

# Commercial Building Permit Application

Borough of Dormont  
1444 Hillsdale Ave  
Pittsburgh, PA 15216  
412-561-8900



Non-Refundable Commercial Application Fee: \$100.00  
Additional fees may apply based on Scope of Work proposed.

*Applications that are completely filled-out and with the required supporting documents will be processed in the order they are received. All applications must have a valid property address, if the address is not valid your application will not be processed.*

**Any person who commences any work on or before obtaining the necessary permit(s) shall be subject to a penalty fee of \$150.00 in addition to the required permit fee(s).**

Property Address \_\_\_\_\_ Lot and Block No. \_\_\_\_\_

Applicants Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ (e-mail) \_\_\_\_\_

## OWNER

Owner Name (If different from above) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

## CONTRACTOR INFORMATION

Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Contractor Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Contractor Phone Number \_\_\_\_\_ Contractor e-mail \_\_\_\_\_

*(Contractor must attach a copy of current insurance certificate.)*

**Design Professional** (if applicable) \_\_\_\_\_ PA License #: \_\_\_\_\_

Firm/Company: \_\_\_\_\_

Email/Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Scope of Proposed Work (Check all that apply):**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Change in use with no work | <input type="checkbox"/> No change in use                  | <input type="checkbox"/> Electrical work                          |
| <input type="checkbox"/> Interior renovation        | <input type="checkbox"/> Partial change in use (describe)  | <input type="checkbox"/> HVAC/Mechanical work                     |
| <input type="checkbox"/> Exterior renovation        | <input type="checkbox"/> Complete change in use            | <input type="checkbox"/> Fire Alarm work                          |
| <input type="checkbox"/> Addition                   | <input type="checkbox"/> Plan Revision/Deferred Submission | <input type="checkbox"/> Demolition (Interior Elements only)      |
| <input type="checkbox"/> New Building               | <input type="checkbox"/> Solar Panels                      | <input type="checkbox"/> Communication, Utility Towers (Antennas) |

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Project Description (size and location) \_\_\_\_\_

## **Mandatory Documents**

Check each block below indicating documents that will be submitted with this application:

- One (1) sets of construction plans on pages (18" x 24") in size, (electronic media documents are permitted), construction documents must be sealed and signed by a *registered design professional*.
- One site plan, drawn to scale at (24"x36") minimum showing all setbacks, parking layout, location of existing and proposed structures on the site.
- One set of specifications for (Additions, Alterations, New Building/Structure)

## **Scope of work as defined in the International Existing Building Code:(Choose what applies):**

- Repairs:** Repairs to include restoration or replacement of damaged materials, elements, equipment, or fixtures for the purpose of maintaining such components in good or sound condition. The work shall not make building less complying than it was before the repairs were made. *Repairs* shall comply with the provisions of Chapter 4 of the IEBC.
- Level 1:** Alterations to an existing building with no change in use, alterations shall include the replacement or covering of existing materials, elements, equipment, or fixtures using new materials for the same purpose. No new walls or wall openings, no removal of walls, no infill of wall openings is permitted under this permit scope. *Level 1 alterations* shall comply with the provisions of Chapter 7 of the IEBC.
- Level 2:** Alterations include the reconfiguration of rooms or areas, addition or elimination of any door, window or system or installation of any additional equipment. Alterations involving the reconfiguration of a commercial tenant space in a multi-tenant building. *Level 2 Alteration* work area shall not exceed 50 percent of the overall building area and shall comply with the provisions of Chapter 7 for *Level 1 alterations* and the provisions of Chapter 8 of the IEBC Application shall include a statement from a PA licensed architect or engineer to confirm work will satisfy the UCC
- Level 3:** Alterations involve reconfiguration of rooms or areas where the work area covers 50 percent or more of the aggregate area of the building. Alterations is that new work will comply with the IBC for improvements to the existing building elements, building space, and building structural system. *Level 3 alterations* shall comply with *Level 1 and 2 alterations*, and the provisions of Chapter 9 of the IEBC. Application shall include a statement from a PA licensed architect or engineer to confirm work will satisfy the UCC. *\*Note – Special Inspection reports are required for Level 3 methods to verify the seismic force-resisting system in accordance with the International Building Code.*
- Chang of Occupancy:** Change in the use to structure/space with a valid certificate of occupancy which does not constitute a change in occupancy classification, hazard classification or results in an increased occupant load of any building or portion of a building. Building Official shall determine applicability of this exception. *Change of occupancy* shall comply with the provisions of Chapter 10 of the IEBC. Application shall include a statement from a PA licensed architect or engineer to confirm work will satisfy the UCC.
- Additions:** An addition to increase the floor area, number of stories or height of a building or structure shall comply with the International Building Code (New Construction). Except where an addition impacts the existing building or structure, that portion shall comply with the IEBC. *Additions* to existing buildings shall comply with the provisions of Chapter 11 of the IEBC.

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## BUILDING CODE INFORMATION (To be completed by Design Professional in Responsible Charge).

### 2. Use / Occupancy Classification (Check all that apply):

A-1	A-2	A-3	A-4	A-5	B	E	F-1	F-2	H-1	H-2	H-3	H-4	H-5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I-1	I-2	I-3	I-4	M	R-1	R-2	R-3	R-4	S-1	S-2	U		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### 3. Construction Type (Choose One):

IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 4. Life Safety Systems:

SYSTEM REQUIRED EXISTING PROPOSED COVERAGE (Select One) STANDARD/TYPE

SYSTEM	REQUIRED	EXISTING	PROPOSED	COVERAGE (Select One)	STANDARD/TYPE
Sprinkler	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Partial <input type="checkbox"/> Throughout	<input type="checkbox"/> 13 / <input type="checkbox"/> 13D / <input type="checkbox"/> 13R
Fire Alarm	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Partial <input type="checkbox"/> Throughout	<input type="checkbox"/> Manual / <input type="checkbox"/> Automatic
Standpipe	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> Y / <input type="checkbox"/> N		<input type="checkbox"/> Manual / <input type="checkbox"/> Automatic <input type="checkbox"/> Wet / <input type="checkbox"/> Dry

### 5. Location

Total gross area to be constructed\* \_\_\_\_\_ Cost of Project \$ \_\_\_\_\_

### 6. Special Inspections:

Are *International Building Code* (Chapter 17) Special Inspections or Structural Observations required?

Not Applicable  Yes  No (If YES submit 1 copy of the UCC-6 SPECIAL INSPECTION OBSERVATION STATEMENT)

I am the Owner of the property, or an agent of the Owner, for which this application is filed. If an agent, I certify that I have been authorized by the Owner to complete this application on their behalf. As the applicant, I certify that the information provided as part of this application is correct.

\_\_\_\_\_  
 Applicants Signature

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

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*For internal use only – to be completed by Borough office*

Plans and Specifications and Plot Plan for the above application have been examined for Zoning, and I hereby certify that this application complies with the Ordinances of the Borough of Dormont, Pennsylvania, and approve the issuing of this Permit for same, after paying a Fee \$\_\_\_\_\_.

Zoning District \_\_\_\_\_ Lot & Block \_\_\_\_\_ Zoning Hearing Y / N

\_\_\_\_\_  
Zoning Officer's Signature      Date of Approval

Zoning: Approved / Disapproved  
Reason for Disapproval \_\_\_\_\_

\_\_\_\_\_  
Building Official Signature      Date of Approval