Borough of Doylestown

Department of Building and Zoning

Commercial Building Permit Application

PROPERTY INFORMATION: (If applicant is tenant, owner letter required)

Property Address:	Tax ID Number:
Property Owner Name:	Owner Phone:
Property Owner Address:	
Cell or Business Phone:	

CONTRACTOR'S INFORMATION:

Company Name:	Phone:
Company Address:	
Contact Name :	Contact Phone:

ARCHITECT/ENGINEER INFORMATION:

Name:	Phone:
Address:	Registration No:

SITE/ BUILDING CHARACTERISTICS: (Attach 2 copies of site plan and architectural plans. Attach signed Application checklist)

Zoning District:	Historical District: Y or N
Lot Size: Sq. Ft	Coverage %
Lot Dimensions: Front: Side: Rear: Side:	
Setbacks: Front: Side: Rear: Side:	

Existing:	Proposed:
Building Area: sft Building Height: ft.	Building Area: sft. Building Height: ft.
Floor Area: sft No of Stories:	Floor Area: sft. No of Stories:

PLUMBING: (Attach Plans/Specs)

Circle One: Alteration Repair Addition New Const

Master Plumber Name:

Company:

Address:

Phone: Reg #

Item	#	Item	#
Special Waste		Disposal	
Dishwasher		Tank/Heater	
Toilet		Clothes Washer	
Humidifier		Laundry Tray	
Urinal/Bidet		Showers	
Rain Leader			
Sink			
Floor Drains		Size	
Basin		Size	
Ejector Pump		Size	
Sump Pump		Size	
Other			
Total Fixtures			

ELECTRICAL: (Attach Plans)

Circle One: Alteration Repair Addition New Const

Name:

Company: Phone:

Address:

Separate underwriters inspection required

Total Fee:

MECHANICAL: (Attach Plans)

Circle One: Alteration Repair Addition New Const

Name:

Company:

Address:

Phone:

Total Fee:

ENERGY CONSERVATION: (Attach Plans)

R-Factors Walls:	Ceiling:	Floors:	
U-Factors Windows:	Skylights:	Doors:	
Green Points:			

Other Related Permits Needed:

Sprinklers	Pool
Fireplaces/Woodstoves	Fence
Road Opening	Other

Work Description:

Total Cost of Project:

Mechanical:

Electrical:

Plumbing:

Building (Total Less Mechanical, Electrical & Plumbing:

10 Doyle Street
Doylestown, PA

Phone: (215) 345-4140
DoylestownBorough.net

Borough of Doylestown

Department of Building and Zoning

Commercial Building Permit Application

Certification: I hereby certify that I am the owner of the subject property, or I am authorized by the owner to make this application, and that the work is authorized by the owner. I agree to comply with the Borough of Doylestown Code of Ordinances and the laws of the County of Bucks and the Commonwealth of PA. ACT 45 (UCC) . If a permit is issued as a result of the application, the Building Inspector is authorized to enter the property covered by such permit at any reasonable hour to inspect the work and enforce the provisions of the code. I understand I am responsible for scheduling all inspections.

Signature: Date:

Print Name:

APPLICATION PROCESSING RECORD (Borough Office Use Only) **Fee & Escrow Due Upon Submission**

Permit Number	Water Tapping Fee	Escrow Fee for New Connection:
	Zoning	
	New Construction	
	Renovation	
	Addition	
	Electrical	
	HVAC	
	Plumbing	Total fixtures: x $15 = + $200 = Total fee:
	L & I Fee	
	Others:	

Total fee:	Date:	Check Number:	Escrow:	Check Number:
Rec'd Date:	Rec'd Initials:			
HARB:	DEP:		Green Pts Meeting:	
ZHB:	BCWS:		Accessibility Plans	
Site Plans				
Architectural Plans:				
Plumbing Schematic:				
Shadow Plan:				
2 Checklists (Building Permit and Accessibility)				

APPLICATION REVIEW RECORD (Borough Office Use Only)

Date of Review:	Reviewer Signature:			
Permit is:	Approved	Denied	Returned	Other:

Comments/Conditions:

10 Doyle Street
Doylestown, PA

Phone: (215) 345-4140
DoylestownBorough.net

Borough of Doylestown Building and Zoning Department
10 Doyle Street, Doylestown, PA 18901
215.345.4140

COMMERCIAL BUILDING AND ZONING PERMIT APPLICATION COMPLETION CHECKLIST

YOU MUST COMPLETE THIS CHECKLIST AND ATTACH IT TO YOUR APPLICATION

Complete this application checklist by:

1. Writing the plan sheet number (or page number) where the listed information can be found in your application.

2. Check each box on the checklist to confirm that item is attached or shown on the plans on the sheet you referenced.

3. Signing the checklist on the last page.

Before submitting your permit and plans please double check that you have included the required information. More detail is better than less, and incomplete submissions will delay your permit.

A. Zoning/Site Plan (minimum scale than 20' = 1")

Provide 2 copies of the plans showing **all** of the following:

Applicant

- ☐ Zoning/ Site Plan information is on sheet or page _____.
- ☐ Name, address, and phone number of applicant and owner
- ☐ Address of site (location of the work)
- ☐ Note on plan as to whether property is/is not in HARB . (Circle One)
- ☐ North arrow & drawing scale
- ☐ Property lines & dimensions (measurements)
- ☐ Setback lines to indicate required yards
- ☐ Exiting improvements on the land and their dimensions– i.e. house, porch, deck, shed, driveways
- ☐ Proposed improvements and their dimensions– clearly indicated that this is the proposed work
- ☐ Distances from any existing and proposed structures to the property lines
- ☐ Streets and alleys (with labels)
- ☐ Driveway location and information
- ☐ Sidewalks, curbs, curb cuts, ramps, street lights, parking meters,
- ☐ Location and square footage of all structures on the property
- ☐ Total square footage of existing living space and square footage of proposed additional space
- ☐ Trees with trunk diameter of 6" or more that are located within 50 foot of proposed work
- ☐ Show all accessible parking spaces and signage per ICC/ANSI A117.1 and the *International Building Code* on site plan
- ☐ Show accessible curb cuts, ramps and access ways to the building
- ☐ Show all buffer and screening landscaping.

- ☐ Show trash enclosure and location
- ☐ Show all required parking and loading spaces and calculations

B. Building Plans (Preferred scale ¼" = 1')

Provide 2 copies of the plans showing **all** of the following:

Applicant

- ☐ Floor plan information is on sheet(s) or page(s) _____
- ☐ Structural plan information is on sheet(s) or page(s) _____
- ☐ Foundation plan information is on sheet(s) or page(s) _____
- ☐ Sectional detail is on sheet(s) or pages(s) _____
- ☐ Window and door schedule is on sheet(s) or pages(s) _____
- ☐ Code review is on sheet or page _____
- ☐ Name, address, and phone number of applicant and owner
- ☐ Address of site (location of the work).
- ☐ Drawing scale
- ☐ Building elevations for each side of structure
- ☐ Floor plan for each floor (including basement and attic) including square foot and room use identification
- ☐ Smoke detector placement is indicated in the floor plans
- ☐ Necessary egress windows are labeled as such the floor plans
- ☐ Foundation plans including all vapor barriers, insulation, and construction materials
- ☐ Crawlspace and attic ventilation information
- ☐ Type and location of all anchorage hardware, including specific type hold downs and hurricane straps
- ☐ Beam, header , girder, columns and post sizes and material
- ☐ Directions, size, support, placement, and spacing for all ceiling, framing, and roofing members
- ☐ Window and door schedule showing all sizes and energy efficiency information
- ☐ Stairways and handrails with measurements
- ☐ Floor and wall assemblies and treatment of any penetrations
- ☐ Fire separations and ratings
- ☐ Sectional view showing detail of footings through roof
- ☐ Header sizes and materials, include design calculations for any header longer than 6 foot.
- ☐ Dimensions of all required access openings
- ☐ Identify all construction materials
- ☐ Show all required energy efficiency features (For additions attach ComCheck sheet)
- ☐ Provide basement percentage-below-grade calculations.
- ☐ Indicate roof slopes and drainage systems
- ☐ Show fixed seating for assembly occupancy to allow determination of occupancy posting required by International Building Code.
- ☐ 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.
- ☐ 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.
- ☐ Show required ventilation louvers and vent sizes.
- ☐ 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. See sections 414 and 415 of the International Building Code.

C. Plumbing Plans (Preferred scale ¼" = 1')

Provide 2 copies of the plans showing **all** of the following:

Applicant

- ☐ Plumbing plan information is on sheet(s) or page(s) _____
- ☐ Riser diagram is on sheet(s) or page(s) _____
- ☐ All fixtures are shown
- ☐ All pipe and venting is shown
- ☐ Dimensions of all required access openings
- ☐ Manufacturers specifications are included for any mechanical vents

D. Mechanical Plans (Preferred scale ¼" = 1')

Provide 2 copies of the plans showing **all** of the following:

Applicant

- ☐ Mechanical plan information is on sheet(s) or page(s) _____
- ☐ Manufacturers spec sheets are attached for any piece of equipment being installed
- ☐ Location, type and fuel source for all mechanical equipment shown
- ☐ Location and CFM of all mechanical ventilation shown
- ☐ Size and location of all ventilation openings
- ☐ Diagrams of all duct work
- ☐ Indicate the design and/or operation for any of the following applicable life safety systems: emergency generators, smoke evacuation, shaft pressurization and relief, smoke detection, egress and emergency lighting, and fire alarms.

E. Electrical Plans (Preferred scale ¼" = 1')

Provide 2 copies of the plans showing **all** of the following:

Applicant

- ☐ Electrical plan information is on sheet(s) or page(s) _____
- ☐ Provide panel schedules with circuit and feeder loading, overcurrent protection, and NEC load summaries for all new and/or affected panels and services (loading has to be evaluated by highest phase); include fault current data, short circuit ratings and fault current protection co-ordination.
- ☐ Location and type of all outlets, switches and fixtures
- ☐ Provide a single line riser diagram showing all new and/or affected services, feeders, wire sizes and insulation types, and conduit sizes and types.
- ☐ All submittals should include a listing and labeling statement. (All electrical materials, devices, appliances and equipment shall be labeled and listed by a certified testing laboratory or agency.)

F. Fire Protection Plans (Preferred scale ¼" = 1')

Provide 2 copies of the plans showing **all** of the following:

- ☐ 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.

- ☐ 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
  - percent safety margin
  - Type of backflow-preventer or reduced pressure zone showing equivalent foot loss
  - Fire pump summary
- ☐ Note the type of sprinkler system used (e.g., 13, 13D, or 13R)
- ☐ 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 (per section 2303 of the International Fire Code) 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) Calculations for hydraulic systems should include:
  - Flow and pressure at each flowing sprinkler head
  - Flow diagram for a grid system.

G. Accessibility Plans (Preferred scale ¼" = 1')

Provide 2 copies of the plans showing **all** of the following:

Applicant

- ☐ Accessibility plan information is on sheet(s) or page(s) _____
- ☐ All accessible features of building, including routes both interior
- ☐ and site, entrances and means of egress, areas of refuge, facilities and elevations, hardware, handrail ramps and other requirements for an accessible building per IBC and ICC/ANSI A 117.1
- ☐ Dimensions and exact locations for all fixtures and controls
- ☐ Dimensions, content and locations of all signage

H. Required Documentation From Other Agencies

- ☐ Sewer connection permit or letter from BCWS copy attached
- ☐ Act 537 planning module exemption letter received from PA DEP and copy attached

Applicant signature:_____ Date:

Space Below For Building Department Use Only:

Plans are:

- ☐ **Approved**
- ☐ **Denied**
- ☐ **Returned for more information on above items that have been highlighted or are noted here:**

Borough of Doylestown Building and Zoning Department
10 Doyle Street, Doylestown, PA 18901
215.345.4140

Permit and Construction Inspection Information

It is the responsibility of the owner, applicant, and his/her construction representative to ensure that inspections are scheduled and completed. Any work that requires an inspection shall not be concealed without approval of the Building Inspector. Work that has been prematurely covered may require uncovering for inspection.

To schedule an inspection:

- Contact the Borough office at (215) 345-4140 between 8:30 a.m. and 4:30 p.m. to schedule inspections.
- DO NOT LEAVE A MESSAGE.
- Inspections must be scheduled a minimum of 48 hours in advance.
- Inspection appointments are half hour windows. We do our best to be there at the appointed start time however be aware the sometimes there are emergencies and delays. In the event of a delay that will interfere with your inspection we will try to call you at the number you provide when you make the appointment.
- If you do not need a scheduled inspection please call us to cancel.
- In order to request an inspection, you need to be prepared to provide the following information when making the request:
    1. Permit type and number
    2. Address of project
    3. Type of inspection requested

Standard Inspection Requirements:

RESIDENTAL BUILDING PERMITS – ADDITIONS/ALTERATIONS

The following inspections are required:

- Footings – after excavation is complete and forms, reinforcement, and grade stakes have been placed.
- Concrete pre-pour – all forms and reinforcement are set, vapor barrier in place, penetrations wrapped.
- Foundation backfill – prior to backfill, when foundation is complete, parging and dampproofing complete, foundation drains installed.
- Electrical – Electrical inspections are done by third party. Rough must be done before framing is scheduled. Click here for approved third parties.
- Mechanical – Piping, duct work, manufactured fireplaces, HVAC, etc. is installed but not covered.
- Insulation – Framing is approved and all insulation that will be concealed on the building final is installed with all baffles.

- Plumbing – Rough inspection and necessary pressure tests before fixtures are installed and before any work is covered.
- Rough framing – all rough framing is complete, mechanical, electrical, and plumbing roughs have been completed, fire stops, fire blocks, and fire caulk in place.
- Fireplace – See below.
- Final - when job is complete.

COMMERCIAL BUILDING PERMITS – MINOR ADDITIONS/ALTERATIONS

The following inspections are required:

- Footings – after excavation is complete and forms, reinforcement, and grade stakes have been placed.
- Concrete pre-pour – all forms and reinforcement are set, vapor barrier in place, penetrations wrapped.
- Foundation backfill – prior to backfill, when foundation is complete, parging and dampproofing complete, foundation drains installed.
- Electrical – Electrical inspections are done by third party. Rough must be done before framing is scheduled. Click here for approved third parties.
- Mechanical – Piping, duct work, manufactured fireplaces, HVAC is installed but not covered.
- Plumbing – Rough inspection and necessary pressure tests before fixture are installed and before any work is covered.
- Rough framing – all rough framing is complete, mechanical, electrical, and plumbing roughs have been completed, fire stops, fire blocks, and fire caulk in place.
- Fire suppression – call for information.
- Above Ceiling - before ceiling closure.
- Fireplace – See below.
- Insulation - Framing is approved and all insulation that will be concealed on the building final is installed with all baffles.
- Accessibility Inspection - At final.
- Other special inspections as required.
- Final - when job is complete.

DRIVEWAY/ PATIO/ WALKWAY

The following inspections are required:

- Paving base – when sub-base is compacted or when forms are all in place and sub-base is compacted.
- Final - when job is complete.

DECK
The following inspections are required:

- Pre pour of pier hole - pier hole inspection prior to pouring concrete.
- Rough framing inspection - (prior to decking installation) required on all decks 48" or less above grade.
- Final inspection - when work is completed.

ELECTRIC
The following inspections are required:

- Rough and Final Inspection - when job is complete, access to building is required.

FENCE
The following inspections are required:

- Final Inspection – when work is completed

FIRE PLACE
The following inspections are required:

- Footings.
- Foundation.
- Chimney throat/ damper.
- Framing.
- Final inspection when work is completed.

FURNACE/AC/WATER HEATER REPLACEMENT
The following inspections are required:

- Final inspection when work is completed – Inspector will require access to the electrical panel in the building.

ROOF REPAIR/ REPLACEMENT
The following inspections are required:

- Final inspection - when shingle work is completed.

SEWER REPAIR
The following inspections are required:

- Inspection is required when repair work is completed prior to backfilling.
- Property restoration inspection - when any outside excavation work has been restored.

SHED
The following inspections are required:

- Concrete prepour inspection– prior to concrete pour if concrete slab is constructed
- Final inspection - when job is complete.

SIGN
The following inspections are required:

- Final Inspection – when sign is installed

SPECIAL INSPECTIONS:
Special Inspections and inspections for new construction may include:

Fire Suppression System

Special Steel/Concrete Structures

Mechanical/Gas Line

Fire Prevention

Poured Concrete or Block Walls

Fire Alarm

Engineered Truss

Sanitary Sewer/ Water Service

BOROUGH OF DOYLESTOWN
BUCKS COUNTY, PENNSYLVANIA

Building and Zoning Department
MEMORANDUM

To: All Commercial Building Permit Applicants

From: Karyn Hyland, Director of Building and Zoning

Subject: Commercial Building Permit Applications

A recent change to state law now requires that all commercial building permit applications be accompanied by a letter of determination of the expected impact of the application on the current wastewater system before they can be considered as administratively complete.

Therefore all applicants for Commercial Building Permits must be accompanied by a review letter from Bucks County Water and Sewer or our staff will not accept them as complete.

Applicants may use the attached form to submit their letter or simply write their own. When the applicant receives a reply from the Water and Sewer authority a copy of it must accompany the building permit application.

Date:

Bucks County Water and Sewer Authority
1275 Almshouse Road
Warrington, PA 18976
Telephone: 215-343-2538
Toll Free: 800-222-2068
Fax: 267-200-0339

RE: _____ (Project address)

To Bucks County Water and Sewer:

I am applying to Doylestown Borough for a building permit for my property at

_____, Doylestown Borough.

The application is to perform the following work: (describe in detail)

Please issue a determination of the expected impact of the application on the current wastewater system.

Thank you,

_____

Applicant Name Applicant Signature

Applicant Address:
Applicant Phone:
Applicant Email:

Borough of Doylestown

Water Department

Flow Test and Will Serve Letter Request

Hours of Operation
Monday – Friday
8:30 a.m. – 4:30 p.m.

PROJECT INFORMATION

Property Address for Water Service: _____

Parcel Number(s): _____

Owner Name: _____ Owner Phone#_____

Owner Mailing Address: _____

Owner Email Address: _____

Applicant Name: _____ Applicant Phone# _____

Applicant Mailing Address: _____

Applicant Email Address: _____

Proposed Improvement (Check all that apply, Attach plan if applicable):

____Change in Use ____New Construction ____Addition

____Irrigation System ____ New/Replacement Connection to Main

Type of Structure(s) to be served by Doylestown Borough Water Department:

____ Single Family Residence ____ Residential Development

____ Multi-Family Residential ____ Commercial/Industrial/Institution

Expected Demand: Brief description of project that will receive Borough Service(s) (e.g. conversion of retail space to 50-seat restaurant with sprinklers)_____

_____

Demand Information:

Projected Fire Flow Demand (Gallons Per Minute): _____

Projected Daily Flow Demand (Gallons Per Day): _____

Number and Size of Connection(s): _____

Signature of Applicant: _____ Date: _____

APPLICATION PROCESSING RECORD (Borough Office Use Only)

Check Number: _____ Date Received: _____ Received by: _____

WATER DEPARTMENT REVIEW

____ Fire Flow Test Results Attached ____ Response to Will Serve Letter Attached

Anticipated Tapping Fee Based on Information Provided by Applicant _____

Number and Size of Meters (To be purchased at cost): _____

Comments: _____

_____

Water Director Signature: _____

cc: Building & Zoning Department

10 Doyle Street
Doylestown, PA 18901

(215) 345-4140
www.doylestownborough.net