

Borough of Wyomissing UCC Commercial Building Permit Application & Instructions

Kraft Code Services, LLC, is responsible for performing all Uniform Construction Code building plan review and related inspections. All building permit and plan review related questions should be directed to Kraft Code Services at 610-775-7185 or contact@kraftcodeservices.com.

Permit related inspections can be scheduled by calling 610-775-7185.

Below are basic guidelines for the submission of a commercial building permit application.

- Building permit applications will not be accepted without being accompanied by a permit deposit fee of \$125.00, payable to the Borough of Wyomissing.
- **The completed permit application must be accompanied by two (2) sets of plans, prepared and stamped and sealed by a registered architect or a licensed professional engineer, licensed in the Commonwealth of Pennsylvania.**
- Building plans submitted with the permit application should include all architectural and structural details for the areas to be included with the permitted work, along with plumbing, mechanical, electrical, fire protection and accessibility details and specifications, where applicable.
- Two (2) sets of the site plan for the project must be attached to the permit application and adequately show all property line setbacks, the existing and proposed building footprint at grade level, and the square footage of all existing and proposed paved surfaces.
- If applicable, full engineering data and calculations must be submitted with all commercial building permit applications. These would include but are not limited to: fire protection calculations, HVAC ventilation schedules, plumbing fixture unit calculations, fuel gas pipe sizing calculations, electrical service calculations, etc.
- An Energy Conservation Code compliance certificate or equivalent must be submitted with all applications for new construction.
- A copy of the approval letter for E&S control from the Berks County Conservation District should be submitted, if applicable.
- **The UCC permits a 30 business day review period for all commercial building permit applications. NO WORK SHALL BEGIN ON ANY PROJECT UNTIL A BUILDING PERMIT HAS BEEN ISSUED AND PAID FOR IN FULL.**
- A Certificate of Workman's Compensation Insurance must be submitted with this application.

The approved/issued building permit will be accompanied by a permit card and supporting documentation that will be returned to the applicant upon receipt of payment in full for the permit. The permit will detail all required inspections specific to the project. The permit card and associated plans and other documents MUST BE KEPT ON THE PROJECT SITE AT ALL TIMES.

Staff Use Only

Date Received at Borough Hall: _____

Date/Amount Permit Deposit Paid: _____

Cash? Y / N

Check# _____

Received By: _____

BOROUGH OF WYOMISSING, BERKS COUNTY
UCC COMMERCIAL BUILDING PERMIT APPLICATION

BUILDING PERMIT NO: _____ DATE PROCESSED: _____

SITE ADDRESS: _____

TOTAL LOT AREA IN SQUARE FEET: _____

APPLICANT: _____

ADDRESS: _____

TELEPHONE: _____ CELL: _____ EMAIL: _____

PROPERTY OWNER: _____

CONTRACTOR: _____ TEL#: _____

ARCHITECT: _____ TEL#: _____

TYPE OF WORK OR IMPROVEMENT: (CHECK ALL THAT APPLY)

- New Building Addition Alteration Repair Demolition Relocation
 Foundation Only Plumbing Mechanical Electrical Sign Fire Protection
 ADA/Accessibility Change of Use

Describe Scope of Work: _____

ESTIMATED COST OF CONSTRUCTION (To include time and materials): _____

****Detailed estimates may be requested to verify underestimated values****

CONSTRUCTION TYPE (IBC CHAPTER 6): _____

DESCRIPTION OF BUILDING USE:

Specific Use: _____ Use Group: _____ **Change in Use?** Yes No

Business Name: _____

If Change in Use, Indicate Former Use: _____ Maximum Occupancy: _____

DOES OR WILL YOUR BUILDING CONTAIN ANY OF THE FOLLOWING:

- Fire Alarm System: Yes No
Elevator/Escalator/Lifts/Moving Walks: Yes No
Automatic Sprinkler System: Yes No

BUILDING DIMENSIONS:

Existing Building Area (S.F.): _____ No. of Existing Stories: _____

Proposed Building Area (S.F.): _____ No. of Stories Proposed: _____

Total Building Area (S.F.): _____ Height Above Grade: _____

Gross Area of Grade Level Floor (S.F.): _____

BOROUGH OF WYOMISSING, BERKS COUNTY
UCC COMMERCIAL BUILDING PERMIT APPLICATION

FLOODPLAIN:

Is the site located within an identified flood hazard area? ___ Yes ___ No
Will any portion of the flood hazard area be developed? ___ Yes ___ No

Owner/Agent shall verify that any proposed construction and/or development activity complies with requirements of the National Flood Insurance Program and the Pennsylvania Flood Management Act (Act 166-1978), specifically Section 60.3(d).

The applicant certifies that all information in this application is correct and the work will be completed in accordance with "approved" construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Borough of Wyomissing. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the Borough of Wyomissing or any other governing agency. The applicant/owner certifies he/she understands all the applicable codes, ordinances, and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant/Authorized Agent _____ Date _____

Telephone #: _____

Signature of Property Owner _____ Date _____

Telephone #: _____

STAFF USE ONLY

BUILDING PERMIT DENIED: _____ **DATE:** _____ **DATE RETURNED:** _____

BUILDING PERMIT ISSUED: _____ **DATE:** _____ **PERMIT #:** _____

CODE ADMINISTRATOR: _____

PLAN REVIEW: ___ YES ___ NO **FEE:** _____

DATE ISSUED: _____ **DATE EXPIRES:** _____ **PERMIT #:** _____