

THE MUNICIPALITY OF BETHEL PARK

Permit Procedure for Commercial Construction Projects

I. Plan Submittal

Please submit the following to the Building Code Official:

- ☐ A Commercial Building Permit application prepared in its entirety and stamped by a PA Registered Design Professional.
- ☐ Construction documents in the form of plans and specifications prepared and stamped by a PA Registered Design Professional.
 - A minimum of two sets are required, however, additional sets may be submitted for approval at the request of the owner or agent.
- ☐ A “Statement of Special Inspections” and an acknowledgement of the “Certificate of Compliance” (when applicable) prepared and stamped by a PA Registered Design Professional.
- ☐ Zoning, Development Permits, Grading, Storm Water Management, Sewage Flow (EDU allocation), and any PA Highway Occupancy (as approved by PennDOT) must be approved by the Zoning and Engineering Departments prior to Building Permit approval as applicable.
 - Plumbing plans must be submitted to the Allegheny County Plumbing Department (412-922-6270) for approval.
 - Electrical plans must be submitted to Plans Examiners, Inc. for approval. An “Approved” Electric plan must be forwarded to the Building Inspection Department prior to the issuance of the Building Permit. Prints can be sent to:
Plans Examiner, Inc.
1000 Church Hill Rd. Suite 210
Pittsburgh, PA 15205
(412)787-1510
 - Elevator plans must be submitted to the PA Department of Labor and Industry for approval.
 - PA Health Department approval is first required for “Health Care Facilities”.

II. Plan Review

The Construction documents will be reviewed in order to verify compliance with the following codes:

- Pennsylvania Uniform Construction Code (PAUCC)
- International Building Code as adopted by the PAUCC
- Accessibility provisions as adopted by the PAUCC
- International Fire Code (only as referenced in the IBC)
- International Mechanical Code as adopted by the PAUCC
- International Fuel Gas Code as adopted by the PAUCC
- International Energy Conservation Code as adopted by the PAUCC
- Bethel Park Municipal Ordinance 7-12-93A

II. Approvals

A Building Permit may be issued once the following are approved, received and/or verified (when applicable):

- The Construction Documents/Building Plans that have been “Approved” by the Building Code Official
- Bethel Park Planning and Zoning Department approval
- Bethel Park Engineering Department approval (i.e. Grading, Storm Water Management, Flood Hazard Area, EDU allocation, H.O.P)
- Third Party “Approved” Electric Plans
- Allegheny County Plumbing Department Permit
- Labor and Industry Approved Elevator Permit
- Pennsylvania Department of Transportation Highway Occupancy Permit
- Bethel Park Sewer Tap Permit
- A Certificate of Workman’s Compensation Insurance from the general contractor’s insurance company showing Bethel Park Municipality as “Certificate Holder.”
- Restoration Bonds and Fees
- Allegheny County Conservation District approval
- Allegheny County Public Works approval for road or storm sewer/utility access

II. Inspections

a.) It is the permit holder’s responsibility to schedule inspections and obtain a “Certificate of Occupancy” per the “PAUCC Inspection Procedure”.

b.) Please have the “approved plans” on site for reference during inspections.

c.) Provide any proposed changes to the Building Inspection Department for review/approval prior to construction.

d.) Please provide 24 hour notice for inspections and have the permit number available. All Inspections may be schedule by contacting the Building Inspections Secretary at 412-831-6800, ext. 130

NOTE: - Special Inspections must be coordinated through the “approved” Special Inspection agency and Design Professionals.

- Electric Inspections must be coordinated through Plans Examiners, Inc. Inspection Agency at: (412)787-1510

- Plumbing Inspections must be coordinated through the Allegheny County Plumbing Department (412-922-6270).

- Elevator Inspections must be coordinated through the PA Labor and Industry Department.

II. Inspections (Con't)

The permit holder shall notify the Building Department when the following work is ready for inspection:

- ❖ Footer, prior to concrete
- ❖ Foundation, prior to framing
- ❖ Under-Slab Inspection, prior to pouring of concrete
- ❖ Framing / Structural, after rough plumbing & electrical have been approved
- ❖ Mechanical, once all ducting and other components are sealed and complete
- ❖ Fire Protection systems
- ❖ Insulation
- ❖ Fire Walls / Fire Partitions / Smoke Barriers, Etc.
- ❖ Fire Protection and Alarm testing
- ❖ Final Building Inspection: To be performed after all items pertaining to the building permit issued have been completed. These items include, but are not limited to:

A. General Building:

- Interior and Exterior Finish
- Egress
- Final Grading
- Site Plan Compliance
- Roofing Materials / Flashing

B. Electrical Work

C. Plumbing Work

D. Accessibility (including Site)

E. Fire Protection Systems including:

- Hood extinguishing (Ansul) and ventilation (Duct) system inspections

F. Mechanical Work

G. Energy Conservation

The Building Code Official will issue a Certificate of Occupancy once it is verified that the construction complies with the Uniform Construction Code and that the building can be occupied safely.