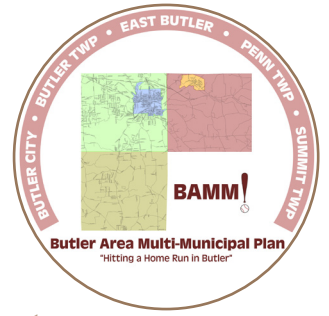


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## Appendix 6-1 City of Butler Commercial Flow Chart

**\*ATTENTION\***

### **LARGE SCALE COMMERCIAL PROJECTS & CHANGE OF USE:** **Procedure for building permit issuance:**

**\*\* OBTAIN ZONING APPROVAL FIRST\*\***

**CONTACT BUTLER AREA SEWER AUTHORITY (BASA) FOR ALL NEW \_\_\_\_\_  
CONSTRUCTION AND ENLARGEMENT (RESTROOM FACILITIES) 724-282-1978**

**ACT 537 Compliance; The DEP requires a completed Sewage Facilities Planning Module be submitted for review for all new construction and major renovation with increased flows. City of Butler fee charged**

**If the project includes *Food Service*, drawings need to be submitted to the Health Officer, Gary Bonelli and a health inspection will be required. Phone # 724-285-4124, Ext. 300**

**Land Development drawing submission; including but not limited to site plan, storm water plan, soil erosion and sedimentation control plan, BASA plan, and any additional plans requested. City of Butler Land Development review fee charged (separate from grading permit fee)**

**For projects excavating 5,000 sq. ft. or more of soil, a City of Butler Grading Permit must be procured**

**Soil Erosion and Sedimentation plan review, if over an acre, by Butler Co. Conservation District, 724-284-5270**

**BUILDING CONSTRUCTION DOCUMENTS: The City of Butler requires four (4) complete sets of drawings, (including site plan when applicable) to be submitted through the following steps for building code review and full approval before a building permit can be issued. Each plan reviewer will retain a set of drawings. ALL DRAWINGS MUST IDENTIFY THE LOCATION BY COMPLETE STREET ADDRESS, INCLUDING SUITE NUMBERS. (*Please confirm street address with Office of Business and Community Development before submitting drawings*). The cover sheet must have the USE GROUP and TYPE OF CONSTRUCTION listed. Detailed drawings are required for all accessibility issues.**

**All parties must sign off on *the same sets* of drawings before a building permit can be issued.**

**UCC review by Professional Code Services, Inc. (fee charged). For general questions and / or plan review information, contact John Nath of PCS at 724 - 449 - 2633. Submit 4 sets of sealed drawings**

**to the City of Butler Office of Business and Community Development with a completed PCS Plan Review Application. Code review will be to the PA. Uniform Construction Code, which includes: Int. Bldg Code 2009, Int. Fire Code 2009, Int. Res. Code 2009, Int. Mech. Code 2009, Int. Elec. Code 2009, Int. Plumb. Code 2009, Int. Exist. Bldg Code 2009, Int. Fuel Gas Code 2009, Int. Energy Conservation Code 2009,**



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### CITY OF BUTLER COMMERCIAL FLOW CHART

and Int. Urban Wildland Interface Code 2009. ***The most restrictive code will apply*** . Contact Professional Code Services to determine exactly which drawings are required (ex. plumbing, electric, mechanical, energy etc.).

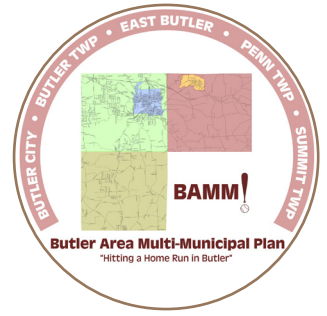
The fee entitles you to 1 initial plan review, and 1 plan revision review. If any additional Reviews (beyond those 2 listed) are needed, the developer will be charged a fee in the amount of 50 % of the original fee. Plans will not be released until review fee(s) is / are paid. Professional Code Services signs off on all sets, keeps one set, then the same three (3) sets are for:

- (2.) City of Butler; Code review by Fire Chief George N. Ban, Jr., 724-283-4200. He signs off on all sets, and keeps one set. The other two (2) sets are for:
- (3.) City of Butler; Review and permit issuance by The Office of Business and Community Development, John Evans 724-283-8300, Ext. 214. Permit issuance is the final approval.  
Mr. Evans keeps one (1) fully approved set and the other set is given to the property owner to be kept on-site.

**COMMERCIAL PERMITS WILL BE ISSUED BY APPOINTMENT ONLY.**

The goal and objective is to have only one ( 1 ) set of **fully approved** official drawings instead of multiple sets.

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## Appendix 6-2 City of Butler

<p><b>Professional Code Services, Inc.</b>  <b>4035 Gibsonia Rd.</b>  <b>Gibsonia, PA 15044</b>  <a href="http://www.pcs-codes.com">www.pcs-codes.com</a></p>	<p><b>Non-Residential Construction Document Review</b>                  Ph 724-449-2633                  Fax 724 449-2673</p>
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<p><b>Section I General Information</b>                  (Please Print clearly)</p> <p>Location of Structure: _____                  Municipality: _____                  *Applicant Name: _____                  Architect: _____                  Address: _____                  Address: _____                  _____                  Ph: _____                  _____                  Fax: _____                  _____                  E-Mail: _____                  E-mail: _____                  *Applicant will be billed unless otherwise noted</p>	<p>Model Code: _____ (PA-2009 IBC)</p> <p>Ph: _____                  _____                  Fax: _____                  _____</p>
--	---

<p><b>Section II Structure Information</b></p> <p>Use Group Classification: _____ If Mixed Use, describe each use by floor or by square footage of space: _____                  _____                  Proposed Work: _____                  _____                  Construction Type: _____ Height: _____ Stories: _____                  Total square footage (building footprint): _____                  Occupant Load per floor: _____                  Occupant Load per Assembly Room(s): _____                  _____                  _____</p>
---



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### Section III Hazardous Materials

Are any hazardous materials stored or used in a production process within this structure:    Yes    No

If you answered NO, skip to Section IV.

If you answered Yes, list chemical makeup and the amount: \_\_\_\_\_

—

—

\* Material Safety Data Sheets (MSDS) shall be submitted with the construction documents. The amount of each material and the location of the room or space in which the material is to be used or stored must be clearly indicated.

### Section IV Fire Protection

Yes    No    Is this structure protected throughout with an automatic sprinkler system? If yes, signed and sealed sprinkler drawings (1 set) shall be submitted with the application.

Yes    No    Is this structure protected throughout with a Fire Alarm system? If yes, signed and sealed Alarm drawings (1set) shall be submitted with the application.

The information contained in this application is true and accurate to the extent of my knowledge. The attached document review instructions have been read and are understood.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

2.5.09

## Construction Document Review Initial Submittal Instructions

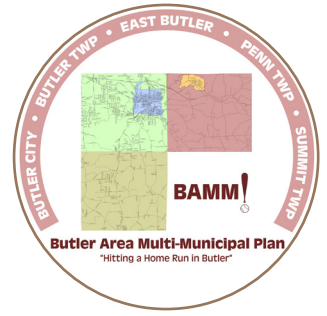
**Four (4)** complete sets of construction documents shall be submitted with the application (including all Specifications Manuals & Structural Calculations).

**One** Energy compliance worksheet or signed **ComCheck** for building envelope, lighting and mechanical installations.

All construction documents shall be signed and sealed by a PA registered design professional.

A site Plan shall be submitted with each set of drawings.

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Three (3) copies of a Soils Report sealed by a PA registered design professional shall be submitted (New Work Only)

One set of signed and sealed Sprinkler drawings (if applicable) in accordance with NFPA 13 shall be submitted.

One set of signed and sealed Fire Alarm drawings (if applicable) in accordance with NFPA 72 shall be submitted.

The application has been completed and signed.

The instructions page (this sheet) has been read and signed.

## General Instructions

Upon receipt of a completed application and the required construction drawings, a code review in accordance with the adopted model Building Code will be performed by a Certified Plans Examiner. Reviews are conducted in the order they are received. A detailed list of comments (if applicable) will be forwarded to the applicant. The submitted construction drawings will be retained by **PCS**. Four (4) sets of revised construction documents (if required) as well as a corresponding response to the comments shall be submitted for a re-review. The construction drawings will only be stamped "Approved" when all code violations are corrected.

Note: The review fee includes an initial review and (1) re-review of the revised drawings. A fee in the amount of 50% of the original fee will be charged if a Third review is required. The "Approved" construction documents will not be released for permitting until all invoices are paid in full.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date \_\_\_\_\_  
2.08



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### Appendix 6-3 City of Butler

#### SEWAGE FACILITIES PLANNING MODULES Flow Chart / Checklist

The DEP requires a completed sewage facilities planning module be submitted for review for all new construction and major renovation with increased flows.

Listed below is the procedure for the City of Butler's part in the process.

Office of Business and Community Development receives planning module package from the owner's project engineer / representative **with all of their required components completed.**

**City's fee MUST BE SUBMITTED WITH the package; Residential \$50, Commercial \$75  
(fee is NON-REFUNDABLE)**

Project Name: \_\_\_\_\_

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

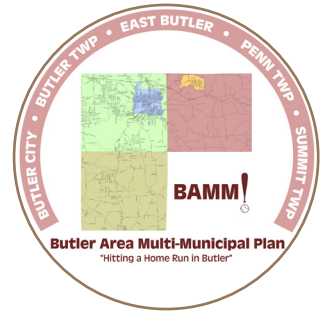
Contact Person: \_\_\_\_\_ Ph # \_\_\_\_\_

Check received, receipt written

#### City compiles following sections of module:

- 1. COMPONENT 4A MUNICIPAL PLANNING AGENCY REVIEW....**  
filled-in by the City, signed and dated by Zoning Officer
- 2. RESOLUTION FOR PLAN REVISION FOR NEW LAND DEVELOPMENT....** mostly filled-in by owner's project engineer / representative, completed by City Clerk after City Council approves resolution, signed and dated by City Clerk
- 3. TRANSMITTAL LETTER FOR SEWAGE FACILITIES PLANNING MODULE....** filled-in by owner's project engineer / representative, signed and dated by City Clerk
- 4. COMPLETENESS CHECKLIST....** filled-in by owner's project engineer / representative, signed and dated by Zoning Officer

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Copies of all four forms are made and placed in the project folder. The forms are recorded by B&CD on the Sewage Facilities Planning Module tracking sheet.

The Zoning Officer gathers all four completed forms and places them in the planning module package. The Zoning Officer then contacts the owner's project engineer / representative, who picks up the planning module package from the Office of Business and Community Development and forwards to DEP for approval.

Office of Business and Community Development receives confirmation of DEP's final approval, which is placed in project folder.

6/24/08