ROSS TOWNSHIP
1000 Ross Municipal Drive
Pittsburgh, PA 15237
Phone: (412) 931-7055 Fax: (412) 931-3508

COMMERCIAL & MULTI-FAMILY BUILDING PERMIT SUBMITTAL GUIDE

Please read this guide in full prior to submitting your building permit application. The following is a check list. You must have **"checkmark"** in all of the sections listed below prior to submitting your application.

- ☐ Completed occupancy/building permit application (Submit both pages, side one completed in full)
- ☐ Three (3) copies of site plan showing to scale the size and location of all new construction and all existing structures on the site. Distances from lot lines, established street grades and proposed finished grades. All parking including accessible spaces with signage. Accessible paths to entrances.
- ☐ Girty's Run Joint Sewer Authority or Ross Township Sewer tap permit (if applicable).
- ☐ In addition to the paper submittal, the application and plans / drawings **must be** submitted in PDF format (preferred) or TIF on either a CD or flashdrive.
- ☐ Three (3) complete sets of sealed drawings including specification books from a registered design professional that **show in detail** code compliance for all of the work proposed to include **but not limited to** the following information:
  - ☐ Architectural
  - ☐ Structural
  - ☐ Electrical
  - ☐ Mechanical
  - ☐ Plumbing
  - ☐ Accessibility (Details and elevations of restrooms, checkout counters, etc. and routes with elevations for all accessibility)
  - ☐ Energy Calculations with HVAC & Lighting (ComCheck or IECC).
  - ☐ All signage (Tactile, exit, restroom, etc.).
  - ☐ Use Group(s) of each area or room (IBC Chapter 3).
  - ☐ Building Limitation (Height & Area) (IBC Chapter 5).
  - ☐ Type of Construction (IBC Chapter 6).
  - ☐ Fire Resistant Materials & Construction (IBC Chapter 7).
  - ☐ Fire Protection System(s) if required (IBC Chapter 9). Ross Township has the following local amendments to the PA UCC: requiring an automatic sprinkler system for all new or renovated commercial structures greater than 5,000 square feet per floor (Exception: existing church sanctuaries and nave areas); requiring an automatic fire detection system in all new or renovated structures greater than 3,000 square feet; requiring smoke and heat vents in all new or renovated one-story commercial structures greater than 7,500 square feet; and requiring an automatic sprinkler system for all child day care facilities greater than six children.
  - ☐ Occupant Load of each area or room (IBC Section 1004).
  - ☐ Department of Health approval for Health Care Facilities prior to submission..
  - ☐ Special Inspections as per IBC Section 1704 & 1709
- ☐ Separate electrical permit application is required.
- ☐ Separate HVAC/mechanical permit application required.
- ☐ Separate Fire Alarm application (if applicable).
- ☐ Separate Fire Suppression application (if applicable).
- ☐ Separate Allegheny County Plumbing permit required
- ☐ Separate HOP (highway occupancy permit) required. Issued by Ross Township, Allegheny County or PennDot District 11 depending on roadway (if applicable)
- ☐ Executed site developers agreement and performance bond required to be submitted prior to building permit being released. (if applicable)
- ☐ Provide copy of contractor's certificate of insurance verifying general liability and PA workers compensation insurance.

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COMMERCIAL & MULTI-FAMILY INSPECTION PROCEDURES

- Building permit must be posted on the work site and clearly visible from the road until completion of the project.
- Your approved plans must be available at time of the inspection. These are the plans that were submitted with your application and were marked "Approved" by Ross Township or Code.sys Code Consulting, Inc.
- **DO NOT schedule an inspection if the work is not ready!!!!**
- When scheduling an inspection, you must supply your permit number, including the letter, to the secretary or inspector.

THE FOLLOWING MINIMUM INSPECTIONS REQUIRE 48 HOUR NOTICE

1. **Footing inspection** - To be done after forming and prior to placing of concrete.
   Peg Russell, Code.sys **Phone: (412) 821-0337, ext. 11**
2. **Foundation inspection** - French drain and water-proofing prior to backfilling.
   Peg Russell, Code.sys **Phone: (412) 821-0337, ext. 11**
3. **Plumbing under slab** – Rough-in done prior to placing concrete. All testing must be witnessed by inspector.
   Allegheny County Plumbing **Phone: (412) 578-8036**
4. **Electrical inspection** - Rough-in to be done prior to insulating.
   Gene Meaner, Code.sys **Phone: (412) 821-0337, ext 39**
5. **Mechanical inspection** - Rough-in to be done prior to insulating.
   Dave McGuigan, Code.sys **Phone: (412) 821-0337, ext. 24**
6. **Plumbing inspection** - Rough-in to be done prior to insulating. All testing must be witnessed by inspector.
   Allegheny County Plumbing **Phone: (412) 578-8036**
7. **Framing inspection** - Done prior to insulating, but after heating, plumbing and wiring are roughed in and approved.
   Peg Russell, Code.sys **Phone: (412) 821-0337, ext. 11**
8. **Energy Conservation** - To be done after insulating but before wallboard.
   Jim Bruwelheide, Code.sys **Phone: (412) 821-0337, ext 56**
9. **Wallboard** – To be done after fastening all wallboard but before taping, mudding, etc.
   Peg Russell, Code.sys **Phone: (412) 821-0337, ext. 11**
10. **Final Accessibility inspection** - When all required accessibility requirements are completed and/or installed.
    Jim Bruwelheide, Code.sys **Phone: (412) 821-0337, ext 56**
11. **Final inspection** - When job is completely finished, prior to occupancy permit and after final plumbing, mechanical and electrical inspection
    Peg Russell, Code.sys **Phone: (412) 821-0337, ext. 11**

Failure to comply with these minimum inspection requirements may cause your permit to be revoked and/or legal action to be filed.