

**Loyalsock Township
2501 E. Third Street
Williamsport, PA 17701
Office: 570-323-6151**

Commercial Plan Submittal Guide

The provisions of the commercial plan submittal guide shall apply to the construction, addition, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

This guide was prepared to help you submit the information necessary to process your application for plans examination and building permit. Your application and construction documents will be evaluated for compliance with the Pennsylvania Uniform Construction Code Act 45 of 1999, 2015 International Building Code, 2014 National Electric Code, 2015 International Mechanical Code, 2015 International Fuel Gas Code, 2015 International Plumbing Code, 2015 International Fire Code, 2015 International Energy Conservation, 2015 International Existing Building Code, 2015 International Urban-Wildland Interface Code, ICC/ANSIA117.1-2009, Appendix E and H of the International Building Code, 2015 International Residential Code and the Loyalsock Township Zoning Ordinance.

The requirements presented in this guide are not all inclusive of the code requirements. The Building Code Official may request additional information to ascertain compliance with the building code and zoning ordinance to complete the plan review process.

A licensed architect or licensed professional engineer shall prepare the construction documents under the Architects Licensure law or the Engineer, Land Surveyor and Geologist Registration Law. An unlicensed person may prepare design documents for the remodeling or alteration of a building if there is no compensation and the remodeling or alteration does not relate to additions to the building or changes to the buildings structure or means of egress.

Building construction plans shall be drawn to scale and the scale must be noted on the plans. The recommended minimum scale is $\frac{1}{4}'' = 1''-0''$

ZONING SITE PLAN REQUIREMENTS

A. Site Plan:

1. Site plan shall be drawn to scale and scale must be noted on the site plan. Plan shall show the actual shape of the property and the dimensions of all property boundary lines.
2. Public street right-of-ways shall be shown on the site plan.
3. Location of existing or proposed wells shall be shown on the site plan.
4. Location of all public and private easements on the property shall be shown on the site plan.
5. Location of existing or proposed buildings, structures, driveways, etc. shall be shown on the site plan.
6. Location of existing or proposed septic tanks and sewage absorption fields shall be shown on site plan.
7. Accurate dimensions from all existing or proposed buildings, structures, driveways, etc. to all property boundary lines, easements, and road right-of-ways shall be shown on site plan.
8. If the actual property boundary lines can not be determined, a site plan prepared by a registered professional land surveyor shall be required.
9. Location and dimensions of any surface water detention areas or subsurface storm water absorption areas shall be shown on the site plan.

CONSTRUCTION DOCUMENT REQUIREMENTS

B. General Requirements:

- 1. Two complete sets of construction documents shall be submitted with the application for plan s examination and building permit. A complete set of construction documents shall consist of: site plan, building construction plans, sewage permit documents for on lot sewage systems, Loyalsock Township Road Occupancy Permit when accessing the property from a township road, Pennsylvania Departments of Transportation (PENNDOT) Highway Occupancy Permit when accessing the property from a state road, and the Pennsylvania One Call Serial Number which must be obtained prior to excavating or digging can begin on the property. The Pennsylvania One Call Serial Number can be obtained by calling: 1-800-242-1776**