

BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS COMMERCIAL PAVILION

Please read all of the following information. The following is a checklist. You must have a “checkmark” in all the sections listed below prior to submitting your application.

- Two (2) complete sets of sealed drawings, including specification books from a registered design professional that show in detail code compliance for all work proposed.
- Workers’ Compensation Insurance certificate or an affidavit of exemption.
- Location of parking spaces, accessible routes, and other required accessibility features.
- Highway access permits PENNDOT/Municipal, if required.
- Application fee of \$160.00 – Made out to LMIA
- Complete building permits application. (Tax parcel number must be provided)

CONSTRUCTION DOCUMENTS REQUIRED

- **Site plan** showing to scale, the outside dimensions of the proposed structure, including distances in feet to the front, sides, and rear property lines, 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.
- **Two (2) complete sets** of scaled drawings 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
 - Accessibility
 - International Building Code
 - Use Group(s) (Each Area or Room)
 - Building Limitation (Height and Area)
 - Type of Construction

A building code official shall grant or deny a permit application, in whole or in part, within 30 business days of the filing date or the application is deemed approved.

LMIA will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be reviewed for code compliance. A building permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the LMIA Office. All fees shall be paid prior to the issuance of the permit. You will then use the inspection procedures provided to have all of the required inspections performed.