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# COMMERCIAL BUILDING PERMIT APPLICATION

## PRE-APPLICATION CHECKLIST

Project Location/Street Address: \_\_\_\_\_

REQUIRED FOR ALL APPLICATIONS	
	<b>Complete project location/street address.</b> Search Lancaster County's Property Tax Inquiry website at <a href="http://lanasterpa.devnetwedge.com">lanasterpa.devnetwedge.com</a> if unsure whether property is located within City of Lancaster boundaries.
	<b>Complete Applicant Information and/or designate an Authorized Agent.</b> The Applicant/Authorized Agent shall be main point of contact throughout permit application process as well as subsequent inspections.
	<b>Complete Lessee Information,</b> if applicable.
	<b>Complete Property Owner information.</b> Complete all information OR check box if same as applicant above.
	<b>Complete Contractor information.</b> Home Improvement Contractor's (HIC) Registration number may be found at <a href="http://hicsearch.attorneygeneral.gov">hicsearch.attorneygeneral.gov</a> .
	<b>Application signed by Property Owner OR Authorized Agent,</b> including date, printed name and phone number.
	<b>Site plans submitted online.</b> These plans shall include all architectural and structural details, along with plumbing, mechanical, electrical, fire protection and accessibility details & specifications. <i>All building plans must be prepared, stamped, and sealed by either a registered architect or professional engineer licensed in Pennsylvania.</i>
	<b>Scope of work attached.</b> Attach with this application a signed copy of the contractor's estimate, proposal, or contract. Indicate project cost, including fair market value of labor and materials.
ZONING HEARING BOARD OR SUBDIVISION/LAND DEVELOPMENT DECISION	
	If applicable, attach a copy of Zoning Hearing Board and/or Subdivision/Land Development decision letter indicating any stipulations to this project/property.
INITIAL EACH TO ACKNOWLEDGE	
	By submission of this application, Applicant/Authorized Agent hereby certifies and agrees that applicant assumes the responsibility of locating all property lines, setback lines, easements rights-of-way, flood areas, etc. and that the issuance of a permit upon approval of submitted construction documents shall not be construed as authority to violate, cancel, or set aside any provisions of applicable federal, state, or local law.
	By submission of this application, Applicant/Authorized Agent hereby certifies and agrees to allow City Code Officials to enter the location subject to the permit at any reasonable hour necessary to enforce the provision of applicable codes and to make inspections as required.
	By submission of this application, Applicant/Authorized Agent hereby certifies and agrees that the property, building, or tenant space shall NOT be used at the completion of the project until all special stipulations have been complied.
	Projects may be subject to additional reviews, such as Engineering, Stormwater, Historic and/or Zoning, as determined. Additional permit applications may be required by the Bureaus listed above as part of the review process.
	The City may utilize a Third-Party Code Review & Inspection Agency. This agency will invoice the Applicant directly for review and inspection fees. These fees are in addition to the City's permit fees.
	Once all applicable reviews are complete, a notice of approval will be sent to the Property Owner OR Authorized Agent via email with a balance due and payment instructions. <b>IMPORTANT: No work or installation shall commence prior to the approval and issuance of a permit. Please allow up to 30 business days for Commercial Building Permit Application review.</b>
	Upon issuance of the building permit, a permit placard along with supporting documentation will be returned to the permit applicant upon payment of permit fees. <b>The permit will detail all required inspections that are specific to the project for which the permit has been issued.</b>

Notice to taxpayer: Pursuant to Ordinance No. 20-2019, you may be entitled to an exemption from tax on your contemplated improvements by reassessment through the Local Economic Revitalization Tax Assistant (LERTA) Program. See the link below for enrollment application and eligibility details: [cityoflanasterpa.gov/local-economic-revitalization-tax-assistance-lerta/](http://cityoflanasterpa.gov/local-economic-revitalization-tax-assistance-lerta/)

By my signature, I acknowledge that I have read, understand, and agree to the information above.

OWNER OR AUTHORIZED AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_



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# COMMERCIAL BUILDING PERMIT APPLICATION

Project Location/Street Address: \_\_\_\_\_

**PROJECT COST** (Fair market labor & material - all trades and project components must be included): \_\_\_\_\_

**CONSTRUCTION TYPE** (IBC Chapter 6) \_\_\_\_\_

**DESCRIPTION OF BUILDING USE**

Specific Use: \_\_\_\_\_

Business Name: \_\_\_\_\_

**CHANGE IN USE** .....  Yes  No

If yes, indicate former use: \_\_\_\_\_

Maximum Occupancy Load: \_\_\_\_\_

**DOES OR WILL YOUR BUILDING CONTAIN ANY OF THE FOLLOWING:**

Fire Alarm System .....  Yes  No

Automatic Sprinkler System .....  Yes  No

**BUILDING DIMENSIONS**

Existing Building Area: \_\_\_\_\_ ft<sup>2</sup>      Number of Stories Existing: \_\_\_\_\_

Proposed Building Area: \_\_\_\_\_ ft<sup>2</sup>      Number of Stories Proposed: \_\_\_\_\_

Total Building Area: \_\_\_\_\_ ft<sup>2</sup>      Height of Structure Above Grade: \_\_\_\_\_

Gross Area of Grade Level Floor: \_\_\_\_\_ ft<sup>2</sup>

Is this property located in a floodplain area? .....  Yes  No

A local Regulatory Floodplain Elevation Certificate is required for any project located within a floodplain area.

Do Zoning Hearing Board stipulations apply to this project/property? .....  Yes  No

Do Subdivision/Land Development stipulations apply to this project/property? .....  Yes  No

Are windows, doors, or exterior materials being changed or updated at this property? .....  Yes  No

Is the property condemned? .....  Yes  No

Is a Stormwater Permit required for this project? .....  Yes  No

Has a Stormwater Permit Application been submitted? .....  N/A  Yes  No

**ALL APPLICATIONS MUST BE SUBMITTED TO THE CITY OF LANCASTER**

**The City reserves the right to contract with one or more third-party agencies to act as the municipality's agent for administration and enforcement of Act 45 provisions. All fees associated with this permit will be paid to the third-party agency.**

*By signing below, Applicant or authorized agent hereby certifies and affirms they are the property owner (Owner) or Owner's Authorized Agent or designee, the information on this application is true and correct, and the permitted work will be completed in accordance with the construction documents submitted in conjunction with this application and applicable law, including but not limited to, the Uniform Construction Code, state law and ordinances of the City of Lancaster.*

OWNER OR AUTHORIZED AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

**CITY OF LANCASTER USE ONLY**

Application Number: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Code Compliance Review/Approval: \_\_\_\_\_

Date: \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_ + State Fee: \$4.50 = Total Fee: \$ \_\_\_\_\_