



**Zelienople Borough Building Department**

111 West New Castle Road  
Zelienople, PA 16063  
(724) 452-6610

www.zelieboro.org

**Commercial Building Application**

**PA UCC Building Permit Application**

**Type of Application:**    \_\_\_ New Construction    \_\_\_ Addition    \_\_\_ Alteration  
\_\_\_ Demo

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Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Location of Property: \_\_\_\_\_  
\_\_\_\_\_

Municipality: \_\_\_\_\_ County of: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_

Zoning District: \_\_\_\_\_ Tax Map # \_\_\_\_\_

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Name of Owner: \_\_\_\_\_

Name of Business: \_\_\_\_\_

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

Phone / Cell # (    ) \_\_\_\_\_ Email: \_\_\_\_\_

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**Pennsylvania Registered Design Professional Information:**

Architect or Engineer Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ Phone# (    ) \_\_\_\_\_

PA License# \_\_\_\_\_

**Check out: [www.cea-code.com](http://www.cea-code.com) for helpful guidelines to most common code and procedure questions.**

## **Contractor or Sub Contractor Information:**

General Contractor Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone / Cell (    ) \_\_\_\_\_ E:mail \_\_\_\_\_

Contractor's Workman's Compensation Policy: \_\_\_\_\_ Y / N  
Policy # \_\_\_\_\_ Effective Date: \_\_\_\_\_ (Provide Sheet)

**Waiver of W/C:** Pennsylvania requires proof of valid Workman's Compensation or a notarized waiver of Workman's Compensation. (Attached: Notarized Copy)

Owner or Responsible Party must submit to CEA Code Enforcement Agency, a list of all known Contractors and Sub-Contractors who will be associated with the above application.

In addition, CEA Code Enforcement Agency will require a certificate or proof of Workman's Compensation for all workers outside sole proprietors, general liability certificate and certificate or proof of State of Pennsylvania Home Improvement Contractor registration prior to issuing any Building Permit.

### Applicant's Certification

As the owner or the authorized agent for the project which this application is filed, I certify that:

1. The description of use, estimated construction coast and all others information provided as part of this application for a building permit is correct.
2. The building or structure described in this application will not be occupied until all known code violations are corrected and a Certificate of Occupancy has been received from the municipality.
3. This project will be constructed in accordance with the approved drawings and specifications (including any required non-design changes) and the Uniform Construction Code standards as specified in 34 PA Code Chapters 401-405.
4. Any changes to the approved documents will be filed with CEA Code Enforcement Agency.
5. If the licensed architect or engineer in responsible charge of this construction should change, written notice of the change will be provided to CEA Code Enforcement Agency.
6. No error or omission in either the drawings and specifications or application, whether approved or not, shall permit or relieve me from constructing the work in any manner other than provided for in 34 PA Code Chapters 401-405.
7. If signed by someone other than the construction owner, this work has been authorized by the owner of record and I have been authorized by the owner to complete this application on his behalf.

# Construction Information

Building Type: \_\_\_\_\_ IBC Code Volume \_\_\_\_\_ Sprinklered? \_\_\_\_\_

No of Stories: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupant Load \_\_\_\_\_

Other: \_\_\_\_\_

Existing Structure: \_\_\_\_\_ Year Built: \_\_\_\_\_ Last Certificate of Occupancy \_\_\_\_\_

Accessibility Review (required) \_\_\_\_\_ 20% \_\_\_\_\_

IEBC Plan Review Method: Prescriptive / Performance Other: \_\_\_\_\_

Type of Renovation / Alteration Level: I II III

GFA: Gross Footage Area: \_\_\_\_\_ Estimated Costs: \_\_\_\_\_

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**Permits Required:** Building Permit Electrical Permit Mechanical Permit  
Demolition Permit Plumbing Permit

Estimated Construction Time: \_\_\_\_\_

Description of Project: \_\_\_\_\_

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The permit applicant shall submit construction documents in a format approved by the building code official. Construction documents shall be clear, indicate the location, nature and extent of the work proposed, and show in detail that the work will conform to the Uniform Construction Code.

**2021 International Building Code (IBC)** Commercial Code requires (2 sets) of designed drawings be sealed by a Pennsylvania Architect or Engineer prior to submission of application. A copy of Commercial Plans Examination Guidelines is available at the Building Department.

Large Format File transfers electronically are available by request.

All Applicants must have COMcheck performed and attached for Energy Compliance.

ALL areas must be properly completed for this legal application.

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# Sanitary / Septic Information

Permit Required:      YES                                      NO

SEPTIC OR SANITARY SYSTEM? \_\_\_\_\_ SEO required? \_\_\_\_\_

Project: \_\_\_\_\_ Tap Permit # \_\_\_\_\_

Lot/Plan: \_\_\_\_\_ # of EDU(s) \_\_\_\_\_

Allocation Year: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Payment:              TFE              Amount:              CK#              R#

Check              Amount:              CK#              R#

Cash              Amount:              R#

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Construction documents shall contain a site plan that is drawn to scale. The building code official may waive or modify the following site plan requirements if the permit application is for an alteration or repair or if waiver or modification is warranted. Site plan requirements include all of the following:

- (1) The size and location of new construction and existing structures on the site.
- (2) Accurate boundary lines.
- (3) Distances from lot lines.
- (4) The established street grades and the proposed finished grades.

A permit applicant shall submit an application to the building code official and attach construction documents, including plans and specifications, and information concerning special inspection and structural observation programs, Department of Transportation highway access permits, all other permits or approvals related to the construction required under § 403.102(n) (relating to municipalities electing to enforce the Uniform Construction Code) and other data required by the building code official with the permit application. The applicant shall submit three sets of documents when the Department conducts the review.

The Commonwealth of Pennsylvania established the Uniform Construction Codes (UCC) under Act 45 of 2004, a copy of ALL applicable codes and UCC standards are available online at: **www.pa code.com**. I certify by the signature below, the information presented here is accurate and lawful under 34. PA Code § 403.42 (a) Permit Application.

**COMMERCIAL APPLICATIONS require a plan review within (30) thirty business days of the accepted application. (Excluding any local Zoning Approval)**

ALL plan review information of this application shall be in writing from CEA Code Enforcement Agency to the responsible party of this application. Failure to provide all information required by the PA UCC shall delay the process in receiving a UCC Permit.

**THIS APPLICATION IS A LEGAL DOCUMENT:** Any changes or additional information recorded on this application must be made by the applicant, agent or responsible party that signed the application. All requested areas of information within this application shall be completed before acceptance of the application at the Building Department.

**\*\* Failure to properly or legally complete this application shall result in being returned to the applicant for review without legal acceptance. Must be legible for reading.**

**Legal Disclaimer: Please Read Before Signing Application**

By signing this application, I acknowledge and agree to the following:

**1. Compliance with PA UCC**

I understand that all construction, design, and related activities must comply with the **Pennsylvania Uniform Construction Code (PA UCC)** and any applicable municipal amendments. It is solely my responsibility, as the applicant, to ensure full compliance with all statutes, local regulations, and code requirements under the PA UCC.

**2. Responsibility for Submitted Materials**

I am solely responsible for the accuracy, completeness, and compliance of all plans, specifications, and supporting documents submitted with this application. All design documents must be prepared in accordance with the PA UCC and, where required, by a licensed design professional under Pennsylvania law.

**3. Plans Examination and Code Enforcement Limitations**

I acknowledge that the **Building Code Official, Plans Examiner, or Code Inspector** assigned to this project is prohibited from:

- o Designing plans or providing design solutions.
- o Assisting in overcoming technical infeasibility.
- o Permitting construction or occupancy without full compliance with all applicable code stages, inspections, and permit audits.

Their role is limited to reviewing submitted documents, conducting inspections, and enforcing compliance as required by law.

**4. Applicant's Sole Responsibility**

Myself, my contractor, agent, or designer bear full responsibility for meeting all code requirements throughout the **plans examination process, construction process, and occupancy process**. Failure to comply may result in enforcement actions, penalties, or denial of permits and certificates of occupancy as provided under **Act 45 of 1999** and **34 Pa. Code Chapter 403**.

**I will be acting on behalf of the owner as:**

\_\_\_ Architect    \_\_\_ Engineer    \_\_\_ Contractor    \_\_\_ Agent    \_\_\_ Owner

\_\_\_ Other: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_  
(Must be Legible)

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**Municipal Information**

Jurisdiction Acceptance Date: \_\_\_\_\_ Time: \_\_\_\_\_.

By: \_\_\_\_\_

Application Requirements: Land Survey Site Plan Plot Plan (Attached)

Zoning / Planning / Engineering Approval

Commercial: 2-Sets of Design Drawings by: PA Registered Architect or Engineer.

Workman's Compensation information sheet / Notarized Waiver of W/C .



**CODE ENFORCEMENT AGENCY**  
1633 Route 51, Suite 100, Jefferson Hills, PA 15025  
1-866-410-4952 [www.cea-code.com](http://www.cea-code.com)

**CEA ELECTRICAL INSPECTION APPLICATION**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jurisdiction

RESIDENTIAL (<400A)  
(Single Family, Duplex & Townhouse)

COMMERCIAL  
(All other)

Utility / Power Company Name: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Permit: \_\_\_\_\_  
\_\_\_\_\_

Contact # ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Work Order # \_\_\_\_\_ Date Issued: \_\_\_\_\_

**Electrician Information:**

Name: \_\_\_\_\_ Contact # ( ) \_\_\_\_\_

License# \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact# ( ) \_\_\_\_\_

**Type of Inspection:** Single Phase      3 Phase      120/240v      480v (+)

New Service      D/C & R/C      Upgrade      Damaged Panel/Service

Underground      Generator      Overhead      Transformer      Solar (PV)

Other: \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

**CEA – Electrical Department**  
**(412) 455-3400**  
**electrical@cea-code.com**





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## **COMMERCIAL ELECTRICAL POLICY**

Policy E25-003-CEA

Effective September 1, 2014, all Commercial Electric permits issued by CEA will need to begin with an Application submitted by an Architect, Engineer, Licensed Electrical Contractor, General Contractor or Electrician to the main offices of CEA located at 1633 Route 51, Jefferson Hills, PA 15025. Application for Commercial Electrical emailed to CEA offices at: [electrical@cea-code.com](mailto:electrical@cea-code.com).

Applications are available by mail or online at: [www.cea-code.com](http://www.cea-code.com)

The Commercial Application will be reviewed by CEA Electrical Department and upon approval and procurement an ELECTRICAL PLACARD will be issued by the Chief Electrical Inspector. This placard must remain in a visible area during all phases of electrical work or until “Final Inspection” is approved. Pennsylvania Uniform Construction Code (UCC) under Act 45 of 2004 permits up to **30** days for review and approval.

Any additional information requested by the Electrical Inspector or Electrical Plans Examiner is the sole responsibility of the APPLICANT.

Any changes or change orders approved by the Architect or Engineer after a placard has been issued must be approved by the Chief Electrical Inspector or by the Electrical Plans Examiner prior to proceeding forward.

Payments due to CEA for Electrical Permit or Plans Examination are due PRIOR to the issuance of the placard. No inspections or final inspection shall be made until permit fees are paid in full. All additional payments for change orders or additions to original application must also be paid in full prior to any request for “final inspection”.

All inspections requested of the Electrical Inspector must be submitted a minimum of **24-hours** in advance of the request by contacting CEA Offices at: (412) 455-3400 and have your open electrical permit number ready.

All cut card requests for power companies or certificate of electrical compliance requests must be submitted to CEA at least 5 days prior to any final inspection request.

Failure to comply with any portion of the Uniform Construction Code (UCC) or the current version of the NEC National Electrical Code may result in permit being suspended or withdrawn and the Building Code Official being notified for a “Stop Work Order” or Citation.



# CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025

1-866-410-4952

www.cea-code.com

PA L&I A191

Permit# \_\_\_\_\_

## APPLICATION & PERMIT FOR ELECTRICAL INSPECTION

*Applicant must complete required sections for issuance of certificate of compliance; no certificate will be issued on an incomplete application.*

Municipality \_\_\_\_\_

County, State \_\_\_\_\_

Address \_\_\_\_\_

Lot # \_\_\_\_\_ Development \_\_\_\_\_

Owner \_\_\_\_\_

Occupant \_\_\_\_\_

Owner Telephone \_\_\_\_\_

Use of Structure \_\_\_\_\_

Utility Company \_\_\_\_\_

Pole/Trans# \_\_\_\_\_ Meter# \_\_\_\_\_

Directions \_\_\_\_\_

**Type of Inspection:** Service Entrance Rough Final Temp. Service Survey Other \_\_\_\_\_

		Qty.			Qty.			Qty.
Service Equip.	Amp		Receptacles		Oven	KW/Amp		
Service Equip.	Amp		Switches		Range	KW/Amp		
Service Equip.	Amp		Fixtures		Cooktop	KW/Amp		
No. of Meters			Ceiling Fans		Dryer	KW/Amp		
Sub Panels	Amp		Air Cond.	Hp/Amp	Pump	Hp/Amp		
Sub Panels	Amp		Dishwasher	Hp/Amp	Whirlpool/Spa			
Sub Panels	Amp		Disposal	Hp/Amp	Hot Tub			
Sub Panels	Amp		Hood/Vent Fans		240 Volt Receptacle			

**Type of Work:** New Rewire Emergency

		Qty.							Qty.							
Heat Pump								Disconnects	Amp							
Water Heater	KW/Amp							Disconnects	Amp							
Feeders								Disconnects	Amp							
Feeders								Emer./Exit Units								
Transformers	KVA							Other Equip.								
Transformers	KVA															
Transformers	KVA															
Smoke Alarms																
Motors: Qty		1/20	1/12	1/10	1/8	1/6	1/4	1/3	1/2	3/4	1	1 1/2	2			
Motors: Qty		3	5	7 1/2	10	15	10	15	20	25	30	40	50	75	100	
Electric Heat: Qty		500	750	1000	1250	1500	1750	2000	2250	2500	2750	3000				

### INVOICE for ELECTRICAL SERVICES – PAYABLE to CEA.

Applicant \_\_\_\_\_ Address \_\_\_\_\_

Business Name \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Applicants Signature \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Fee Due at time of Application\$ \_\_\_\_\_

**No Inspection will be Finalized until payment is made.**

Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_