Borough of Mars
301 Arch Street 1st Floor
Mars, PA 16046 www.marsborough.com
(724) 625-1858

Commercial Building Application

PA UCC Building Permit Application

Type of Application: ___New Construction ___Addition ___Alteration ___Demo

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Date of Application: _____

Name of Applicant:_____

Location of Property: _____

_____

Municipality: _____ County of: _____

Subdivision: _____ Lot # _____

Zoning District: _____ Tax Map # _____

Name of Owner: _____

Name of Business: _____

Address: _____

_____

Phone / Cell # ( ) _____ Email: _____

Pennsylvania Registered Design Professional Information:

Architect or Engineer Name: _____

Address: _____

_____ Phone# ( ) _____

PA License# _____

Check out: www.cea-code.com for helpful guidelines to most common code and procedure questions.

Contractor or Sub Contractor Information:

General Contractor Name: _____

Address: _____

_____

Phone / Cell ( ) _____ E:mail _____

Contractor's Workman's Compensation Policy: Y / N
Policy # _____ Effective Date: _____ (Provide Sheet)

Waiver of W/C: Pennsylvania requires proof of valid Workman's Compensation or a notarized waiver of Workman's Compensation. (Attached: Notarized Copy)

Owner or Responsible Party must submit to CEA Code Enforcement Agency, a list of all known Contractors and Sub-Contractors who will be associated with the above application.

In addition, CEA Code Enforcement Agency will require a certificate or proof of Workman's Compensation for all workers outside sole proprietors, general liability certificate and certificate or proof of State of Pennsylvania Home Improvement Contractor registration prior to issuing any Building Permit.

Applicant's Certification

As the owner or the authorized agent for the project which this application is filed, I certify that:

1. The description of use, estimated construction coast and all others information provided as part of this application for a building permit is correct.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from the municipality.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with CEA Code Enforcement Agency.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to CEA Code Enforcement Agency.
6. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.
7. If signed by someone other than the construction owner, this work has been authorized by the owner of record and I have been authorized by the owner to complete this application on his behalf.

Construction Information

Building Type: _____ IBC Code Volume_____ Sprinklered? _____

No of Stories:_____ Construction Type: _____ Occupant Load_____

Other: _____

Existing Structure: _____ Year Built: _____ Last Certificate of Occupancy _____

Accessibility Review (required) _____ 20% _____

IEBC Plan Review Method: Prescriptive / Performance Other: _____

Type of Rennovation / Alteration Level: I II III

GFA: Gross Footage Area: _____ Estimated Costs: _____

Permits Required: Building Permit Electrical Permit Mechanical Permit

Demolition Permit Plumbing Permit

Estimated Construction Time: _____

Description of Project: _____

_____

_____

_____

The permit applicant shall submit construction documents in a format approved by the building code official. Construction documents shall be clear, indicate the location, nature and extent of the work proposed, and show in detail that the work will conform to the Uniform Construction Code.

2021 International Building Code (IBC) Commercial Code requires (**2 sets**) of designed drawings be sealed by a Pennsylvania Architect or Engineer prior to submission of application. A copy of Commercial Plans Examination Guidelines is available at the Building Department.

Large Format File transfers electronically are available by request.

All Applicants must have COMcheck performed and attached for Energy Compliance.

ALL areas must be properly completed for this legal application.

Sanitary / Septic Information

Permit Required: YES NO

SEPTIC OR SANTIARY SYSTEM? _____ SEO required? _____

Project: _____ Tap Permit # _____

Lot/Plan: _____ # of EDU(s) _____

Allocation Year: _____

Approved by: _____ Date Issued:_____

Payment:	TFE	Amount:	CK#	R#
	Check	Amount:	CK#	R#
	Cash	Amount:		R#

Construction documents shall contain a site plan that is drawn to scale. The building code official may waive or modify the following site plan requirements if the permit application is for an alteration or repair or if waiver or modification is warranted. Site plan requirements include all of the following:

(1) The size and location of new construction and existing structures on the site.

(2) Accurate boundary lines.

(3) Distances from lot lines.

(4) The established street grades and the proposed finished grades.

A permit applicant shall submit an application to the building code official and attach construction documents, including plans and specifications, and information concerning special inspection and structural observation programs, Department of Transportation highway access permits, all other permits or approvals related to the construction required under § 403.102(n) (relating to municipalities electing to enforce the Uniform Construction Code) and other data required by the building code official with the permit application. The applicant shall submit three sets of documents when the Department conducts the review.

The Commonwealth of Pennsylvania established the Uniform Construction Codes (UCC) under Act 45 of 2004, a copy of ALL applicable codes and UCC standards are available online at: **www.pa code.com**. I certify by the signature below, the information presented here is accurate and lawful under 34. PA Code § 403.42 (a) Permit Application.

COMMERCIAL APPLICATIONS require a plan review within (30) thirty business days of the accepted application. (Excluding any local Zoning Approval)

ALL plan review information of this application shall be in writing from CEA Code Enforcement Agency to the responsible party of this application. Failure to provide all information required by the PA UCC shall delay the process in receiving a UCC Permit.

THIS APPLICATION IS A LEGAL DOCUMENT: Any changes or additional information recorded on this application must be made by the applicant, agent or responsible party that signed the application. All requested areas of information within this application shall be completed before acceptance of the application at the Building Department.

**** Failure to properly or legally complete this application shall result in being returned to the applicant for review without legal acceptance. Must be legible for reading.**

Legal Disclaimer: Please Read Before Signing Application

By signing this application, I acknowledge and agree to the following:

1. **Compliance with PA UCC**
   I understand that all construction, design, and related activities must comply with the **Pennsylvania Uniform Construction Code (PA UCC)** and any applicable municipal amendments. It is solely my responsibility, as the applicant, to ensure full compliance with all statutes, local regulations, and code requirements under the PA UCC.
2. **Responsibility for Submitted Materials**
   I am solely responsible for the accuracy, completeness, and compliance of all plans, specifications, and supporting documents submitted with this application. All design documents must be prepared in accordance with the PA UCC and, where required, by a licensed design professional under Pennsylvania law.
3. **Plans Examination and Code Enforcement Limitations**
   I acknowledge that the **Building Code Official, Plans Examiner, or Code Inspector** assigned to this project is prohibited from:
   - Designing plans or providing design solutions.
   - Assisting in overcoming technical infeasibility.
   - Permitting construction or occupancy without full compliance with all applicable code stages, inspections, and permit audits.

   Their role is limited to reviewing submitted documents, conducting inspections, and enforcing compliance as required by law.

4. **Applicant's Sole Responsibility**
   Myself, my contractor, agent, or designer bear full responsibility for meeting all code requirements throughout the **plans examination process**, **construction process**, and **occupancy process**. Failure to comply may result in enforcement actions, penalties, or denial of permits and certificates of occupancy as provided under **Act 45 of 1999** and **34 Pa. Code Chapter 403**.

I will be acting on behalf of the owner as:

___Architect ___Engineer ___Contractor ____Agent ___Owner

___ Other: _____

Signature of Applicant: _____ Date _____
(Must be Legible)

Municipal Information

Jurisdiction Acceptance Date: _____ Time: _____.

By: _____

Application Requirements: Land Survey Site Plan Plot Plan (Attached)

Zoning / Planning / Engineering Approval

Commercial: 2-Sets of Design Drawings by: PA Registered Architect or Engineer.

Workman's Compensation information sheet / Notarized Waiver of W/C .

CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025

1-866-410-4952 www.cea-code.com

CEA ELECTRICAL INSPECTION APPLICATION

_____ _____

Date Jurisdiction

RESIDENTIAL (<400A) COMMERCIAL

(Single Family, Duplex & Townhouse) (All other)

Utility / Power Company Name: _____

Name of Applicant: _____

Address of Permit: _____

_____

Contact # ( ) _____ Email:_____

Work Order #_____ Date Issued: _____

Electrician Information:

Name: _____ Contact # ( ) _____

License# _____

Company Name: _____ Contact# ( ) _____

Type of Inspection: Single Phase 3 Phase 120/240v 480v (+)

New Service D/C & R/C Upgrade Damaged Panel/Service

Underground Generator Overhead Transformer Solar (PV)

Other: _____

_____

Signature of Requestor

CEA – Electrical Department

(412) 455-3400

electrical@cea-code.com

CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025

1-866-410-4952 www.cea-code.com

Electrical Permit Application – Narrative

This narrative is intended for the applicant to help explain in detail the work order or scope of project being applied for under the International Residential & Commercial National Electric Code. All NEC or IRC (electrical) ***under* 480V or 400Amps shall provide a narrative. CEA Electrical Plans Examiner may request a submittal of specs or designed engineered plans if necessary, as additional information to this narrative. Electrical Applications will not be reviewed without a narrative *or* stamped engineered design drawings.

_____ _____

Applicant Name Date

_____

_____

_____

_____

_____

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_____

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_____

_____

Signature of Applicant

CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025

1-866-410-4952 www.cea-code.com

COMMERCIAL ELECTRICAL POLICY

Policy E25-003-CEA

Effective September 1, 2014, all Commercial Electric permits issued by CEA will need to begin with an Application submitted by an Architect, Engineer, Licensed Electrical Contractor, General Contractor or Electrician to the main offices of CEA located at 1633 Route 51, Jefferson Hills, PA 15025. Application for Commercial Electrical emailed to CEA offices at: electrical@cea-code.com.

Applications are available by mail or online at: www.cea-code.com

The Commercial Application will be reviewed by CEA Electrical Department and upon approval and procurement an ELECTRICAL PLACARD will be issued by the Chief Electrical Inspector. This placard must be remain in a visible area during all phases of electrical work or until "Final Inspection" is approved. Pennsylvania Uniform Construction Code (UCC) under Act 45 of 2004 permits up to **30** days for review and approval.

Any additional information requested by the Electrical Inspector or Electrical Plans Examiner is the sole responsibility of the APPLICANT.

Any changes or change orders approved by the Architect or Engineer after a placard has been issued must be approved by the Chief Electrical Inspector or by the Electrical Plans Examiner prior to proceeding forward.

Payments due to CEA for Electrical Permit or Plans Examination are due PRIOR to the issuance of the placard. No inspections or final inspection shall be made until permit fees are paid in full. All additional payments for change orders or additions to original application must also be paid in full prior to any request for "final inspection".

All inspections requested of the Electrical Inspector must be submitted a minimum of **24-hours** in advance of the request by contacting CEA Offices at: (412) 455-3400 and have your open electrical permit number ready.

All cut card requests for power companies or certificate of electrical compliance requests must be submitted to CEA at least 5 days prior to any final inspection request.

Failure to comply with any portion of the Uniform Construction Code (UCC) or the current version of the NEC National Electrical Code may result in permit being suspended or withdrawn and the Building Code Official being notified for a "Stop Work Order" or Citation.

CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025
1-866-410-4952 www.cea-code.com

PA L&I A191 Permit# _____

APPLICATION & PERMIT FOR ELECTRICAL INSPECTION

Applicant must complete required sections for issuance of certificate of compliance; no certificate will be issued on an incomplete application.

Municipality _____ County, State _____

Address _____ Lot # _____ Development _____

Owner _____ Occupant _____

Owner Telephone _____ Use of Structure _____

Utility Company _____ Pole/Trans# _____ Meter# _____

Directions _____

Type of Inspection: Service Entrance Rough Final Temp. Service Survey Other _____

		Qty.			Qty.			Qty.
Service Equip.	Amp		Receptacles			Oven	KW/Amp	
Service Equip.	Amp		Switches			Range	KW/Amp	
Service Equip.	Amp		Fixtures			Cooktop	KW/Amp	
No. of Meters			Ceiling Fans			Dryer	KW/Amp	
Sub Panels	Amp		Air Cond.	Hp/Amp		Pump	Hp/Amp	
Sub Panels	Amp		Dishwasher	Hp/Amp		Whirlpool/Spa		
Sub Panels	Amp		Disposal	Hp/Amp		Hot Tub		
Sub Panels	Amp		Hood/Vent Fans			240 Volt Receptacle		

Type of Work: New Rewire Emergency

		Qty.			Qty.
Heat Pump			Disconnects	Amp	
Water Heater	KW/Amp		Disconnects	Amp	
Feeders			Disconnects	Amp	
Feeders			Emer./Exit Units		
Transformers	KVA		Other Equip.		
Transformers	KVA				
Transformers	KVA				
Smoke Alarms					

Motors: Qty	1/20	1/12	1/10	1/8	1/6	1/4	1/3	1/2	3/4	1	1 1/2	2						
Motors: Qty	3	5	7 1/2	10	15	10	15	20	25	30	40	50	75	100				
Electric Heat: Qty	500	750	1000	1250	1500	1750	2000	2250	2500	2750	3000							

INVOICE for ELECTRICAL SERVICES – PAYABLE to CEA.

Applicant _____ Address _____

Business Name _____ City, State, Zip _____

Applicants Signature _____ Telephone _____ Fax _____

Email _____

Fee Due at time of Application$ _____ **No Inspection will be Finalized until payment is made.**

Inspector Signature: _____ **Date:** _____