



## WARRINGTON TOWNSHIP CODE ENFORCEMENT OFFICE

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### ***COMMERCIAL ALTERATIONS*** ***Plan Submittal and Inspection Requirements***

*The following information will provide guidance and instruction for submittal of a building permit application consisting of a proposed construction for finishing/ remodeling a commercial space. The contractor constructing the alterations should note regulations and codes might be changed without notice. Further questions or comments can be referred to the Commercial Building Inspectors Office prior to submission to make certain of information.*

#### **Step 1: Permits and Plan approval process:**

*A permit is required by Warrington Township prior to construction. The information being provided are general requirements that should be considered as part of a commercial tenant remodeling project and because each building project is different, additional information may be required.*

#### **For submission, the following is needed:**

1. A completed, signed Building Permit Application.
2. A zoning permit must be applied for and approved prior to submission of a building permit application. (Construction plans will not be reviewed until zoning is approved).
3. State Department of Labor and Industry approval must be submitted for elevators and boilers.
4. Approval letter from the Bucks County Board of Health (If required).
5. Two (2) sets of construction drawings (detailed and to scale) showing the following:
  - a. The drawings and any specifications must be signed and sealed by a design professional that is licensed in the State of Pennsylvania.
    - i. Copies of sealed plans are not acceptable. If embossed seals are used, they must be shaded to enable identification if plans are copied for recording purposes.
  - b. Show the work being performed
  - c. Complete details of the following: foundation plans, framing plans (structural details), architectural layout plans with code required, travel distances, egress requirements, accessibility requirements, fire rated assemblies type with listings, fire/draft stopping requirements, etc.
  - d. Structural load calculations, wind loads, snow loads, seismic, etc.
  - e. Energy Code: U.S. Department of energy, COM check program is recommended. You can find COM check at [www.energycodes.com](http://www.energycodes.com).
  - f. Two accessible route plans showing the accessible path from the required parking spaces to all accessible location within the building(s) with complete dimensions and details.
6. Plan Details should consist of:
  - a. **Site Location Plan:** Indicate the location of the tenant in the building. The site location plan (key plan) should indicate the building's exits, stairs, ramps, and corridors.
  - b. **Include dimensions to:**
    - i. Property lines, set back lines, all outside dimensions of structure/s proposed and existing.
    - ii. Parking including accessible parking and route.
    - iii. Location of onsite systems, including septic systems, holding tanks, fuel tanks, and wells.

- iv. Electrical service and or transformer location, etc.
- c. **Code Data Summary:** The code data for the building is required to be on the plans. This should include the code edition, construction type, use group, occupant load, tenant square footage, fire suppression status, and fire alarm status.
- d. **Partition Schedule:** Clearly identify the different types of partitions with appropriate labels and details. Identify the construction materials, fire-resistance design ratings, and how walls will terminate at the top.
- e. **Fire Rated Assemblies:** Label any existing fire-rated assemblies such as those associated with rated corridors, tenant separations, occupancy separations and specific use separations.
- f. **Door/ Window Schedule:** Provide a door and window schedule. Show door and frame assembly ratings, door sizes, hardware and any closing or locking information. If sidelights are provided, include the type of glazing, size and frame information.
- g. **Accessibility:** Compliance date should verify how to comply with the ADA regarding the path of travel to the altered area would be accomplished. It should be noted that the IBC references the 2009 International Construction code. A schedule on the plans or letter from the architect stating the path of travel is in compliance with the standards is acceptable.
  - 1. Diagrams from ICC/ANSI A117.1- 2003 edition showing the clearances for fixtures, turning radius, grab bar locations, lavatory clearances, alter closets, drinking fountains, etc., is acceptable.
  - 2. Where latch-side clearance may be an issue on doors, show dimensions on the plans.
- h. **Floor Plan:** Complete floor plan should include dimensions, materials, and exit locations.
- i. **Fire Resistance Design Information:** Provide fire-resistant design information including through-stop penetration designs.
- j. **Elevations:** Prepare a building elevation drawing if any changes are being made to the outside of the building.
- k. **Electrical plans:** Plans should include general notes describing the scope of the electrical work to be performed. Plans shall clearly indicate any new work that is being performed. To verify code compliance, information shall include, but not be limited to the following:
  - i. Completed electrical floor and ceiling plans where new lighting systems are being installed.
  - ii. Complete panel schedules where new panels are being installed.
  - iii. Indicate the location and types of all exit signs and emergency egress lighting.
  - iv. In buildings with fire alarm systems, indicate the location of all smoke detectors, fire alarm pull stations, fire alarm panel, heat detectors, fire horns, and strobes. Include the decibel and candela ratings for the horns and strobes.
  - v. List all electrical materials and wiring methods that are to be used.
  - vi. For new, replaced, upgraded services or feeders, provide an electrical riser diagram.
    - 1. The line diagram should indicate all types and sizes of conductors, conduits, and any other electrical components.
    - 2. The grounding methods need to be clearly defined.
- l. **Plumbing Plans:** Plans shall provide notations describing the scope of plumbing work to be performed. Plans shall clearly show any new work that is being performed. To verify code compliance, information shall include, but not be limited to the following:
  - i. All equipment, fixture and material specifications must be submitted;
  - ii. Plumbing floor plans, including all new sanitary drains and water lines being installed or replaced;
  - iii. List the materials to be used;

- iv. Indicated the size, slope and locations of all new piping;
- v. Include a plumbing riser diagram that indicated all new sanitary drain, waste, vent piping or indirect waste requirements for facilities that are required to be accessible shall be shown in detail;
- vi. Show roof drainage systems, grease interceptors, separators, etc.;
- vii. If a grease interceptor is required, the Warrington Township Water and Sewer Department (215-343-1800) must also approve the plans;
- viii. Changes in use or other modifications that significantly alter the quantities or types of discharge to the sanitary sewer permit from the Warrington Township Water and Sewer Department.

m. **Mechanical Plans:**

- i. Plans shall provide notations describing the scope of mechanical work to be performed. For motor tenant upgrade, mechanical information may be limited to only the work included in the remodel (such as, differuses relocation with no changes to trunk lines).
  - ii. Where changes in use occur that necessitate different air supply requirements or HVAC units and or distribution systems are being codified, sufficient information is required on the plans to verify compliance with the code provisions including, but not limited to the following:
    - 1. The location, size, and materials used for all ducts, plenums, vents, and piping;
    - 2. Mechanical floor plans indicating the location of all main duct run;
    - 3. Locations and specifications for all mechanical equipment including boilers, water heaters, exhaust hoods, exhaust fans, chillers, and HVAC equipment;
    - 4. For any change in use or addition of new mechanical systems, provide complete air balance schedule including the quantities of outside air introduced into the building, the amount of air exhaust from the building and the amount of air re-circulated;
    - 5. The location of all smoke detectors used to shut down the air handling system and the method used to monitor the detectors;
    - 6. Complete mechanical floor plans for finished areas of the building.
      - a. For restaurants installing hood and duct systems, if you are installing a pre-manufactured hood, submit the manufacturer's listing information. If you are installing a site-built kitchen hood, provide drawings and specifications in accordance with the 2009 International Mechanical Code.
7. **Permit Approval:** At the time of permit approval the applicant ***will be informed*** of approval and costs (**See Fee Schedule**). At this time contractors must be registered with Warrington Township fulfilling requirements or the permit will not be released.

**Step 2: Inspections:**

***Building inspections are required at specific phases during construction and will be listed on the permit application. Once permit and plans are on site (and a copy should remain on site) follow the list of inspections on the Permit or as follows below. To schedule an inspection call the permits office 2-4 days in advance of inspection time needed at 215-997-7501.***