



**Glassport Borough**  
 12 Monongahela Avenue  
 Glassport, PA 15045  
 (412) 672-7400

# Commercial Building Application

## PA UCC Building Permit Application

**Type of Application:**         New Construction         Addition         Alteration

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Location of Property: \_\_\_\_\_

\_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax Map # \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone / Cell # (    ) \_\_\_\_\_ Email: \_\_\_\_\_

### Pennsylvania Registered Design Information:

Architect or Engineer Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone# (    ) \_\_\_\_\_

PA License# \_\_\_\_\_

# Contractor Information:

Primary Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone / Cell (    ) \_\_\_\_\_ E:mail \_\_\_\_\_

Contractor's Workman's Compensation Policy:                    Y / N  
Policy # \_\_\_\_\_ Effective Date: \_\_\_\_\_ (Provide Sheet)

Waiver of W/C: Pennsylvania requires proof of valid Workman's Compensation or a notarized waiver of Workman's Compensation. (Attached: Notarized Copy)

Owner or Responsible Party must submit to CEA Code Enforcement Agency, a list of all known Contractors and Sub-Contractors who will be associated with the above application.

## Applicant's Certification

As the owner or the authorized agent for the project which this application is filed, I certify that:

1. The description of use, estimated construction coast and all others information provided as part of this application for a building permit is correct.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from the municipality.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with CEA Code Enforcement Agency.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to CEA Code Enforcement Agency.
6. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.
7. If signed by someone other than the construction owner, this work has been authorized by the owner of record and I have been authorized by the owner to complete this application on his behalf.
8. **All applicable life safety and proper equipment necessary for any construction project be in place and accessible during any phase of construction. Including construction dumpsters or refuse containers, porta -johns, fire extinguishers, proper construction addressing from roadway, display of proper PA UCC permit issued or public view.**

# Construction Information

( Must be properly completed)

Building Type: \_\_\_\_\_ IBC Code Volume 2018 Sprinklered? \_\_\_\_\_

No of Stories: \_\_\_\_\_ Construction Type: \_\_\_\_\_

Other: \_\_\_\_\_

Existing Structure: \_\_\_\_\_ Year Built: \_\_\_\_\_ Last Certificate of Occupancy \_\_\_\_\_

Accessibility Review (required) \_\_\_\_\_ 20% \_\_\_\_\_

IEBC Plan Review Method: Prescriptive / Performance Other: \_\_\_\_\_

Type of Renovation / Alteration Level: I II III IV

GFA: Gross Footage Area: \_\_\_\_\_ Estimated Costs: \_\_\_\_\_

**Permits Required:** Building Permit Electrical Permit Mechanical Permit

Fire Alarm Permit Plumbing Permit Accessibility Permit

Estimated Construction Time: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The permit applicant is required to submit construction documents in a format that has been approved by the Building Code Official. These documents must clearly indicate the location, nature, and extent of the proposed work. Furthermore, the documents must provide detailed information demonstrating that the proposed work will fully comply with the Uniform Construction Code.

**2018 International Building Code (IBC)** Commercial Code requires (2 sets) of designed drawings be sealed by a Pennsylvania Architect or Engineer prior to submission of application. A copy of Commercial Plans Examination Guidelines is available at the Building Department.

All Applicants must have COMcheck performed and attached for Energy Compliance.

\_\_\_\_\_

## Sanitary / Septic Information

Permit Required: YES / NO

SEPTIC OR SANITARY SYSTEM? \_\_\_\_\_ SEO required? \_\_\_\_\_

Project: \_\_\_\_\_ Tap Permit # \_\_\_\_\_

Lot/Plan: \_\_\_\_\_ # of EDU(s) \_\_\_\_\_

Allocation Year: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date Issued: \_\_\_\_\_

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Construction documents shall contain a site plan that is drawn to scale. The building code official may waive or modify the following site plan requirements if the permit application is for an alteration or repair or if waiver or modification is warranted. Site plan requirements include all of the following:

- (1) The size and location of new construction and existing structures on the site.
- (2) Accurate boundary lines.
- (3) Distances from lot lines.
- (4) The established street grades and the proposed finished grades.

A permit applicant shall submit an application to the building code official and attach construction documents, including plans and specifications, and information concerning special inspection and structural observation programs, Department of Transportation highway access permits, all other permits or approvals related to the construction required under § 403.102(n) (relating to municipalities electing to enforce the Uniform Construction Code) and other data required by the building code official with the permit application.

**\*\* Permit Placard MUST be visibly displayed during all phases of construction efforts. In addition, applicant / contractor must have at least ONE set of approved design drawings onsite and available for all required inspections. \*\***

### Commerical Electrical Permits and Information:

All PA UCC Building Permits (EXCLUDE) commercial electrical sections under the NEC including plans examination and permitting. ALL commercial electrical permits shall be applied for seperatly of this application.

# PLEASE READ before Signing:

The Commonwealth of Pennsylvania established the Uniform Construction Codes (UCC) under Act 45 of 2004, a copy of ALL applicable codes and UCC standards are available online at: [www.pa.code.com](http://www.pa.code.com). I certify by the signature below, the information presented here is accurate and lawful under 34. PA Code § 403.42 (a) Permit Application.

ALL plan review information of this application shall be in writing from CEA Code Enforcement Agency to the responsible party of this application. Failure to provide all information required by the PA UCC shall delay the process in receiving a UCC Permit.

A sealed set of two (2) professional designed drawings in accordance with the PA UCC is required for all commercial building permit applications as per section 403.42(a) of the PA UCC. Additionally, any deferred submittals recorded shall be required to be approved by the Design Professional of record PRIOR to submission of the deffered documents. The Building Code Official, agents, plans examiners, inspectors, staff or municipal employee can NOT advise or assist in design advice or design adjustments to submitted documents.

NO final inspection or Certificate of Occupancy shall be granted until all aspects of the recorded sealed drawings are completed and inspected with requied documentation and approvals of the Building Code Official. Required inspection requests and documentations are the responsibility of the applicant prior to any final inspection or approval.

**THIS APPLICATION IS A LEGAL DOCUMENT:** Any changes or additional information recorded on this application must be made by the applicant, agent or responsible party that signed the application. All requested areas of information within this application shall be completed before acceptance of the application at the Building Department.

**I will be acting on behalf of the owner as:**

\_\_\_ Architect    \_\_\_ Engineer    \_\_\_ Contractor    \_\_\_ Agent    \_\_\_ Owner

\_\_\_ Other: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_  
(Must be Legeble)

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**Municipal Information**

Jurisdiction Acceptance Date: \_\_\_\_\_ Time: \_\_\_\_\_.

By: \_\_\_\_\_

**COMMERCIAL APPLICATIONS** require a review with **(30)** thirty business days of the accepted application. (Excluding any local Zoning Approval)



**CODE ENFORCEMENT AGENCY**  
1633 Route 51, Suite 100, Jefferson Hills, PA 15025  
1-866-410-4952      [www.cea-code.com](http://www.cea-code.com)

## CEA ELECTRICAL INSPECTION APPLICATION

Date \_\_\_\_\_

Jurisdiction \_\_\_\_\_

COMMERCIAL / INDUSTRIAL

Utility / Power Company Name: \_\_\_\_\_

Name on Permit (Applicant)  
Responsible party / INVOICE: \_\_\_\_\_

Address of Permit: \_\_\_\_\_  
\_\_\_\_\_

Contact # (    ) \_\_\_\_\_ Email: \_\_\_\_\_

Work Order # \_\_\_\_\_ Date Issued: \_\_\_\_\_

### Electrician Information:

Name: \_\_\_\_\_ Contact # (    ) \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact# (    ) \_\_\_\_\_

**Type of Inspection:**    Single Phase            3 Phase            120/208v            220/240v            480v

New Service            D/C & R/C            Upgrade            Damaged Panel/Service

Underground            Generator            Overhead            Transformer            Solar /PV

\_\_\_\_\_  
Signature of Requestor (legible)

**CEA – Electrical Department**  
1-866-410-4952    [electrical@cea-code.com](mailto:electrical@cea-code.com)

**\*\* ALL commercial electrical permits are excluded from any PA UCC permit issued by CEA. All applications must be properly filled out and procured for issuance.\*\***





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### 2025 Guidelines for 2018 Codes

#### EXISTING COMMERCIAL PLANS EXAMINATION

Commonwealth of Pennsylvania Uniform Construction Code (PA UCC) Section 403.21(10) has adopted the International Existing Building Code (IEBC 2018).

**All submitted plans and applications must have the following:**

- 1) Applicant / Design Professional must declare on the application or sealed design plans the intended level of alteration 1, 2 or 3 that applies.
- 2) Applicant or Design Professional must declare which method is being used in the design. Prescriptive or Performance.
- 3) Applicant / Design Professional must submit the proper affected area of coverage as per the design layout in (ft<sup>2</sup>) as well as cost projection of the project (less MEP).
- 4) Applicant / Design Professional must submit documentation describing the 20% accessibility compliance IEBC 410.7 & Section 705.
- 5) Applicant / Design Professional must complete a review of all existing conditions where any fire / panic under Chapter 9 of the IBC & IFC complies. Any review of existing compliance must be detailed on the description sheets or must submit additional drawings and details of such design.
- 6) Any Mechanical (IMC), Electrical (NEC) or Plumbing (IPC) design plans, information or details must accompany the final designed sealed plans for initial plans examination.

**105.4.3 Applicant responsibility.** It shall be the responsibility of the applicant to ensure that the *construction documents* include all the fire protection requirements, and the shop drawings are complete and in compliance with the applicable codes and standards.

1. Any application for an existing commercial building (regardless of use category) shall require a review and opinion sealed by such design professional on record for the review of and plan of any related design subject to the International Fire Code (where adopted) or under the International Building Code. Such design opinion shall include all aspects of fire safety and panic in accordance with Chapters 7, 8 & 9 of the International Building & Fire Code.

**\*\*Any Change of Use / Occupancy** designs or applications must fully describe the intended change of use and adhere to the same guidelines as described in the above paragraphs.

**\*\* Any Vacant / Unoccupied** commercial existing structure that intends to present an application for plans examination must follow the same guidelines as described in the above paragraphs.



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## Pennsylvania Workman's Compensation EXEMPTION Waiver

Name of Applicant: \_\_\_\_\_

Business Name or DBA: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #. ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE: A legal PA Workman's Compensation notarized waiver is specifically for single owner proprietors without any employees (including helpers) and religious exemptions. If you have ANY employees a waiver is not acceptable.**

### Waiver as a General Contractor or Applicant:

In addition, CEA Code Enforcement Agency will require a certificate or proof of Workman's Compensation for all SUB-workers outside sole proprietors, general liability certificate.

( ) Contractor with no employees Contractor is prohibited by law from employing any individual to perform work pursuant to any building permit unless contractor provides proof of Workers' Compensation Insurance to the jurisdiction.

( ) Religious Exemption : \_\_\_\_\_

( ) Property Owner acting as Self - Contractor (No Employees)

### NOTARIZATION – ALL APPLICANTS MUST COMPLETE THIS SECTION

I, \_\_\_\_\_, the above-named applicant, do swear that the foregoing information is true and correct, and affix my signature hereto in the presence of a Notary Public.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Signature of Applicant: \_\_\_\_\_

Signature of Notary Public : \_\_\_\_\_

My Commission expires: \_\_\_\_\_

(Notary Stamp)