

# COMMERCIAL CODE PACKAGE AND INSPECTION REQUIREMENTS

[www.Plymouthtownship.org](http://www.Plymouthtownship.org)

Permit applications must be submitted to the Municipal Code official at one time along with 2 complete sets and one electronic PDF set of signed & sealed plans, including corresponding checklist if applicable. They do not have to be a wet signed & sealed.

The plan size will be 24 inch by 36 inch in unless other arrangements have been made prior with Plymouth Township.

- Building
- Site
- Electrical
- HVAC
- Tele/data
- Plumbing - *Requires contractor registration*
- Fire Protection - *Requires contractor registration*
- Fire alarm and Fire sprinkler require their corresponding checklist and 2 separate, complete sets of each item on checklist. All drawings must be signed and sealed.
- Retaining walls Require 2 sets of signed and sealed drawings with 2 copies of all calculations and soil reports
- Change in use group requires a sewer connection review by the Code Official.

## **PLANS WILL BE REVIEWED WITHIN 30 WORKING DAYS OF RECEIPT OF COMPLETE SUBMISSION**

Land development and zoning approvals must be obtained prior to plan submission.

All permit applications shall include **(2) Two** sets of **original complete** plans, 24 by 36 inch, and one electronic PDF set with the original seals from architect and engineers. Plan submission must be coordinated by the **Design Professional in Responsible Charge**. (SEE CHECKLIST)

We will review and stamp each approved set of drawings. One set will be returned at the time the permit is *issued* and must be kept on site.

**All submissions must be complete. A complete submission shall include Building, Electrical, Mechanical, Plumbing, Fire Sprinkler, Fire Alarm, & Tele/Data applications, Use and Occupancy, fees, construction contracts, plans and completed checklist. Submissions missing any of these items will be rejected at the counter. Current liability & workmen comp. insurance for all contractors along with a current registration number or an application with appropriate fee included.**

**Information submitted via fax machine will not be accepted.**

**Plan review will be 30 working days from the date of complete submission**

**Provide as-built documentation in electronic format (\*.PDF) on CD-RW at or before final inspection/system commissioning. Electronic files in \*.Tif format may be accepted with prior approval. On a separate CD provide a scanned copy of the "Approved" documents from permit issuance. Wherever possible, combine plan sheets and submittal documents into a single file, and keep scanning resolutions low to limit file size. Place a graphic scale on all plan sheets in a prominent location.**

**Plymouth Township  
Commercial Plan Submission Checklist**

The following sheet is to be completed by **Design Professional in Charge** and included with all applications for permit. **Other requirements as determined by the Code Official may be required or requested based on scope of project.**

1. Two complete sets of 24 by 36 inch plans & one electronic copy
  - a. Site Plan including Accessible parking & route(s) \_\_\_\_\_
  - b. Life Safety Plan \_\_\_\_\_
  - c. Signed and sealed Architectural Plans \_\_\_\_\_
  - d. Signed and sealed Accessibility Plan \_\_\_\_\_
  - e. Structural plans signed and sealed by engineer \_\_\_\_\_
  - f. Signed and sealed Structural Calculations \_\_\_\_\_
  - g. Signed and sealed Electrical Plans by engineer \_\_\_\_\_
  - h. Signed and sealed Energy Plans \_\_\_\_\_
  - i. Signed and sealed HVAC/Mechanical Plans by engineer \_\_\_\_\_
  - j. Signed and Sealed Mechanical calculations \_\_\_\_\_
2. Completed Building Permit Application \_\_\_\_\_
3. Completed Electrical Permit Application \_\_\_\_\_
4. Completed Electrical Permit(s) for low voltage systems \_\_\_\_\_
5. Completed HVAC Permit Application \_\_\_\_\_
6. Completed Use and Occupancy Application \_\_\_\_\_
7. Completed Plumbing Permit Application \_\_\_\_\_
8. Plumbing Contractor Registration \_\_\_\_\_
9. Plumbing connection application and fees completed \_\_\_\_\_

- 10. Completed Fire Alarm Application, with check list \_\_\_\_\_
- 11. **2 Separate sets** of 24 by 36 inch Signed and Sealed Fire Alarm Plans and device submittals \_\_\_\_\_
- 12. **2 Separate sets** of 24 by 36 inch signed and sealed Kitchen extinguishing plans, with check list. \_\_\_\_\_
- 13. Completed Fire Sprinkler Application with check list \_\_\_\_\_
- 14. **2 Separate sets** of 24 by 36 inch Signed and sealed fire sprinkler plans sprinkler plans and device submittals \_\_\_\_\_
- 15. Fire alarm, sprinkler, and extinguishing systems contractor registration application with check or proof of registration \_\_\_\_\_
- 16. All Fees with contracts \_\_\_\_\_
- 17. Com-Check Energy Calculations \_\_\_\_\_
- 18. Approved Zoning Decision (When relief is required) \_\_\_\_\_
- 19. 1 set Recorded Subdivision/Land Development Plans \_\_\_\_\_
- 20. Highway Occupancy Permit \_\_\_\_\_
- 21. 1 copy of soils report (New Buildings and additions) \_\_\_\_\_
- 22. Special Inspector/TPA list \_\_\_\_\_
- 23. Insurance Certificates (If not on file previously) \_\_\_\_\_
- 24. Emergency contact information for contractors \_\_\_\_\_

Design Professional in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail : \_\_\_\_\_

## **CODE LIST FOR PLYMOUTH TOWNSHIP**

The following are the current codes enforced by Plymouth Township:

- International Building Code 2018 as amended & approved by PA UCC
- International Building Code 2018 Chapter 11 & Appendices E
- International Fire Code 2018, including Appendices B,C,D,E,F & G
- International Residential Code 2018, including Appendices A,B,C,F, G & H as amended & approved by PA UCC
- International Plumbing Code, 2018
- National Electric Code (NFPA 70), 2017
- International Mechanical Code, 2018
- International Energy Conservation Code, 2018
- International Fuel Gas Code, 2018
- International Existing Building Code, 2018
- International Property Maintenance Code, 2018
- ICC/ANSI A117.1 2017
- All applicable NFPA regulations (latest issue unless otherwise noted); most notably:
  - NFPA 101, 2021
  - NFPA 13, 2022
  - NFPA 72, 2022
- Plymouth Township has a fire sprinkler & fire alarm ordinance which may supersede IRC/IBC requirements..
- Other codes as referenced by the above codes

### **REQUIRED COMMERCIAL CONSTRUCTION DOCUMENTS**

**All plans must be signed and sealed by the registered design professional responsible for this work, at the size specified above.**

**SITE PLAN:** Scaled drawing, which shows the size and location of all new construction and all existing structures on the site, distances from structure(s) to lot lines and to other structures onsite, impervious and building coverage.

**SOILS REPORT:** Results of soil investigation that determines the allowable soil bearing pressure to be used by the design professional in the foundation design. All New Buildings or additions to existing buildings.

**ACCESSIBILITY:** Provide a plan that shows all accessible features of building, including routes both interior and site, entrances and means of egress, areas of refuge, facilities and elevations, hardware, handrail ramps and other requirements for an accessible building per IBC/IEBC and ICC/ANSI A 117.1

**SPECIFICATIONS:** Requirements for submittal may vary on how much information is shown on the construction drawings.

**LIFE SAFETY:** Provide a plan that shows egress calculations, occupancy loads and uses for each room, travel distance, exit widths, emergency lighting and exit signs in accordance with **NFPA 101 and the IBC**

**ARCHITECTURAL:** Dimensioned plans for each floor level that shows room layouts and use of space. Also includes elevation views; wall sections; schedules for window, door and finishes; stair dimension and details, such as, riser height, tread width, guard/handrail height and headroom dimension. Include all information used for building height or size increases **Plans must be signed and sealed by the registered design professional responsible for this work**

**P** **STRUCTURAL:** The plan(s) shall indicate the scope and detail of the proposed work, and shall indicate all information noted in IBC Chapters 16 and 17, as applicable. Submissions shall include structural calculations. **A registered professional engineer must seal all structural documents.**

**L** **FOUNDATIONS:** . The plan(s) shall indicate the scope and detail of the proposed work, and shall indicate all information noted in IBC Chapters 16 and 17, as applicable. Submissions shall include structural calculations. **A registered professional engineer must seal all structural documents.**

**A** **FIRE PROTECTION:** When required, the construction documents may include a submission for the automatic fire suppression system, the fire alarm system, the smoke control system, single/multiple station detectors, standpipes, fire department connections and fire extinguisher(s) size & location. **(See Submission Checklists)**

**N** **MECHANICAL:** Location, size and listed/labeled information for all equipment and appliances that comprise parts of the buildings mechanical system. Ventilation and exhaust calculations, schedules, supply and exhaust ductwork, chimney termination, materials, and any other information required to complete the buildings HVAC system. **Plans must be signed and sealed by the registered design professional responsible for this work**

**S** **PLUMBING:** Includes isometric riser diagrams for the potable water supply and the drain waste & vent systems with the location and materials specified for all the piping and fixtures within the plumbing system. Also details of special devices (backflow preventer, grease traps, etc.) shall be shown. Storm water drainage calculations and devices shall be included in the submission. **Plans must be signed and sealed by the registered design professional responsible for this work**

**ELECTRICAL:** Construction documents shall be drawn to scale in electronic format to indicate the scope and detail of the work proposed, including (as applicable) single line service and distribution schematics, and panel diagrams with loads. **Plans must be signed and sealed by the registered design professional.**

**ELECTRICAL LOW VOLTAGE SYSTEMS:** Construction documents shall be drawn to scale in electronic format to indicate the scope and detail of the work proposed. **Plans must be signed and sealed by the registered design professional for low voltage work in NEC classified areas, or as directed by the code official or plans examiner.**

Construction documents shall indicate where penetrations will be made for electrical systems and shall indicate the materials and methods for maintaining required structural safety, fire-resistance rating and fire-blocking.

**Use & Occupancy:** A Change in the Use or Occupancy of any commercial space requires the issuance of a Use and Occupancy permit from Plymouth Township.

For existing spaces undergoing a **change of tenant only** without any new work, an application with one sets of drawings showing the layout of the space, emergency lighting and exit signs, locations of means of egress, occupancy loads and egress calculations are required.

**Changes in Use and Occupancy requiring construction or changes in the Use Group of the building shall be subject to all provisions of the applicable codes.**

**ENERGY:** All plan submissions must include energy calculations, specifications and details based on the International Energy Code and using the Com-Check software program as applicable. Submission must include all calculations and checklists The Program is free and downloadable from [http://www.energycodes.gov/comcheck/ez\\_download.stm](http://www.energycodes.gov/comcheck/ez_download.stm)

**NOTE:** See the PLAN SUBMISSION STANDARDS section for additional requirements.

## **Structural Design Information**

The applicable building code is the **International Building Code**.

### **A. Snow Loads**

- ◆ The ground snow load,  $P_g = 30$  PSF. (Figure 1608.2(2)).
- ◆ The snow exposure factor, Terrain Category B:  $C_e = 0.9$  (Table 1608.3.1).
- ◆ The snow importance factor, (Table 1604.5)
- ◆ Based on local practice, design roof snow load of 30 PSF plus drift.

### **B. Wind Loads**

- ◆ The wind velocity = 90 MPH (Figure 1609)
- ◆ The wind importance factor, (Table 1604.5).
- ◆ The wind exposure factor = B (Section 1609.4 #1).

### **C. Seismic Requirements**

Determined from the following code sections

- ◆ Sections 1614-1623

**Above information is provided as a guide and is not a substitute for engineering calculations**

## Commercial Inspection Information

**Plymouth Township may require other inspections as deemed necessary in the field.**

1. A minimum advance notice of 24 hours is required for the purpose of scheduling inspections, including re-inspections. Note that 48-72 hours advance notice may be required depending on workload and staffing.
2. Required inspections will generally include (a project specific list will be issued with the approved plans):
  - a. Footings, walls and slabs, including sidewalks, prior to placement of concrete. Concrete is not to be released until the inspection is completed and approved. An ACI certified technician must be on site for all concrete pours and conduct testing.
  - b. Electrical: service, rough, & final.
  - c. Plumbing: underground, rough and final (all lines to be under test pressure)
  - d. Framing of all walls, prior to concealment after all other trades have installed their material and passed their required inspections.
  - e. Insulation
  - f. Fire and draft stopping.
  - g. Fire Alarm Systems: rough & final commissioning.
  - h. Fire Suppression Systems: final functional/commissioning.
  - i. Fire Sprinkler Systems: rough, hydrostatic testing, final functional/commissioning.
  - j. Final Inspection/Use and Occupancy Inspection. This inspection must be completed prior to the occupancy of the building. All other final inspections must be completed prior to scheduling this inspection along with a copy of "as-built" plans and approved plans on CD/USB drive.

**\* Note:** Merchandising may be permitted with prior approval of the Building Inspector, but only after all Life Safety equipment has been tested and approved.

3. Special inspections shall be required in accordance to chapter 17 of the IBC. All inspections shall be conducted by an approved inspection agency.



## Demolition Requirements

**THE CONTRACTOR OR OWNER IS RESPONSIBLE TO COMPLY WITH THE DEP ASBESTOS REMOVAL PROGRAM. THE FORMS AND INSTRUCTIONS ARE LOCATED AT**

**[http://www.dep.state.pa.us/dep/deputate/AIRWASTE/AQ/asbestos/docs/2700\\_fm\\_ag0021\\_inst.doc](http://www.dep.state.pa.us/dep/deputate/AIRWASTE/AQ/asbestos/docs/2700_fm_ag0021_inst.doc)**

An extermination letter must accompany any application for demolition as well as a site plan showing the properties to be demolished. All Demolition work must comply with chapter 33 of the IBC 2006, including but not limited to:

### SECTION 3303 DEMOLITION

#### 3303.1 Construction documents.

Construction documents and a schedule for demolition must be submitted. No work shall be done until such construction documents or schedule, or both, are approved.

#### 3303.2 Pedestrian protection.

The work of demolishing any building shall not be commenced until pedestrian protection is in place as required by this chapter.

#### 3303.4 Vacant lot.

Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade or in accordance with the ordinances of the jurisdiction having authority.

#### 3303.5 Water accumulation.

Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.

#### 3303.6 Utility connections.

Service utility connections shall be discontinued and capped in accordance with the approved rules and the requirements of the authority having jurisdiction.

#### 3306.9 Adjacent to excavations.

Every demolition and/or excavation shall be enclosed with a barrier not less than 6 feet (1829 mm) high. Barriers shall be of adequate strength to resist wind pressure as specified in Chapter 16.

### PROTECTION OF ADJOINING PROPERTY

#### 3307.1 Protection required.

Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. Protection must be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities.

**The person making or causing an excavation to be made shall provide written notice to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation.**

**PERMIT FEES**

**Uniform Construction Code Permit Surcharge:**

A \$4.50 surcharge in accordance with the Uniform Construction Code is required for all permits.

**Registration Fee:**

Fees for Master Plumber Registration	\$100.00
Fees for Journeyman Plumber Registration	\$ 75.00
Fees for sprinkler contractors	\$100.00
Fees for fire alarm contractors	\$100.00
Fees for extinguishing systems contractors	\$100.00

**Plymouth Township Administrative Fees:**

The Plymouth Township administrative fee shall be 20% of the fees set forth in the. Exhibits B,C and D.

**NOTE:**

**COPIES OF LIABILITY AND WORKERS COMPENSATION INSURANCE CERTIFICATES ARE REQUIRED FOR ALL CONTRACTORS.**

**COMMERCIAL PLAN REVIEW & INSPECTION FEES FOR FIRST \$10,000.00**

Commercial Valuation	Plan review & inspection Fee
\$1 - \$2,500.00	\$80.00 + \$20.00 Admin fee + \$4.50 State fee= \$104.50
\$2,501.00 - \$5,000.00	\$160.00 + \$40.00 Admin fee + \$4.50 State fee= \$204.50
\$5,001.00 - \$7,500.00	\$240.00 + \$60.00 Admin fee + \$4.50 State fee = \$304.50
\$7,501.00 - \$10,000.00	\$320.00 +\$80.00 Admin fee + \$4.50 State fee = \$404.50

### COMMERCIAL PLAN REVIEW FEES ABOVE \$10,000.00

\*All permit fees tally as follows-The sum of plan review and inspection fees + 20% administrative (x .20) + 4.50 State UCC fee = TOTAL PERMIT FEE - See Example below

Commercial Valuation	Plan Review Fee
\$10,001.00 to \$25,000.00	250.00 for the first \$10,000.00 or fraction Plus \$6.57 for each additional \$1,000.00
\$25,001.00 to \$50,000.00	\$326.80 for the first \$25,000.00 or fraction Plus \$5.10 for each additional \$1,000.00
\$50,001.00 to \$100,000.00	\$490.75 for the first \$50,000.00 or fraction Plus \$4.55 for each additional \$1,000.00
\$100,001.00 to \$500,000.00	\$718.25 for the first \$100,000.00 or fraction Plus \$3.64 for each additional \$1,000.00
\$500,001.00 to \$1,000,000.00	\$2,171.25 for the first \$500,000.00 or fraction Plus \$3.09 for each additional \$1,000.00
\$1,000,001.00 and up	\$3,716.25 for the first \$1,000,000.00 or fraction Plus \$2.55 for each additional \$1,000.00 or fraction there of.

### COMMERCIAL INSPECTION FEES ABOVE \$10,000.00

Commercial Valuation	Inspection Fee
\$10,001.00 to \$25,000.00	\$195.00 for the first \$10,000.00 Plus \$13.08 for each additional \$1,000.00 or fraction
\$25,001.00 to \$50,000.00	\$391.20 for the first \$25,000.00 Plus \$10.10 for each additional \$1,000.00 or fraction
\$50,001.00 to \$100,000.00	\$643.70 for the first \$50,000.00 Plus \$7.00 for each additional \$1,000.00 or fraction
\$100,001.00 to \$500,000.00	\$993.70 for the first \$100,000.00 Plus \$5.60 for each additional \$1,000.00 or fraction
\$500,001.00 to \$1,000,000.00	\$3,233.70 for the first \$500,000.00 Plus \$4.75 for each additional \$1,000.00 or fraction
\$1,000,001.00 and up	\$5,608.70 for the first \$1,000,000.00 Plus \$4.15 for each additional \$1,000.00 or fraction

#### EXAMPLE

Plan Review Fee	+	
Inspection Fee	+	
SUBTOTAL	=	
Plus 20% Admin.(x.2)	+	
State fee	\$4.50	+
Total Fee		

Rev.1/2018



700 Belvoir Rd.  
 Plymouth Meeting, PA 19462  
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 610-277-4335 (FX.)  
 www.plymouthtownship.org

**Plymouth Township  
 Building Permit  
 Application**

Please type or print clearly

<b>I. Location of Work</b>		
Address:	Date:	
Type of work:	Building Class:	Type of Occupancy:
<b>II. Applicant</b>		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
<b>III. Owner</b>		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
<b>IV. Architect/Engineer</b>		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
<b>V. Contractor</b>		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
<b>VI. Description of Work</b>		
Cost of Construction:	Copy of contract is required upon submittal	Square footage:
Description:		

Applicant will be mailed the permit unless box is checked for pick up. [ ]

Name \_\_\_\_\_ Ph. # \_\_\_\_\_

The applicant is certifying that he/she is the property owner or acting as an agent for the owner of the property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 -----Do not write below this line-----

<b>VII. APPROVAL</b>		
By:	Date:	
<b>VIII. PERMIT FEE &amp; REVIEW</b>		
<input type="checkbox"/> Insurance:	Inspection fee:	
<input type="checkbox"/> Cost of construction:	Review fee:	
<input type="checkbox"/> Contract:	Subtotal:	
<input type="checkbox"/> Plans:	Administrative fee:	
<input type="checkbox"/> Zoning approval:      Date:	State fee:	\$4.50
Other fee:		
Total fee:		



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**Plymouth Township  
 Electrical Permit  
 Application**

Please type or print clearly

<b>I. Location of Work</b>		
Address:	Date:	
Type of work:	Building Class:	Type of Occupancy:
<b>II. Applicant</b>		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
<b>III. Owner</b>		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
<b>IV. Architect/Engineer</b>		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
<b>V. Contractor</b>		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
<b>VI. Description of Work</b>		
Cost of Construction:	Copy of contract is required upon submittal	Square footage:
Description:		

Applicant will be mailed the permit unless box is checked for pick up.  [ ]

Name \_\_\_\_\_ Ph. # \_\_\_\_\_

The applicant is certifying that he/she is the property owner or acting as an agent for the owner of the property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 -----Do not write below this line-----

<b>VII. APPROVAL</b>	
By:	Date:
<b>VIII. PERMIT FEE &amp; REVIEW</b>	
<input type="checkbox"/> Insurance:	Inspection fee:
<input type="checkbox"/> Cost of construction:	Review fee:
<input type="checkbox"/> Contract:	Subtotal:
<input type="checkbox"/> Plans:	Administrative fee:
<input type="checkbox"/> Zoning approval:                      Date:	State fee:    \$4.50
Other fee:	
Total fee:	



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**Plymouth Township  
 Mechanical Permit  
 Application**

Please type or print clearly

<b>I. Location of Work</b>		
Address:	Date:	
Type of work:	Building Class:	Type of Occupancy:
<b>II. Applicant</b>		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
<b>III. Owner</b>		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
<b>IV. Architect/Engineer</b>		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
<b>V. Contractor</b>		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
<b>VI. Description of Work</b>		
Cost of Construction:	Copy of contract is required upon submittal	Square footage:
Description:		

Applicant will be mailed the permit unless box is checked for pick up.

Name \_\_\_\_\_ Ph. # \_\_\_\_\_

The applicant is certifying that he/she is the property owner or acting as an agent for the owner of the property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 -----Do not write below this line-----

<b>VII. APPROVAL</b>		
By:	Date:	
<b>VIII. PERMIT FEE &amp; REVIEW</b>		
<input type="checkbox"/> Insurance:	Inspection fee:	
<input type="checkbox"/> Cost of construction:	Review fee:	
<input type="checkbox"/> Contract:	Subtotal:	
<input type="checkbox"/> Plans:	Administrative fee:	
<input type="checkbox"/> Zoning approval:      Date:	State fee:	\$4.50
		Other fee:
		Total fee:



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# Plymouth Township Interior Plumbing Permit Application

Please type or print clearly

I. Location of Work		
Address:	Date:	
Type of work:	Building Class:	Type of Occupancy:
II. Applicant		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
III. Owner		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
IV. Architect/Engineer		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
V. Contractor		
Name	E-Mail	
Address	Phone #	
City, State, Zip	Fax #	
VI. Description of Work		
Cost of Construction:	Copy of contract is required upon submittal	Township Reg. #.:
Description:		

Applicant will be mailed the permit unless box is checked for pick up. [ ]

Name \_\_\_\_\_ Ph. # \_\_\_\_\_

The applicant is certifying that he/she is the property owner or acting as an agent for the owner of the property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 -----Do not write below this line-----

VII. APPROVAL		
By:	Date:	
VIII. PERMIT FEE & REVIEW		
[ ] Insurance:	Inspection fee:	
[ ] Cost of construction:	Review fee:	
[ ] Contract:	Subtotal:	
[ ] Plans:	Administrative fee:	
[ ] Zoning approval:      Date:	State fee:	\$4.50
Other fee:		
Total fee:		



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# Plymouth Township Water Permit Application

Please type or print clearly 4.50

<b>VII. Location of Work</b>			
Address:		Date:	
Commercial <input type="checkbox"/>	Residential <input type="checkbox"/>	Domestic Water <input type="checkbox"/>	Fire Main <input type="checkbox"/>
			One Call #
<b>VIII. Applicant</b>			
Name		E-Mail	
Address		Phone #	
City, State, Zip		Fax #	
<b>IX. Owner</b>			
Name		E-Mail	
Address		Phone #	
City, State, Zip		Fax #	
<b>X. Architect/Engineer</b>			
Name		E-Mail	
Address		Phone #	
City, State, Zip		Fax #	
<b>XI. Contractor</b>			
Name		E-Mail	
Address		Phone #	
City, State, Zip		Fax #	
<b>XII. Description of Work</b>			
Cost of Construction:		Copy of contract is required upon submittal	Township Reg. #:
Size of Material:	Type of Material:	Type of Connection:	Length of Run:
Description:			

**Applicant will be mailed the permit unless box is checked for pick up.**

Name \_\_\_\_\_ Ph. # \_\_\_\_\_

The applicant is certifying that he/she is the property owner or acting as an agent for the owner of the property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

-----Do not write below this line-----

<b>VII. APPROVAL</b>			
By:		Date:	
<b>VIII. PERMIT FEE &amp; REVIEW</b>			
<input type="checkbox"/> Insurance:	Inspection fee:		
<input type="checkbox"/> Cost of construction:	Review fee:		
<input type="checkbox"/> Contract:	Subtotal:		
<input type="checkbox"/> Plans:	Administrative fee:		
<input type="checkbox"/> Zoning approval:	Date:	State fee:	\$4.50
		Other fee:	
		Total fee:	





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**Plymouth Township  
 Sewer Permit  
 Application**

Please type or print clearly

<b>XIII. Location of Work</b>			
Address:		Date:	
Type of work:		Building Class:	Type of Occupancy:
<b>XIV. Applicant</b>			
Name		E-Mail	
Address		Phone #	
City, State, Zip		Fax #	
<b>XV. Owner</b>			
Name		E-Mail	
Address		Phone #	
City, State, Zip		Fax #	
<b>XVI. Architect/Engineer</b>			
Name		E-Mail	
Address		Phone #	
City, State, Zip		Fax #	
<b>XVII. Contractor</b>			
Name		E-Mail	
Address		Phone #	
City, State, Zip		Fax #	
<b>XVIII. Description of Work</b>			
Cost of Construction:		Copy of contract is required upon submittal	Township Reg. #:
Size of Material:	Type of Material:	Type of Connection:	Length of Run:
Description:			

Applicant will be mailed the permit unless box is checked for pick up. [ ]

Name \_\_\_\_\_ Ph. # \_\_\_\_\_

The applicant is certifying that he/she is the property owner or acting as an agent for the owner of the property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 -----Do not write below this line-----

<b>VII. APPROVAL</b>	
By:	Date:
<b>VIII. PERMIT FEE &amp; REVIEW</b>	
<input type="checkbox"/> Insurance:	Inspection fee:
<input type="checkbox"/> Cost of construction:	Review fee:
<input type="checkbox"/> Contract:	Subtotal:
<input type="checkbox"/> Plans:	Administrative fee:
<input type="checkbox"/> Zoning approval:      Date:	State fee:      \$4.50
	Other fee:
	Total fee:

**Sec. 18-30. Registration--Licensed by other municipalities.**

(a) A master plumber holding a **license granted by the examining board** of any municipality in the metropolitan Philadelphia area (defined hereby as Bucks, Montgomery, Chester, Delaware and Philadelphia counties) who engages in or works at the business of plumbing, drainage and sewage or who desires to engage in or work at the business of plumbing, drainage and sewage in the township shall, without further examination, be registered in the office of the board of health of Plymouth Township as a registered master plumber upon payment, each calendar year, of a registration fee established from time to time by resolution of township council, and the board of health, by its properly constituted agent or officer, shall issue a certificate of such registration.

(b) A journeyman plumber holding a license granted by the examining board of any municipality in the metropolitan Philadelphia area (defined hereby as Bucks, Montgomery, Chester, Delaware and Philadelphia counties) who engages in or works at the business of plumbing, drainage and sewage or who desires to engage in or work at the business of plumbing, drainage and sewage in the township shall, without further examination, be registered in the office of the board of health of Plymouth Township as a registered journeyman plumber upon payment, each calendar year, of a registration fee established from time to time by resolution of township council, and the board of health, by its properly constituted agent or officer, shall issue a journeyman's certificate of such registration. (Ord. No. 873, § 1, 4-12-1982; Ord. No. 1026, § 1, 2-19-1990; Ord. No. 1168, §§ 1, 2, 1-16-1995)

**Sec. 18-31. Same--Suspension or revocation of certificate.**

A certificate of registration granted under this chapter may be suspended or revoked by the township in the event that the plumber, or a representative thereof, shall violate any of the rules or regulations of this chapter, shall refuse or neglect to make necessary corrections to work not approved by the township within a reasonable time after notification so to do, or who shall permit the use of his name by a person for the purpose of obtaining a permit to do plumbing work. (Ord. No. 873, § 1, 4-12-1982)

**Sec. 18-32. Same--Term; renewal.**

At the expiration of each calendar year, plumbers' certificates shall be null and void. A licensed master plumber desiring to continue in or to work at the business of plumbing, building drainage or sewer drainage for the ensuing year shall, between the first and thirty-first days of December of each and every year, surrender the certificate to the plumbing inspector and reregister his/their name and address upon such form as may be required. (Ord. No. 873, § 1, 4-12-1982)

**Sec. 18-33. Plumbers not to allow name to be used.**

No person carrying on the business of plumbing, building drainage or sewer drainage shall allow his/their name to be used by any other person, either directly or indirectly, to obtain a permit or permits to do any work under the registered plumber's license. (Ord. No. 873, § 1, 4-12-1982)

**Sec. 18-34. Required actions upon change in or cessation of business.**

Every registered plumber shall give immediate notice of a change in his/their place of business and upon retirement from business shall surrender his/their certificate of registry to the plumbing inspector. (Ord. No. 873, § 1, 4-12-1982)



700 Belvoir Rd.  
 Plymouth Meeting, PA 19462  
 610-277-4100 (Ph.)  
 610-277-4335 (FX.)  
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**Plymouth Township  
 Master Plumber  
 Registration**

Please type or print clearly

FEE: \$100.00	Date:

<b>I. Applicant</b>	
Name	E-Mail
Address	Phone #
City, State, Zip	Fax #

<b>II. Company Name</b>	
Name	E-Mail
Address	Phone #
City, State, Zip	Fax#

Applicant must supply proof of liability workman comp. insurance along with proof of examining board certification.

The applicant is certifying that the above information is correct to the best of his knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 -----Do not write below this line-----

<b>III. APPROVAL</b>	
By:	Date:

<b>IV. Information</b>	
Insurance [ ]	Reg. fee: \$100.00
Proof of examining board [ ]	Reg. #



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<h2 style="margin: 0;">Plymouth Township        Journeyman Plumber        Registration</h2>
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Please type or print clearly

FEE: \$75.00	Date:

<b>I. Applicant</b>	
Name	E-Mail
Address	Phone #
City, State, Zip	Fax #

<b>II. Company Name</b>	
Name	E-Mail
Address	Phone #
City, State, Zip	Fax#

Applicant must supply proof of liability workman comp. insurance along with proof of examining board certification.

The applicant is certifying that the above information is correct to the best of his knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 -----Do not write below this line-----

<b>III. APPROVAL</b>	
By:	Date:

<b>IV. Information</b>	
Insurance [ ]	Reg Fee: \$75.00
Proof of examining board [ ]	Reg. #



700 Belvoir Rd.  
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**Plymouth Township  
 Fire Protection Permit  
 Application**

Please type or print clearly

**I. Location of Work**

Address:	Date:	
Type of work:	Building Class:	Type of Occupancy:

**II. Applicant**

Name	E-Mail
Address	Phone #
City, State, Zip	Fax #

**III. Owner**

Name	E-Mail
Address	Phone #
City, State, Zip	Fax #

**IV. Design Professional**

Name	E-Mail
Address	Phone #
City, State, Zip	Fax #
NICET level and/or PE#:	

**V. Contractor**

Name	E-Mail
Address	Phone #
City, State, Zip	Fax #

**VI. Description of Work**

Cost of Construction:	Copy of contract is required upon submittal	Registration #:
<input type="checkbox"/> Alarm	<input type="checkbox"/> Sprinkler:	<input type="checkbox"/> Suppression System:
Description:		

Applicant will be mailed the permit unless box is checked for pick up.

Name \_\_\_\_\_ Ph. # \_\_\_\_\_

The applicant is certifying that he/she is the property owner or acting as an agent for the owner of the property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 -----Do not write below this line-----

**VII. APPROVAL**

By:	Date:
-----	-------

**VIII. PERMIT FEE & REVIEW**

<input type="checkbox"/> Insurance:	Inspection fee:
<input type="checkbox"/> Cost of construction:	Review fee:
<input type="checkbox"/> Contract:	Subtotal:
<input type="checkbox"/> Plans:	Administrative fee:
<input type="checkbox"/> Zoning approval:      Date:	State fee:      \$4.50
	Other fee:
	Total fee:



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## Plymouth Township Fire Protection Contractor Registration

Please type or print clearly

**I. Type**

<input type="checkbox"/> Alarm <input type="checkbox"/> Sprinkler <input type="checkbox"/> Extinguishing systems	Date:
--	-------

**II. Applicant**

Name	E-Mail
Address	Phone #
City, State, Zip	Fax #

**III. Company Name**

Name	E-Mail
Address	Phone #
City, State, Zip	Fax#

**IV. Design Professional**

Name	E-Mail
Address	Phone #
City, State, Zip	Fax#
NICET and Level or PE #:	

**V. Installer Name**

Name	E-Mail
Address	Phone #
City, State, Zip	Fax#
NICET # or other proof of proficiency:	

The applicant is certifying that the above information is correct to the best of his knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 -----Do not write below this line-----

**VI. APPROVAL**

By:	FEE: \$100.00
-----	---------------

**VII. Information**

Insurance <input type="checkbox"/>	Date approved:
Proof of examining board <input type="checkbox"/>	Reg. #

## Information required for plan review for Commercial Hood and Duct system: General

- Provide a complete floor plan showing the location of all equipment (cooking heat producing, vapor producing), size of the hood and size and type of the cooking equipment.
- Indicate the type of equipment being used. Indicate the production of steam, heat or grease laden fumes.
- Indicate the type of cooking extra heavy to light duty.

## Type I Systems

- Provide a catalog cut for a factory built commercial kitchen hood. It shall comply with UL 710
- Indicate the gauge of the exhaust hood (a minimum of 18 gauge for steel and 20 gauge for stainless steel.)
- Provide an enclosure around the hood equal to a shaft in the building code where the hood penetrates the ceiling.
- Indicate the method of supporting the hood. The supports shall be noncombustible material and designed to carry the gravity and seismic loads.
- The hood joints and seams shall be made with a continuous liquid tight weld or braze on the external side of the hood.
- The minimum distance from the hood to combustible material shall be 18 inches and no clearance is required when gypsum board is attached to non combustible materials.
- Indicate the distance from the filter to the cooking surface, type of filter, size of filter and mounting position.
- Provide details showing the size of the cooking surface, size of hood and distance to the cooking surface. This will be used to determine the style of the hood.
- Provide a calculation showing the capacity of the exhaust system including type of hood and linear feet of the hood.
- The exhaust system shall automatically activate whenever cooking occurs.
- Provide a calculation for the non-canopy hood showing not less than 300 cfm per linear foot of cooking surface.
- Indicate a performance test for the kitchen hood.
- Indicate the gage of the exhaust duct, a minimum of 16 gage for steel and 18 gage for stainless steel is required.
- The duct joints and seams shall be made with a continuous liquid tight weld or braze on the external side of the duct system.
- Indicate the method of supporting the duct. The supports construction shall be noncombustible material. The supports and supporting construction and designed to carry the gravity and seismic loads.
- Indicate the local official will be notified before the grease duct test.
- The velocity in the duct shall be a minimum of 500 feet per minute.  $\text{Velocity} = \text{cfm} \div \text{square foot of duct}$ .

- Indicate duct clearance. A minimum of 18 inches (combustible) to 3 inches (gypsum board on non-combustible.)
- The ductwork shall be installed so that grease cannot collect in any portion.
- Indicate the slope of the horizontal ductwork  $1/4$  in 12, ducts over 75 feet / 1 in 12.
- Provide a cleanout with maximum dimensions of 12 x 12 on the side of all horizontal ducts with a maximum spacing of 20 feet.
- Provide an enclosure where the duct penetrates a ceiling, wall, and floor. The enclosure shall comply with the building code with a clearance of 18 inches (combustible) to 3 inches (gypsum board on non-combustible.)
- The exhaust duct shall terminate not less than 40 inches above the roof, not less than 10 feet to air intakes or less than 10 feet above grade.
- Provide a catalog cut for the exhaust fan being used for the type I hood. It shall show the fan outside the air stream.
- Provide details for the grease diverter when a centrifugal fan with horizontal discharge including size of vertical outlet, length of duct and a low point drain outlet.
- The exhaust fan shall terminate 40 inches above the roof.
- Wall exhaust termination shall be a minimum of 3 feet from other exterior wall openings
- Exhaust fans shall be 10 feet from adjacent buildings or property lines or air intake openings and 10 feet above grade.
- The exhaust fan housing shall be the same as the exhaust duct work and extend 18 inches above the roof.
- Indicate the source of the make up air and the other source of the air for other equipment in the room.
- The make up air shall be tempered where it enters the conditioned space.



**INFORMATION REQUIRED FOR FIRE PROTECTION SUBMITTAL TO BE REVIEWED BY  
PLYMOUTH TOWNSHIP**

**→ CHECKLIST MUST ACCOMPANY ALL SUBMITTALS- NO EXCEPTIONS**

**Two copies of signed and sealed plans (Fire protection engineer or NICET III/IV)  
Cut sheets and calculations must be submitted along with this checklist.**

**Sprinkler System Submittals: \*See NFPA 13 for a complete submittal list**

**Location Address**

- Plans must be to scale and clearly show work to be done including a **detailed scope of work**.
- Plan must show the job name and complete address.
- The specific type and quantity of sprinklers must be provided on every page.
- Two sets** of catalog cut sheets for all equipment including sprinklers, valves, etc. must be included and highlighted.
- Fire hydrant flow test information must be dated and **within 6 months**.
- Two sets** of hydraulic calculations must clearly show the friction loss for the backflow preventer and include a graph curve sheet.
- All hydraulic node points must be clearly **shown on the drawings**.
- All ceiling information including soffits, heights, construction type, slope, etc. must be shown and noted with cross section detailed on the plans.
- Specific code sections and storage information must be provided for all design densities over an Ordinary Group II.
- All plans must have the contractors name, address, and phone number.
- Provide a scaled site plan clearly showing the building fire department connection and fire hydrant locations.

**Fire Alarm System Submittals: \*See NFPA 72 for a complete submittal list**

**Location Address**

- Plans must be to scale and include a **scope of work** outlining details of the project.
- Plans must show job name and complete address.
- The square foot area of the building must be noted on the plans.
- A summary sheet or symbol list showing a device count shall be provided.
- Two sets** of catalog cut sheets must be provided and **highlighted** for all components to be installed.
- Specific details must be provided regarding the offsite monitoring of the system including type of transmission means and name and location of receiving station.
- All wiring information must be shown on the plans including size, type, and all point to point wire runs.
- Two sets** of complete battery backup calculations must be provided that clearly note **battery size to be provided**.
- two sets** of voltage drop calculations using the "RMS" or "UL MAX" values for notification devices must be provided.
- All plans must have the contractors name, address, and phone number.

### **Kitchen Hood Wet Chemical System Submittals:**

**\*See NFPA 17A for a complete submittal list**

- Plans must include exact hood, duct, pipe, and appliance dimensions.
- Plans must show job name and complete address.
- Catalog cut sheets must be provided for all nozzles and equipment to be used.
- The tank size and flow point count must be noted on the plans.
- All plans must have the contractors name, address, and phone number.
- A plan view of the kitchen must show the hood, tank, and pull station locations.
- The plans must clearly show the type of nozzles to be used and show the mounting height, and aiming point for each.

### **Kitchen Hood Mechanical System Submittals:**

**\*See Attached list and NFPA 96/International Mechanical code for a complete submittal list**

- Plans must include complete hood, duct, and mounting dimensions.
- Plan must show job name and address.
- Plans must include a roof detail showing the exhaust fans and all equipment within 15'.
- Specific information and manufacturers UL listing must be provided for all hoods calculated for other than code requirements.
- Complete calculations must be shown for both the CFM and FPM used in sizing the exhaust duct and fan.
- Notes or details shall be provided showing shut down of fuel, electric, and fans.

### **Clean Agent System Submittals:**

**\*See NFPA 2001 for a complete submittal list**

- Plans must be to scale and clearly show all work to be done.
- Plans must show the job name and complete address.
- A key plan shall be provided showing the area of work in the building.
- Complete catalog cut sheets shall be provided for all equipment to be used.
- The scope of work shall include a description of hazard being protected and type/manufacturer of agent being used.
- Calculations for required agent quantity and discharge time shall be provided.
- All alarm portions of the system shall comply with the submittal requirements of a fire alarm system.

### **Underground Water Main Submittals:**

**\*See NFPA 24 for a complete submittal list**

- Plans must show the job name and complete address.
- Plans shall have the contractors name, address, and phone number.
- Plans must be to scale and clearly show work to be done including a **detailed scope of work.**
- Provide a scaled site plan clearly showing the building fire department connection location and fire hydrant locations.

- Plans must show all new and existing underground piping, sizes, control valves, hydrants and flow test information.
- The specific size, type and quantity of all valves shall be provided on every page.
- Fire hydrant flow test information shall be dated and **less than 1 year old**.
- Hydraulic calculations shall be submitted and include a graphed demand curve sheet. IFC Appendix "B".
- Indicating control valves shall be located at each Municipal water supply connection, each side of any check valves and for the building fire service main to the building.
- Provide catalog cut sheets for all hydrants, valves and other underground water main components.
- All underground piping, joints and fittings shall comply with AWWA standards.
- All hydrants shall be on a 6" water main minimum.
- Provide hydrant and valve details on drawings.
- Plans shall indicate the building square footage and construction classification.

### **Life Safety Code Submittals:**

**\*See NFPA 101 for a complete submittal list**

- Two sets of complete plans showing the job name and complete address; and shall include the design professional in charge name, address and phone number.
- Plans must be signed and sealed by the design professional in charge of the project and include all architectural, electrical, plumbing, mechanical, accessibility, etc. drawings and material specifications.
- Plans must be to scale, fully dimensioned to determine building area and height; and clearly show work to be done including a **detailed scope of work**.
- Provide a scaled site plan clearly showing any existing structures, all new construction, distance from lot lines, street grades, proposed finish grades, location of underground mains, fire hydrant locations, building fire department connection location and any fire department access lanes.
- Description of building use or occupancy for all areas of the building.
- Description of design approach for mixed use buildings.
- Proposed type of construction including testing/listing agency details for all fire rated construction.
- Hazard of content classification and any proposed special storage arrangements.
- Complete exit details to fully evaluate the means of egress including; occupant loads, means of egress arrangement, corridors, doors, stairs, exit signage, emergency lighting, emergency power supply, etc.
- Special occupancy information including; assembly, high rise, mezzanine, atrium, covered mall, underground building, etc.
- Details for all fire protection systems proposed including fire sprinklers, fire alarm, standpipes, fire pumps, and other extinguishing systems.

