



Borough of Mechanicsburg

36 W. Allen St.

Mechanicsburg, PA 17055

Minimum Information Requirements for *Commercial Building* Permit Plan Reviews

This checklist is meant as a guide to better expedite your plan through the review process, each item listed should be shown, if applicable, on the plans submitted. Failure to do so may result in a delay in the review process and the issuance of the building permit. Again the following is meant as a guide and is not inclusive of all information needed for every project. The Borough Codes and Zoning Department is here to assist you with general permitting questions (717-691-3315), for project design needs and/or specific code question inquiries seek the assistance of an engineer, architect and/or consultant, as Borough Staff is unable to answer design questions.

Basic Data:

- Permit Application:** Borough of Mechanicsburg Permit Application completed in its entirety.
- Authorized Agent Letter:** If anyone other than the owner of the property is applying for a building permit the owner must draft a letter stating that they are the owner's authorized agent and the property owner must sign this document.
- Project Name:** Commercial Name of the Project.
- Property Owner:** Name, Address, Contact Phone Number.
- Project Location:** Street Address, City, State and Zip Code.
- Building Permit Numbers:** If previous building permits have been issued for the same project, (a phased project), provide all prior permit numbers.
- Contractor Information:** Primary Contractor, Full Address, Contact Person and Cell Phone Numbers for the Contact and the Main Number for the Company.
- Contractor Proof of Insurance:** A Copy of the Contractor Certificate of Liability Insurance (Naming the Borough of Mechanicsburg as the Holder) and a Copy of the Contractor's Proof of Workers Compensation Insurance Both Faxed Directly From The Contractor's Insurance Company to 717-691-3312.
- Engineer/Architect:** Primary Designer, Full Address, Contact Person and Phone Numbers for the Contact and Main Number for the Company.

All Commercial Plan Submittals Shall Include at Least Three (3) Sets and MUST be Signed and Sealed by a PA Design Professional, and Include the Following As Applicable:

- **Site Plan:** Showing Handicapped Parking For New Structures, Additions and Changes of Use.
- **Electrical Plans:** Layout/Floor Plans for Each Affected Floor or Area, Wiring Diagram, Wire/Circuit Sizes, Load Calculations, Equipment Information and Specifications, Panel Information and Specs.- Location, Size/Amps, etc., Wiring Methods (conduit, Romex, MC, etc.).
- **Energy Information:** Insulation (location and R-Values), Window and Door Specs (U-Factors), etc.
- **Plumbing Diagram:** Riser Diagram, Supply, Waste, Vent, Materials, Pipe Sizes, etc.
- **Mechanical Layout:** HVAC, Air Distribution (locations and size), etc.
- **Engineered Sealed Specs:** Steel Beams, Lam Beams, Trusses, and Any Other Engineered Element of the Design.
- **Accessibility Plans:** All Commercial and/or Multi-Unit Residential Requiring ADA Elements.
- **Pools/Spas/Hot Tubs:** Manufacturer, Installation Electrical, Safety and Engineered Specs.
- **Fire Protection Systems:** If Being Provided, Hydraulic Calculations Are Required With FPS Floor Plans.

Deferred Submittals:

- **Planning for Deferred Submittals (Phased Projects) Must Be Pre-Approved by the Borough of Mechanicsburg BCO.**

Please feel free to contact Borough Staff at 717-691-3315 with general questions. Staff cannot assist with the design or a specific question related to your project, but is available to assist you in matters such as determining whether the project requires a permit.

Be Safe,

Borough of Mechanicsburg Codes and Zoning Department