over 50	\$0.75
Illuminated Signs (Each)	\$100.00
Photo Voltaic Cells (Based on the above KW rating and associated equipment)	

Electrical Inspections are available on Monday, Wednesday and Friday.

NOTE: Before inspections can be performed, all application(s) and fees must be submitted, No Exceptions. Please make checks payable to "Township of Moon". To schedule an electrical inspection, please contact John Panek at 724-869-0778 (voicemail) or 412-974-5445 (text) .

Rev. Jan. 2020



TOWNSHIP OF MOON

1000 Beaver Grade Road, Moon Township, PA
John Panek 724-869-0778 (voicemail) or 412-974-5445 (text)

ELECTRICAL PERMIT APPLICATION

Official Use Only

_____	_____
Permit Fee	Permit No.
_____	_____
Receipt No.	Permit Approved By

Project Address _____
Street City State Zip

Subdivision _____ Lot No. _____

Landowner's Name _____
Name Contact Phone No.

Landowner's Address _____
Street City State Zip

Occupant's Name: _____
Name Contact Phone No.

Occupant's Address _____
Street City State Zip

Contractor's Name _____
Name Contact Phone No.

Contractor's Address _____
Street City State Zip

Type of Improvement
 Repair/Replace New Construction Addition Alteration Other _____

Description of work (wiring, equipment, data, service size, number switching, lighting, receptacles, etc.)

Current and Former Use of Property

Single Family Duplex Commercial School Office Other _____

The Applicant/Owner hereby certifies that the statements made herein and representations contained in all accompanying matter part of this application are true and correct. The Applicant/Owner shall be responsible for reviewing and fully understanding all Permit conditions and insuring compliance to all applicable Codes and Ordinances. The Applicant/Owner shall also be responsible for any fees incurred (engineering, etc.) in relation to the above proposed project. The Applicant/Owner grants Moon Township officials the right to enter onto the property for the purpose of inspecting the work permitted and posting notices. As applicant, I hereby certify that proposed work is authorized by the Owner of record, and I have been authorized by the Owner to make this application as his authorized agent.

Signed _____
Applicant Date

Signed _____
Owner Date

**** All Electrical Permit Applications must be accompanied with a check made payable to "Township of Moon" ****