



West Manheim Township, York County, PA

2412 Baltimore Pike Hanover, PA 17331

Ph: (717)632-0320 Fax: (717)632-2499 www.westmanheimtwp.com

Commercial Application

Location of Improvement –

Property Address: _____

Subdivision: _____ Lot: _____

Cross Streets: _____ and _____

Map & Parcel: _____ Zoning District: _____ (R,F,C-I, BC,RR,SR)

Water System: Public _____ Private _____ / Sewage Disposal: Public _____ Private _____ / Sprinklers: Y/N

Owner Information –

Property Owner Name: _____ Contact Number: _____

Address: _____

Email Address: _____

Contractor Information – (if applicable)

Name: _____ Contact Number: _____

Address: _____

Email Address: _____

Design Professional – (if applicable)

Name: _____ Contact Number: _____

Address: _____

Email Address: _____

Permit Point of Contact: _____

Type of Improvement -

Addition / Alteration (please fill out the appropriate following sections)

Description of work -

Square Footage of Addition/Alteration: _____ New Stories: _____

New plumbing fixtures : Yes No New electrical fixtures: Yes No

Estimated Project Cost of Improvement: \$ _____

Required at Submission –

_____ Stamped Construction Drawings (see attached submittal guide)

Plans to show construction specifics & reference codes

Plans showing location of new plumbing, electric & mechanical work

Accessibility plans

Drawing of area to be altered with before and after information

_____ Site plan (location, dimensions, distance to property lines & easements)

_____ MDIA Commercial Plan Review Application (see attached)

_____ Submission of Contractor's Workers Compensation Certificate (if applicable)

_____ Stormwater Management Plan designed by a professional engineer and \$120.00 review fee
(impervious area over 1000 sq ft) (cash of check payable to West Manheim Twp)

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and understand and assume responsibility for the establishment of the official property lines for required setbacks prior to start of construction and agree to conform to all applicable laws of this jurisdiction. I further certify that this information given is true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____



Municipal/Inspector Use

Zoning Code: _____ Building Code: _____

Floodplain: Yes No

Stormwater Required: Yes No

Septic Upgrade Required: Yes No

Building Plan Review: Approved: _____ Not App'd: _____ Date: _____ Code Official: _____

Codes Administrator: Approved: _____ Not App'd: _____ Date: _____ Code Official: _____

Electric Plan Review: Approved: _____ Not App'd: _____ Date: _____ Code Official: _____

Third Party Inspector: Approved: _____ Not App'd: _____ Date: _____ Code Official: _____

Utilities Plan Review: Approved: _____ Not App'd: _____ Date: _____ Code Official: _____

Zoning Plan Review: Approved: _____ Not App'd: _____ Date: _____ Code Official: _____

Special Notes: _____

Third Party Inspections Fees:		Township Fees	
Plan Review:	\$	Building Application Fee:	\$
Building:	\$	Finished Area x \$0.30	\$
Electrical:	\$	PA State Fee:	\$4.50
Electric Plan Review:	\$	Electrical App + Inspection:	\$
Plumbing:	\$	Plumbing App + Inspection:	\$
Plumbing Plan Review:	\$	Mechanical App + Inspection:	\$
Mechanical:	\$	Building Inspections:	\$
Mechanical Plan Review:	\$	Plan Reviews:	\$
Sprinkler	\$	Sprinkler:	\$
Insulation	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Stormwater:	\$
Other:	\$	Zoning Application:	\$50.00
Total MDIA Fees:	\$	Total Twp Fees:	\$

Workers' Compensation Insurance Coverage Information
(Attach to building application)

A. The applicant is: _____

A contractor within the meaning of the Pennsylvania Worker's Compensation Law

YES NO

If the answer is "yes," complete Sections B and C below as appropriate.

B. Insurance Information

Name of Applicant: _____

Federal or State Employer Identification No.: _____

Applicant is qualified self-insurer for workers' compensation.

Certificate attached

Name of Workers' Compensation Insurer: _____

Workers' Compensation Insurance Policy No.: _____

Certificate attached

Policy Expiration Date: _____

C. Exemption

Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.

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

Contractor with no employees. Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.

Religious exemption under the Workers' Compensation Law.

Subscribed and sworn to before me this

_____ day of _____ 20_____

(Signature of Notary Public)

My commission expires: _____

(seal)

Signature of Applicant: _____

Address: _____

County of: _____

Municipality of: _____

Submittal Guide for Commercial Projects

Construction Plan Requirements for Commercial Projects:

The following items are required for new commercial projects. Drawings should be drawn to 1/4" or 1/8" scale and shall provide the necessary information to verify compliance with the building code. **All drawings shall bear the stamp and signature of the design professional licensed in Pennsylvania responsible for the design.** Plans must be specific enough to provide the contractor all the necessary information to complete work without reference to other documents and shall include:

Title Page Drawing; to include the contact information for all design professionals, description of square footage per floor, number of floors, type of construction to be utilized, area modifications utilized, use group classification(s), separation or non-separation of mixed use groups, design occupant load(s), finish materials classification, and design codes utilized.

Site Plan Drawings; to include all utility layouts, handicap parking & access, designated fire lanes, distance between adjacent structures and property lines.

Floor Plan Drawings; to include the use of all areas including basement, location & types of fire resistant construction, U.L. Listing of fire resistant construction, means of egress components, handicap access. Show all stairways, stair towers, ramps, fire escapes, etc. Show direction and swing for all doors and the type of fire door assemblies where required by regulation.

Structural Drawings; to include the structural design calculations, geo-technical engineering report, uniform live loads, dead loads, roof & snow loads, wind loads, footing construction detail, foundation construction details, framing construction details, concrete construction details, masonry construction details, wood construction details, steel construction details. Show typical wall-section to indicate type of construction. Show elevations of all sides of the building (existing buildings may substitute photographs of all sides).

Electrical Drawings; to include all lighting facilities, electrically operated equipment, and electrical circuits required for all service equipment of the building or structure. Drawings should include panel schedules, grounding systems, and wiring methods.

Mechanical Drawings; to include size & type of appliances, construction of flues and chimney systems, ventilation air provided, fresh air make-up provided, location of all ducting and piping.

Plumbing Drawings; to include a plan view and a riser diagram of waste & water piping, pipe sizing, grade of piping, drainage fixture unit loads on stacks and drains, water distribution design criteria.

Fire Protection Systems; depict fully, when required, all emergency lighting systems, fire alarm systems, or fire extinguishing apparatus on (or with) the drawings submitted.

Accessibility Drawings; to include showing compliance with Act 235 (Universal Accessibility Act) and all Act 235 requirements. Place on the first sheet of the plans any number that refers to any variance granted by the Accessibility Advisory Board and attach a copy of the decision to the building permit documents.

Commercial Plan Review Application



Customer Number
if known

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Number _____

MDIA Office _____

Location of Proposed Work or Improvement

Municipality* _____ County* _____

Site Address* _____ Tax Parcel # _____

City _____ State _____ Zip code _____

Lot # _____ Subdivision/Land Development _____ Phase _____ Section _____

Owner* _____ Phone #* _____ Fax # _____

Mailing Address* _____ E-Mail* _____

City _____ State _____ Zip code _____

Principal Contractor* _____ Phone #* _____ Fax # _____

Mailing Address* _____ E-Mail* _____

City _____ State _____ Zip code _____

Design Professional/Architect* _____ Phone # _____ Fax # _____

Mailing Address _____ E-Mail* _____

City _____ State* _____ Zip code _____

Type of Work or Improvement* (Select all that apply)

- New Building Addition Alteration Repair Demolition Relocation Energy
 Foundation Only Change of Use Plumbing Mechanical Electrical Fire Protection

Describe the proposed work

Estimated Cost of Construction* (reasonable fair market value. Must be entered.)

a. Structural Cost \$ _____

Installation(s) not included in above cost

b. Electrical \$ _____

c. Plumbing \$ _____

d. Heating, Air Conditioning \$ _____

e. Other \$ _____

Total Cost of Project (a+b+c+d+e) \$ _____



Middle Department Inspection Agency
3901 Hartzdale Dr. Suite 112
Camp Hill, PA 17011
Office: 717.761.5340

Electronic Plan Review Submission

MDIA will conduct Uniform Construction Code plan reviews via electronic media. This letter explains the process for submissions of your documentation should you choose this option.

Please be aware that a UCC Compliance Review Approval does not guarantee a building permit will be issued. All other municipal requirements must be met before a permit is issued.

What Documents You Will Need.

1. You will need to complete a local municipality building permit application. This municipal application is available at www.westmanheimtwp.com.
2. You will need a complete set of construction documents in pdf format. They must be unlocked, signed, sealed, dated by a PA Registered Design Professional. UCC 403.42(a)(c).

How You Will Need To Submit The 2 Items Above.

1. Files that are under 10 megabyte can be emailed directly to saraviozzi@mdia.us and cc: mdiacamphill@mdia.us. Please be sure to include BOTH email address to ensure delivery to MDIA and processing.
2. Another option; you can e-mail a link to a private server so I can download your files or we could provide you a Dropbox folder where you can drag your files.

After I Receive Your File. * *This is contingent on the area and may not be applicable for your review* *****

1. I will transmit your building permit application to the Building Code Official for the municipality.
2. The Building Code Official will reply to me with one of the following:
 - a. Ok to process for UCC Review.
 - b. Hold UCC Review for other requirements (ie zoning etc.)
 - c. Do not process or review the documents and delete the files.
3. I will notify you of the response from the Building Code Official via email as soon as I receive it.
4. The time limit set forth in UCC 403.43(a) will not commence until the Building Code Official accepts the Building Permit Application and allows the UCC Plan Review process to begin.

How Will I Communicate The Review Status or Areas for Clarification or Revision.

1. During the plan review process, any areas that may require clarification or revision will have the comments embedded directly on the document page in question.
2. Files will be provided to you by a link to download.

How Do You Submit Your Documents to the Municipality for Permit Issuance.

1. The municipality will require a hard copy for their files. MDIA does not transmit the approved documents directly to the municipality at present time. Currently that is the sole responsibility of the permit applicant. The applicant is also responsible for the required construction set of documents that must remain on the construction site UCC 403.43 (c).
2. You will be given clear instructions on how to submit the hard copy plans required by the municipality when the PDF file has been approved and digitally signed for UCC Compliance.