



City of Meadville

894 Diamond Park
Meadville, PA 16335
Ph. (814) 724-6000

Permits • Buildings • Planning • Zoning

COMMERCIAL ALTERATIONS APPLICATION

Return a signed copy of this page to the City with submission.

Property address / location:

Description of project:

Owner

Name: _____ Ph. _____

Address: _____

Email: _____

Contractor

Name: _____ Ph. _____

Address: _____

Email: _____

Engineer / Architect

Name: _____ Ph. _____

Address: _____

Email: _____

Applicant Acknowledgement and Signature

I hereby acknowledge that I have read and understand the rules and regulations as presented in this packet, that all information I submit in connection with the above-referenced project is true and correct, and I hereby agree that all applicable provisions of the ordinances of the City of Meadville and the laws of the Commonwealth of Pennsylvania will be complied with.

Signature

Date

Print name

Title



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Process

- Applicant verbally discusses plans with City and/or submits preliminary site plan.
- Applicant gets zoning approval for proposed use, including variance, special exception, etc., as required.
- Applicant submits building plans for review, including sealed plans and specifications as required.
- Plans are approved, fees paid and permits issued.
- Construction and inspections begin.
- Construction is complete and final inspection done.
- Certificate of occupancy issued and site is ready for use.

Requirements

- **Zoning.** The City's Zoning Code covers most aspects of site development, including setbacks, lot coverage, land uses, lighting, landscaping, parking and other aspects.
- **Building permits.** Construction must meet the requirements of the Pennsylvania Uniform Construction Code. Under Section 403.42 of the UCC regulations, an owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy or use of a commercial building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system regulated by the Uniform Construction Code, shall apply to the building code official and obtain the required permits.
- **Permit expiration.** A permit becomes invalid if the authorized construction work fails to begin within 180 days after the permit's issuance or if the authorized construction work is suspended or abandoned for 180 days after the work has commenced. Should a permit holder need more time to begin or complete the project for just cause, the permit holder may submit a written request for an extension of time to commence or continue construction. A permit may be valid for no more than 5 years from its issue date.
- **Worker's compensation insurance.** Proof of worker's compensation insurance of contractors or a signed and notarized affidavit of exemption is required prior to issuance of building permit.
- **Occupancy after construction.** Certificates of occupancy are required before using or occupying any building, or portion thereof, constructed or altered under a building permit issued under the UCC.
- **Property/pedestrian protection.** Any demolition or construction activity must comply with the City's Construction Area Protection Requirements for the duration of the work.
- **Asbestos mitigation.** Owner/Applicant is responsible for complying with state and federal requirements regarding asbestos management and mitigation for commercial alterations. Contact the regional Pennsylvania Department of Environmental Protection office at 332-6634 for more information.
- **LERTA tax abatement.** A Local Economic Revitalization Tax Assistance application must be submitted with building permit application if such designation applies to the project. The City's LERTA ordinance allows exemption of improvements made that will increase the property's assessed value by more than 25%. Final determination of whether that occurs is made after completion of construction. (Application is attached.)



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Notes

- Applicant’s/Owner’s responsibilities include but are not limited to applying and paying for all permits, calling for all inspections, obtaining a certificate of occupancy prior to using any structure built, added to, repaired or otherwise altered under a permit issued by the City under the Pennsylvania Uniform Construction Code.
- Be advised no approval by the City should be taken as approval on behalf of other governmental bodies, including local authorities or state or federal agencies, which may have jurisdiction over applicant’s industry or project.

Documentation to be submitted to City Zoning Administrator

_____ Two sets of construction documents to be reviewed for compliance with the building code. Said documents must be sealed, signed and dated by a Pennsylvania design professional unless all of the three following conditions are true:

- The proposed work involves only remodeling or alteration of an existing building or structure.
- The proposed work does not change the building’s structure or means of egress.
- The person preparing the drawings is not compensated for the preparations of the drawings

_____ The plans shall show, as applicable, specifications for each of the following elements or systems in detail sufficient to determine compliance with the Uniform Construction Code:

- | | |
|----------------------------------------|---------------------------------------------------|
| • Demolition | • Energy calculations for HVAC & lighting |
| • Special inspections (IBC 1704, 1709) | • Use group for each area/room (Ch. 3) |
| • Architectural | • Building limit on height & area (Ch. 5) |
| • Structural | • Type of construction (Ch. 6) |
| • Electrical | • Sign (tactile, restroom, business, etc) |
| • Plumbing | • Fire protection systems, if required (Ch. 9) |
| • Mechanical | • Occupant load for each area/room (Section 1004) |
| • Accessibility details and elevations | • Fire resistant materials & construction (Ch. 7) |

_____ Two site plans showing, as applicable, structure size(s) and location(s); lot access/curb cuts; lighting, size and location of parking spaces and other parking and access features

_____ Estimated costs

_____ Proof of contractors’ worker’s compensation insurance or a signed and notarized affidavit of exemption is required prior to issuance of building permit

_____ Proof of licensure of plumber if owner is not performing plumbing work.

Climatic and Geographic Design Criteria - Table R301.2(1)

- | | |
|-----------------------------------------|------------------------------------------|
| • Ground snow load: 40 | • Wind speed: 90 mph |
| • Seismic design category: B | • Winter design temperature: 5 degrees F |
| • Ice shield underlayment required: Yes | • Flood hazards: 6-1-1977 |
| • Air freezing index: 1418 | • Mean annual temperature: 47 degrees F |
| • Subject to damage from : | • Frost line depth: 42” |
- Weathering: Severe | Termites: Medium to Heavy | Decay: Light to Medium

NOTE: All roof coverings and flashings shall be installed in accordance with the manufacturer’s installation instructions and the building code.



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Required inspections for commercial applications

- Bottom of footings prior to placement of concrete
- Reinforcement in walls of slabs
- Foundations and walls prior to backfilling
- Perimeter insulation prior to placement of concrete
- Rough plumbing and electrical
- Rough framing: Structural walls, floors and roofs prior to covering with finish materials.
- Insulation: Prior to installation of finish materials
- Gypsum board: Before spackling and taping, for rated assemblies only, i.e., garage-to-house common wall
- Final inspection: Includes equipment, final connections and all finish materials.
- Rated assemblies
- Above-ceiling
- Special inspections and other inspections as required and detailed with plan reviewer

The permit holder or an authorized agent shall notify the inspector when work is ready for inspection and provide access for the inspection.

City Fees

Administrative/zoning:	.0040 times construction cost, \$30 minimum
State permit fee:	\$4.50 per UCC-covered construction permit
Certificates of occupancy:	\$30

Plan Review and Inspection Fees

Alterations for Commercial, Industrial and Institutional based on contract amount.

Minimum fee	\$250.00
From \$1000.00 to \$100,000.00	2.5% of construction costs
From \$100,000.00 to \$1,000,000.00	1.0% of construction costs
Over \$1,000,000.00 to be negotiated on complexity.	
Demolition Permit (Minimum \$100.00)	\$0.10 per square foot
Swimming Pool Tri - Annual Inspection (public)	\$350.00



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Application for Tax Assistance Under City's LERTA Tax Assistance Ordinance

Notice to Taxpayer: *Those seeking abatement of Crawford County property taxes must contact the County Assessment Office at (814) 333-7302. Those seeking abatement of Crawford Central School District property taxes must contact the School District Business Office at (814) 724-3960.*

Pursuant to ordinance No. 3654 of 2008, known as the "Local Economic Revitalization Tax Assistance Code," as amended by ordinance No. 3701 of 2012, the undersigned hereby requests consideration for Tax Assistance.

Name of owner: _____

Address of Owner: _____

Address of improvement: _____

City Lot Number: _____

General description of project (size, materials, use etc.): _____

Estimated or actual costs of the
improvement:

General Construction	
Electrical	
Site improvements	
Plumbing	
HVAC	
TOTAL	\$

Contractors involved in the improvement: _____

Has the property been condemned by any governmental body? _____ If yes, give name and date of
condemnation: _____ Date: _____

The improvement is owned by (Corporation, Limited Partnership, Partnership, Individual or Other):

Signed (Owner) _____ Date _____

OFFICE USE ONLY

Date & number of building permit issued for the improvement: _____