



City of Meadville

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

Permits • Buildings • Planning • Zoning

NEW COMMERCIAL CONSTRUCTION PLAN REVIEW AND APPROVAL CHECKLIST

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 site plan (zoning, landscaping, etc.); presents plans to Streetscape Advisory Committee.
- Applicable state and utility approvals, including those from the Pennsylvania departments of transportation, health and environmental protection are obtained before building permits are issued.
- Applicant submits building plans for review, including sealed plans and specifications as required to comply with the code for alterations, new buildings or changes of occupancy.
- 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

Not all requirements will apply to all projects. Discuss with zoning administrator.

- **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.
- **Streetscape Review Committee.** Streetscape review is required for all new buildings other than single-family dwellings prior to submission of any site or building plans; meeting arranged through zoning office.
- **Property/pedestrian protection.** Any demolition or construction activity must comply with the City's Construction Area Protection Requirements for the duration of the work.
- **Street tree.** If the plan includes removal of a street tree, a \$150 payment per tree must be made to the City; the applicant is responsible for removing the tree.
- **Sewer connection.** A tapping fee must be paid and a permit obtained prior to any connection. Inspection fees apply to other work on sewer laterals. Sewer permits are obtained through the zoning office. If applicable, a developer's agreement must be in place prior to building permit issuance. All work must be done to Meadville Area Sewer Authority and Uniform Construction Code standards and must be



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Permits • Buildings • Planning • Zoning

inspected prior to covering or backfilling. No connection to the sanitary sewer system may serve more than one occupied house, building or structure unless prior written approval is received from MASA. MASA can be contacted at 724-6058 ext. 1.

- **Stormwater management/drainage.** Total area of new impervious area must be submitted. All new impervious areas must be reviewed to determine compliance with the City's stormwater management ordinance. If the new impervious area is between 1,001 square feet and 5,000 square feet, the applicant must complete the City's Small Project Stormwater Management Application and install stormwater management controls as required by the ordinance. Impervious areas of more than 5,000 square feet must be managed by a plan prepared by a professional engineer. Such a plan must be submitted to the City Engineer for approval. Any changes to building or parking drainage or other site work involving drainage must also be submitted and approved prior to construction. Construction inspections as required by the City shall also be permitted.

The applicant is responsible for paying for the City review of the plan. This involves up-front payment of an amount based on the estimated cost of the work. This amount will be placed into an escrow fund that must be replenished by the applicant at the request of the City. Any additional amounts remaining after work is complete will be returned to the applicant.

The stormwater plan must be recorded in the Crawford County Register of Wills and Recorder of Deeds office within 14 days of approval of the plan by the City. This is the applicant's responsibility, and generally the applicant's engineer and/or attorney should be involved to ensure it is properly recorded. In addition to the plan, the executed Operations and Maintenance Agreement, any easements under Section 901 and any riparian buffers under Section 602 must be recorded.

- **Stormwater management/BMP credit.** The City of Meadville currently offers three types of credits: Peak Flow Credit, Volume Control Credit and Water Quality Credit. An application demonstrating that a stormwater best management practice has been installed and that the facility is functioning as intended must be completed and submitted to the City. (See attached *Stormwater Program and User Fee Credit Manual* for more information)
- **NPDES requirements.** Projects that disturb more than one acre of ground will require permitting through the National Pollutant Discharge Elimination System administered by the Crawford County Conservation District. Contact that office at 763-5269 for more information.
- **Erosion and Sedimentation Plans.** Erosion and Sedimentation Plans as required by state law and regulation must be provided. Contact the Pennsylvania Department of Environmental Protection or the Crawford Conservation District for more information.
- **Floodplain.** If the property is in the floodplain, an elevation certificate is required if there is a new building or substantial renovations to existing buildings. Obtain the base flood elevation from the City unless it's an unnumbered zone. In that case, a surveyor or professional engineer must determine the elevation. The lowest floor of any building shall be at or above the base flood elevation. (Articles 1351.06, 1306.11F(6)). Also, submit the flood hazard certifications mandated in the International Building Code. An additional floodplain impact study for fill is also required. State DEP Wetlands and Waterways approval is also required prior to issuance of any permits. Applicant is responsible for obtaining this approval. Call 332-6984 for more information.



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Permits • Buildings • Planning • Zoning

- **Street/highway occupancy.** Depending on state or local government jurisdiction over the road, a street occupancy permit (City) or highway occupancy permit (PennDOT) must be obtained prior to building permit application. Street occupancy permits are obtained through the City zoning office; highway occupancy permits are obtained through PennDOT at 814.332.6880.
- **Sidewalk/curb ramps.** Generally, a sidewalk replacement permit must be obtained prior to repairing, constructing or reconstructing any sidewalk. Sidewalk and curb ramp construction must meet specifications that are adopted from time to time by the City.
- **Restaurants.** Any public eating and drinking establishment must be approved and licensed by the Pennsylvania Department of Agriculture prior to commencing operations. Call 814.332.6890 for more information.
- **Plumbing.** All plumbing work must be done by the property owner or a licensed plumber. If the person doing the plumbing is not the property owner or licensed by the City of Meadville, proper proof of alternative licensure and registration fees must be submitted and approved by the City prior to issuance of a plumbing permit.
- **Worker's compensation insurance.** Proof of worker's compensation insurance of contractors or a signed and notarized affidavit of exemption is required for each person working on the project prior to issuance of building permit.
- **Medical Centers.** For medical centers, hospitals and other facilities, proof of approval by Pennsylvania Department of Health is required prior to plan approval and prior to issuance of a certificate of occupancy.
- **Accessibility variances.** Any variances sought to accessibility provisions of the UCC must go before the UCC Accessibility Advisory Board. The Board's phone number is 717.787.3329.
- **Non-accessibility building code variances.** Any variances sought to any provision of the UCC other than accessibility provisions must go before the Code Appeals Board of the City of Meadville. Such variances are applied for through the zoning office.
- **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.)
- **Sprinkler/fire hose connections.** Connections for Meadville Central Fire Department hoses must meet fire department regulations. More information can be obtained at 724-6200.
- **Key lockers.** Meadville Central Fire Department offers Suprasafe 100 key lockers that are accessible only by City fire department personnel. This allows rapid entry by the fire department in the event of an alarm, saving the cost of breaking into windows or doors. More information can be obtained at 724-6200.
- **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.



Notes

- Applicant’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 of Meadville 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:

- 1) The proposed work involves only remodeling or alteration of an existing building or structure.
- 2) The proposed work does not change the building’s structure or means of egress.
- 3) 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
- Special inspections (IBC 1704, 1709)
- Architectural
- Structural
- Electrical
- Plumbing
- Mechanical
- Accessibility details and elevations (incl. parking)
- Fire resistant materials & construction (Ch. 7)
- Floodplain elevation and the elevation of the proposed lowest floor including basement for structures located in a flood hazard area under the National Flood Insurance Program.
- Energy calculations for HVAC & lighting
- Use group for each area/room (Ch. 3)
- Building limit on height & area (Ch. 5)
- Type of construction (Ch. 6)
- Sign (tactile, restroom, business, etc)
- Fire protection systems, if required (Ch. 9)
- Occupant load for each area/room (Section 1004)

_____ 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

_____ Two sets of stormwater management plans, with calculations, specifications and erosion and sedimentation control measures as applicable, prepared by a professional engineer

_____ UCC Accessibility Advisory Board approval for public swimming pools

_____ Pennsylvania Department of Health Approval for health care facilities

_____ Highway occupancy permit or street occupancy permit application, if applicable

_____ Information for sanitary sewer permit, including the number of estimated EDU’s and pipe size and type and location of sanitary sewer laterals

_____ Landscaping plan

_____ Estimated water consumption in gallons per day



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Permits • Buildings • Planning • Zoning

- _____ 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
- _____ LERTA application if applicable

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
- 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 / State / Sewer Fees

Administrative (for UCC permits)	.0040 times construction cost, \$30 minimum
State permit fee	\$4.50 per UCC-covered construction permit
Certificates of occupancy	\$30
Zoning permit	\$30 (fee waived if UCC permit is issued)
Demolition permit	\$150
Street occupancy permit	\$100 per cut, access or opening
Sidewalks 20 linear feet or less	\$30
Street tree removal	\$150
Sewer plugging/repair	No fee
Sewer connection	\$250 plus \$1300 per EDU
Sewer reconnect	\$250
Plan review and inspection costs	Per agency fee schedule. (Enclosed)
Sign permit	\$25 per sign (fee waived if UCC permit is issued)
Stormwater review*	\$2,500 deposit. *This fee will be based on actual time required for review of the project.



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Permits • Buildings • Planning • Zoning

Plan Review and Inspection Fees

Alterations

- Minimum fee \$250
- From \$1000.00 to \$100,000 2 % of construction costs
- From \$100,000.00 to \$1,000,000 1.0% of construction costs
- Signs on structures or replacement \$75
- Signs requiring foundation and/or new electric. \$75 + \$1 per sq. foot.
- Commercial in ground swimming pools (pool only) \$400

New Construction

Commercial:

Maximum Cost per Square Foot Based on use Use Group and Type of Construction

		1A	1B	2A	2B	3A	3B	4	5A	5B
A-1	Motion Picture Theaters/Concert Halls	1.08	1.05	1.02	0.98	0.91	0.91	0.94	0.84	0.81
A-2	Night Clubs/Restaurant/Banquet Halls	0.98	0.94	0.91	0.86	0.80	0.80	0.83	0.74	0.71
A-3	Worship Centers/Community Centers	0.77	0.75	0.73	0.69	0.64	0.64	0.67	0.59	0.57
A-4	Swimming Pools/Arenas/Skating	0.77	0.75	0.71	0.68	0.62	0.65	0.65	0.57	0.55
A-5	Bleachers/Grandstands	0.98	0.95	0.95	0.87	0.81	0.81	0.84	0.74	0.72
B	Business	0.75	0.72	0.71	0.65	0.58	0.58	0.62	0.51	0.49
E	Educational	0.82	0.79	0.77	0.74	0.67	0.65	0.69	0.59	0.57
F-1	Factory & Industrial moderate hazard	0.45	0.43	0.40	0.38	0.33	0.33	0.36	0.28	0.28
F-2	Factory & Industrial low hazard	0.45	0.42	0.40	0.37	0.33	0.33	0.36	0.28	0.28
H-1	High hazard, explosives	0.43	0.42	0.40	0.38	0.31	0.31	0.35	0.28	N/P
H-2	High hazard	0.45	0.42	0.39	0.36	0.31	0.31	0.35	0.28	0.28
H-3-4	HPM	0.75	0.72	0.69	0.67	0.58	0.58	0.62	0.51	0.51
I-1	Institutional supervised environment	0.74	0.71	0.69	0.67	0.60	0.60	0.64	0.54	0.52
I-2	Institutional incapacitated	1.28	1.25	1.22	1.18	1.11	N/P	1.16	1.04	N/P
I-3	Institutional restrained	0.86	0.84	0.81	0.76	0.70	0.70	0.74	0.64	0.60
I-4	Institutional, day care facilities	0.74	0.71	0.69	0.65	0.60	0.60	0.64	0.54	0.52
M	Mercantile	0.58	0.56	0.52	0.50	0.45	0.45	0.47	0.38	0.38
R-1	Residential, Hotels/Motels	0.81	0.77	0.76	0.72	0.66	0.66	0.71	0.38	0.59
R-2	Residential, Multifamily	0.67	0.64	0.62	0.59	0.53	0.53	0.58	0.48	0.45
R-3-4	Residential, care/assisted living facilities	0.74	0.71	0.69	0.66	0.60	0.60	0.64	0.54	0.55
S-1	Storage, moderate hazard	0.43	0.40	0.37	0.35	0.31	0.31	0.34	0.28	0.28
S-2	Storage low hazard	0.42	0.40	0.37	0.35	0.30	0.30	0.33	0.28	0.28
U/M	Utility, miscellaneous	0.33	0.31	0.29	0.30	0.28	0.28	0.28	0.28	0.28



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Permits • Buildings • Planning • Zoning

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: _____



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Permits • Buildings • Planning • Zoning

Stormwater Management Ordinance and User Fee Program Documentation

This document outlines the requirements for stormwater management as well as the credit program under the City's Stormwater Management Program User Fee.

Stormwater Management Ordinance

New impervious areas, such as parking lots, buildings, sidewalks and gravel areas must be managed under the terms of the ordinance. This is to prevent overloading of the City's stormwater management system from excessive runoff, which can lead to flooding and property damage. As part of the application process, the total area of new impervious area must be calculated and submitted.

Small Projects

- Generally, new impervious areas up to 1,000 square feet do not have to be managed or documented, though any new impervious surface must not create issues for neighboring properties, streets or stormwater hotspots.
- New impervious areas between 1,001 square feet and 2,499 must be documented with the City's Small Project Stormwater Management Application, but do not have to be managed. Again, however, any new impervious surface must not create issues for neighboring properties, streets or stormwater hotspots. A copy of the City's Small Project Stormwater Management Application is attached to this packet.
- New impervious areas from 2,500 to 4,999 square feet must be documented and managed through the construction of infiltration areas or raingardens. The applicant must complete the City's Small Project Stormwater Management Application and install stormwater management controls as required by the ordinance.
- Any changes to building or parking drainage or other site work involving drainage must also be submitted and approved prior to construction. Construction inspections as required by the City shall also be permitted.

Large Projects

Impervious areas of more than 5,000 square feet must be managed and by a plan prepared by a professional engineer.

- Such a plan must be submitted to the City for approval, along with a signed and notarized Review Fee Reimbursement Agreement. The City's engineer will conduct the review.
- Fees. The applicant is responsible for paying for the City review of the plan, and agrees to do so under the Review Fee Reimbursement Agreement. This involves up-front payment of an amount based on the estimated cost of the work. This amount will be placed into an escrow fund that must be replenished by the applicant at the request of the City. Any additional amounts remaining after work is complete will be returned to the applicant.



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Permits • Buildings • Planning • Zoning

- Recordings. The stormwater plan must be recorded in the Crawford County Register of Wills and Recorder of Deeds office within 14 days of approval of the plan by the City. This is the applicant's responsibility, and generally the applicant's engineer and/or attorney should be involved to ensure it is properly recorded. In addition to the plan, the executed operation and maintenance agreement, any required easements or riparian buffers must be recorded.
- Financial security. Before a permit can be issued for work to proceed, financial security equal to at least 110% of the engineer's estimated cost to install the stormwater controls must be provided, either in the form of a bond, cash or other security as approved by the City solicitor (attorney). The security will be released after final inspection; the applicant's engineer and City engineer certify the work is built as designed; and after a set of record drawings in both paper and digital format are provided to the City by the applicant and are recorded in the Crawford County Register of Wills and Recorder of Deeds office.

Stormwater Program and User Fee

The City of Meadville assesses a stormwater user fee annually, based on the square footage of impervious area on a lot. Those property owners who construct and maintain stormwater controls, or Best Management Practices (BMPs), such as infiltration trenches, pipe storage, raingardens and the like, are eligible for credits.

- There are currently three types of credits: Peak Flow Credit, Volume Control Credit and Water Quality Credit. An application demonstrating that a stormwater best management practice has been installed and that the facility is functioning as intended must be completed and submitted to the City.



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Permits • Buildings • Planning • Zoning

Stormwater Management Permit 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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Permits • Buildings • Planning • Zoning

Applicants for development projects that would create 5,000 square feet or more of new impervious surface must install stormwater management controls in accordance with the standards of the City of Meadville's Stormwater Management Ordinance. If applying for maintenance credits under the City's Stormwater Management Program and User Fee, the applicant must complete and submit the separate Stormwater Fee Credit Application Form and the Stormwater Fee Operation and Maintenance Agreement.

Prior to Issuance of a Permit, Applicants Must Submit:

- _____ Three copies of a stormwater management site plan, calculations and report prepared by a professional engineer. For properties abutting streams, whether permanent or intermittent, the project must include riparian buffers to protect water quality.
- _____ Applicable fees
- _____ A signed operations and maintenance agreement. The agreement shall include all stormwater control facilities that are to be privately owned.
- _____ Easements permitting the City access for inspection and repair of the stormwater management controls.
- _____ Financial security equaling at least 110% of the cost to install the stormwater management controls, as estimated by the professional engineer of record. Such security may be in the form of a bond, certified check or other instrument approved by the City.
- _____ Documentation that other required permits, including those required by PA Dept. of Environmental Protection, U.S. Army Corps of Engineers or other state or federal agencies, have been obtained.

Notes

- No construction or land disturbance may begin until the applicant has received written approval of the SWM site plan from the City and a permit is issued.
- The site plan, operations and maintenance agreement, easements and riparian buffer plan must be recorded within 14 days of City approval of the plan.
- Any modification to the SWM facilities or methods as indicated in the approved plan must be re-submitted and approved prior to construction of said modifications.
- Inspections of each phase of construction are required. Coordinate inspections with the City Engineer or other designated personnel prior to beginning work to ensure interruptions are minimized.

After Construction & Prior to Release of Financial Security or Issuance of Certificate of Occupancy, the Applicant Must:

- _____ Provide the City a certification of completion from the project professional engineer verifying that all permanent facilities have been built per the approved stormwater plan and any approved revisions.
- _____ Provide to the City a set of record drawings in both paper and digital format of all stormwater management BMPs in the approved stormwater management site plan. Drawings shall show all approved revisions, elevations, inverts to all manholes, inlets, pipes and stormwater control facilities. They also must note discrepancies with the stormwater management plan and compare the constructed stage-storage of all above and below ground stormwater storage facilities with the approved design.
- _____ Following submittal of the above items, request a final inspection.