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, dmeinert@moontwp.us, to verify what exactly is required for your specific job.

Fill out and sign the "Commercial Building Permit Application" form. Incomplete application can result in a denied permit.
Fill out the separate "Electrical Permit Application" and include the electrical permit fee check, payable to "Township of Moon".
Fill out and sign the "Permit Agreement" form.
Fill out and sign the "Workers Compensation Affidavit of Exemption" form <i>OR</i> 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 (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 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, Section 1704.1.1 (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 Permit if this is an existing building constructed before April 9, 2004.
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 USS, Section 403.23 review and approval.
Provide Wind Load Calculations as per IBC minimum design 90 mph.
Provide Pennsylvania Highway Occupancy Permit.
Carnot Village or University Boulevard Overlay District.

Plumbing Permit and plumbing inspections are through Allegheny County Health Department, Plumbing Division, (412) 922-6270 or http://www.achd.net/plumbing/plans.html#.



COMMERCIAL BUILDING PERMIT APPLICATION

Location of Construction:					
	Street		City	State	Zip
Applicant's Name:					
		Email:			
Applicant's Address:	Street		City	State	Zip
What is the Existing Use of Building What is the Proposed Change in Us					
Property Information:					
Zoning District:	County Lot & Block No.:	:	Lot Size:		
Subdivision Name:					
Owner's Name:					
Owner's Phone No.:		Email:			
Owner's Address:					
	Street		City	State	Zip
Occupant's Name:		Occupant's Phor	ne No.:		
Water Supply: Public F	Private Sewage: Dublic	☐ Private Type	e of Heat:	Gas 🗌	Electric
Zoning Setbacks (the distance	between the structure and t	the property lines):	ı I		
Front Yard:	Rear Yard: R	ight Side:	Left Sid	de:	
Building Code Information for	<u></u>				
Total Cost of Construction:	•	ICC Cor	nstruction Type:	:	
New Construction:	(TBD b	oy a Design Prof.)		(TBD by a D	
No. of Stories: Size of Stru	icture: Ft. Wide: Ft. Lond	g: Total Ht of I	Blda.:	Total Area:	
Area Breakdown: 1st FIr:	· · · · · · · · · · · · · · · · · · ·				
Exterior Finish to Grade: Brie	<u> </u>			7 	
Sprinklers: Yes No	· ·	,	,		
Interior Alterations:					
No. of Stories of Extg. Structure:	Type of Extg. Construction	:	Total Area o	f Extg Bldg	JE
What Floor(s) is the Alterations to C	Occur:	Total Floor Are	a Altered:		
Sprinklers: Yes No Additions:					
No. of Stories of Exist. Structure:	Exist. Bldg Sprinklered?	☐ Yes ☐ No A	dd. Sprinklered	l? 🗌 Yes	☐ No
No. of Stories (Addition): Size	ze of Add.: x	Total Add. Area:	Add	l. Height:	
Contractor's Company Name:		Contact Perso	n:		
Contact Phone No.:	E	mail:			
Contractor's Address:					
	Street		City	State	Zip
Design Prof. Company Name:			n:		
Contact Phone No.:	E	mail:			
Designer's Address:	Street		City	State	Zip
The Applicant/Owner barehy contines the					·
The Applicant/Owner hereby certifies th application are true and correct. The App compliance to all applicable codes and c	licant/Owner shall be responsible for re	eviewing and fully underst	anding all permit	conditions ai	nd insuring

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 in relation to the above project. The Applicant/Owner grants Moon Township Officials the right to enter onto the property for 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 authorize agent.

Applicant/Owner's Signature:

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

	undersigned swears or affirms that he/she is not require der the provisions of Pennsylvania's Workers' Compen	·	
	Contractor is a sole proprietorship with no employed	es.	
	Religious exemption under Section 304.2 of the Wo	orkers' Compensation Law.	
	Contractor is a corporation and the only employees as "Executive Employees" under Section 104 of the		
	Owner is the Contractor		
	Other: Please explain:		
Pleas 1. 2.	Any subcontractors used on this project will be requ coverage. Violation of the Worker's Compensation Act or the t	uired to carry their own workers' compensation	
	Contractor to a stop-work order and other fines and ignature on behalf of or as the Contractor as stated on ontained here are true.		
Signature	Da	ate	
Name (please	e print) Co	_ Contact No	
Address:			

DESIGN PROFESSIONAL CERTIFICATION

TOWNSHIP OF MOON

Please be advised that I,			have designed
	(Archi	itect's/Engineer's Nam	e)
the plans for(Con			submitted for permit review to the
(Con	struction Project Name)		
Township of Moon for proposed const	truction of		
		(Pi	roject Description)
located at			to the best of my knowledge,
(Street Addres	ss of Proposed Construction	on)	
These plans, numbered page	to page	, dated	have
been designed to meet the requireme	ents of the Township	of Moon Ordinanc	e Chapter 5, Code Enforcement and
current applicable Pennsylvania State	Uniform Construction	on Code (UCC).	
All ANSI A 117.1-2009 accessibility co	ode dimensional requ	uirements and ma	ximum and minimum ranges and
tolerances are permitted. All absolute	e dimensions are sub	ject to convention	al industry tolerances.
Design Professional's Signature			Date
Design Professional's Signature			Date
Design Professional's Name Printed			
Design Froitessional's Name Fillitea			
(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). _____ 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 (412) 472-3536 jamuso@flypittsburgh.com Pittsburgh International Airport Landside Terminal, 4th Floor Mezz.

P.O. Box 12370

Pittsburgh, PA 15231-0370.

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

Inspection Address:	Street	F	ermit No.	
Subdivision/Project:			Lot No.	
Builder/Agent Name:		F	hone No.	
Builder/Agent Address:	Street	City	State	Zip
Installing Firm:		F	hone No.	
Firm's Phone No.:				
Firm's Address:	Street	City	State	Zip
Installed/Tested By:	Name Printed	P	hone No.	
operation, all piping install inspected and pressure tes	rm, the Installer/Tester by person named herein attest, ations from the point of delivery to the outlet of the equip sted by the qualified professional Installer/Tester to determ practices comply with the requirements of the Townstruction Code.	ment shutoff mine that the	valves have materials,	ve been design,
Test Pressure Duration: _	PSIG		Minutes	
Installed/Tested By:	Date:_			

The codes applicable to work for which a construction permit is sought on or after October 1, 2018, are the 2015 editions of the International Codes adopted the UCC Regulations, as modified by the PA UCC RAC, are now to be used for construction project design, plan review and inspection purposes.

If you project was under contract for design or construction before October 1, 2018, you may submit plans and specifications based upon 2009 ICC Codes with your permit application through March 31, 2019 if accompanied by an executed copy of your contract.

The PA DCED Industrialized Housing Program regulatory update is lagging behind the PA DLI UCC update, so production of new industrialized (modular) homes utilizing 2015 ICC Codes will not take effect until April 1, 2019.

After April 16, 2016, Chapter 11 and Appendix E of the 2015 International Building Code and the accessibility provisions of the 2015 International Existing Building Code and the ANSI A117.1-2009 Accessible and Usable Buildings and Facilities, are applicable.

The 2018 IBC regulations for accessibility are expected to become effective December 31, 2018.

Only these codes as first published, and their errata are applicable in Pennsylvania. For further information about the codes and standards adopted, go to the Pennsylvania Uniform Construction Code website (https://www.dli.pa.gov/ucc/Pages/UCC-Codes.aspx).

SIT	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 <i>International Building Code</i> 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.			
TITI	LE 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			
ARG	CHITECTURAL 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 fir-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.)
Ш	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 <i>International Building Code</i> .
	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.
FIR	E 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.
Ш	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.
eve	STEM CALCULATIONS (FIRE PROTECTION)
313	TEM GALOGEATIONS (FIRE FROTEOTION)
-lydr:	aulically calculated and pipe schedule fire systems should be designed with a ten percent safety margin for by buildings and additions to existing buildings. Calculations for hydraulic systems should include:
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Hydra all ne	aulically calculated and pipe schedule fire systems should be designed with a ten percent safety margin for ew buildings and additions to existing buildings. Calculations for hydraulic systems should include: Flow and pressure at each flowing sprinkler head.
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ELECTRICAL PERMIT APPLICATION

Permit Fe	e	Pe	ermit No.
Receipt No	o.	Permit	Approved By
Project Address	Street	City	State Zip
Subdivision		Lot No.	Otate Zip
Landowner's Name	Name	Contact Ph	none No.
Landowner's Address	Street	City	State Zip
Occupant's Name:		Contact Ph	·
Occupant's Address	Name		
Contractor's Name	Street	City	State Zip
Contractor's Address	Name	Contact Ph	
Type of Improvement	Street	City	State Zip
Repair/Replace	New Construction Addition	Alteration Other	
Description of work (wiring, equipment, data, service size, nur	nber switching, lighting, receptac	cles, etc.)
Current and Former l	Use of Property		
Single Family	Duplex Commercial Sch	ool Office Other	
this application are true a and insuring compliance (engineering, etc.) in rela the property for the purp	reby certifies that the statements made herein and correct. The Applicant/Owner shall be res to all applicable Codes and Ordinances. The tion to the above proposed project. The Appl ose of inspecting the work permitted and pos of record, and I have been authorized by the	ponsible for reviewing and fully under e Applicant/Owner shall also be resicant/Owner grants Moon Township sting notices. As applicant, I hereb	erstanding all Permit conditions sponsible for any fees incurred officials the right to enter onto y certify that proposed work is
Signed	Applicant		Date
Signed	друшани		Date
<u> </u>	Owner		Date

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

RESIDENTIAL FEES (Two Trip Maximum)

Residential Flat Rate, New Construction (Up to 200A)	\$250.00
Residential Flat Rate, New Construction (Over 200A to 400A)	\$370.00
Residential Additions with or without Services up to 200A	\$170.00
Services, Subpanels and 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
Residential alterations up to 15 outlets and Services to 200A (One trip only)	\$100.00
Hot Tubs (One trip only)	\$100.00
Photo Voltaic Systems up to 5 KW (<i>Two trips only</i>)	\$255.00
Aboveground Swimming Pools (One trip only)	\$130.00
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 400A (One trip only)	\$100.00
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, Date, 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 the main office at 412-869-0778.

Rev. Jan. 2019

UCC PLAN REVIEW CHECKLIST GUIDE

TOWNSHIP OF MOON

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.