

General requirement checklist to obtain a building permit for:

COMMERCIAL TENTS AND CANOPIES

- Completed two-page application (must be legible and signed) [2 COPIES]
- Land Use Permit (signed/approved by the Municipality) [2 COPIES]
- Site Plan as described in the attached Commercial Tents/Canopies Checklist [2 COPIES]
- Copy of Contractors Certificate of Insurance for Workers Compensation

OR

If doing the work yourself submit Workers Compensation Insurance Coverage Waiver
[refer to the attached document].

- Driving directions from a known landmark or intersection
- ✓ After submitting all required documents your application will be reviewed.
- ✓ PMCA will contact you to let you know if your application has been approved or denied.
- ✓ When the project is approved you will be notified the Building Permit is ready. Prior to obtaining the building permit all charges (i.e. administrative, inspections fees) must be paid.
- ✓ Be advised additional fees may be applied, throughout the project, for failed or missed inspections.

Commercial Tents/Canopies Checklist

The following is a checklist of what will be required for a permit to be issued. Items 1, 2, and associated sub-items shall be submitted with the permit application.

- 1. Submittal of site plan showing**
 - a. Name and address of the structure
 - b. Size of the structure
 - c. Distance of structure from any permanent structure(s), parking area(s), and property lines
 - d. Access road(s) to the structure location
 - e. Nearest fire hydrant or water supply for fire fighting purposes
- 2. Identification of the structure fabric material**
 - . Date that the structure fabric material was last treated with flame-retardant solution
 - a. Trade name and type of solution utilized in flame-retardant treatment
 - b. Name of persons/agency treating the fabric material
- 3. The structure must be structurally stable and properly anchored**
- 4. Proper exiting capacity (with proper exit signage)**
 - . Exits shall be spaced at approximately equal intervals around the perimeter of the structure and shall be located such that all points are 100 feet or less from an exit
 - a. Exiting shall meet the requirements of 2012 IFC Chapter 25
 - b. All openings shall be either open at all times or, if covered, are covered by a flame-retardant curtain
 - c. All aisles shall not be less than 44 inches in width and shall be provided from all seating areas. Aisle width shall be progressively increased to provide, at all points, not less than 1 foot of aisle width for each 50 persons served by such aisle at that point
- 5. Type, quantity, and location of heating and/or cooking equipment or appliances to be used within the structure**
 - . Equipment shall be properly vented
 - a. Equipment shall not be located within 10 feet of any exit, aisle, passageway, or combustible material
 - b. Cooking equipment located outside of the structure shall be located not less than 30 feet from the structure
- 6. "NO SMOKING" signs must be posted**
- 7. The occupant load of the structure shall be posted**
- 8. The seating arrangement within the structure shall be inspected and approved by the Building Department prior to use**
- 9. There shall not be any storage of flammable or combustible liquids and/or gases within the structure**
- 10. Storage of flammable or combustible liquids and/or gases outside the structure shall not be closer than 50 feet from the exterior portion of the structure**
- 11. Storage of flammable solid materials shall not be closer than 30 feet from the exterior portion of the structure**
- 12. Fire extinguishers shall be installed in accordance with NFPA 10 and 2012 IFC.**

When applying for a building permit you need the following:

- Fill out the appropriate application answering all question applicable to your job. Application must be legible and signed. (2 copies)
- A Site Plan showing the location of the existing improvements/structures on your property and approx. distances to all property lines, well, septic system, driveway, etc. Also show the location of the proposed construction. (2 copies)
- Drawings showing details of the construction you want to do. (2 copies)
- If you are doing the work please fill out the Workers Comp Cert of Liability OR if you will be contracting out the work PMCA needs a copy of the contractor's certificate of liability insurance.
- A copy of the signed Land Use Permit from the Municipality (Borough or Township)

After Building Permit Application is submitted:

- After submitting all required documents your application will be reviewed.
- PMCA will contact you with an approval or denial.
- If approved, your permit will be issued and the inspection & administrative fees are due when you pick up the permit. You will also obtain a copy of your original application and stamped set of plans.

After the Building Permit is issued:

- The Building Permit placard and municipal placard are to be visible on site at all times during the construction process.
- To schedule and inspection call the office where your permit was submitted to schedule an inspection. Be prepared to have your Permit Number, address and type of inspection you are requesting. If you call on a work day and provide all the needed information prior to 3:00 p.m. every effort is made to schedule the inspection for the following work day.
- The copy of your application and approved plans are to remain on site when the building inspectors come for inspections. Be advised: we cannot inspect if these are not on site and you may incur additional costs due to extra trip(s) by the inspector.

✓ Checklist for the Site Plan to be provided with the Building Application

1. Site plans are essential and must be clearly legible and reproducible regardless of the reason for requesting the permit.
2. Use an 8 ½" X 11" sheet of paper at minimum.
3. After locating all the structures on your property show distances in feet to the lot lines and between the structures.

Provide dimensions of the property getting the proposed improvement

- Drawing of approx. property layout (Can use hand drawing, photocopy of survey, etc.)
- Acreage (Refer to deed or survey drawing)
- Approx. boundary dimensions (Can be from the deed, field measurement, or a survey drawing)
- Parcel Number (Not mandatory – obtained from deed or property tax notice)

Existing Buildings / Structures with Corresponding Dimensions

- | | |
|------------------|----------------------------------------------------|
| ○ Houses | ○ Deck / Patios |
| ○ Sheds | ○ Other buildings or structures on the property |
| ○ Barns | ○ Location of on lot well and septic IF applicable |
| ○ Swimming Pools | |

Proposed Improvement(s)

- Proposed Structure Dimensions (House, Shed, Barn, Addition, Deck, etc.)
- Location of Proposed Driveway and Sidewalk

SAMPLE SITE PLAN ►

