

ATTENTION

CITY OF BUTLER COMMERCIAL FLOW CHART

COMMERCIAL PROJECTS & CHANGE OF USE;

Procedure for building permit issuance:

- ☐ **** OBTAIN ZONING APPROVAL FIRST****
- ☐ **CONTACT BUTLER AREA SEWER AUTHORITY (BASA) FOR ALL NEW CONSTRUCTION, CHANGE OF USE, AND ENLARGEMENT (RESTROOM FACILITIES AND / OR KITCHEN FACILITIES) 724-282-1978**
A building permit may not be issued without either a BASA permit or a letter from BASA stating a BASA permit is not required.
- ☐ **ACT 537 Compliance; The DEP requires a completed Sewage Facilities Planning Module or exemption mailer be submitted for review for all new construction, major renovation, and change of use. City of Butler fee charged. Contact BASA (724-282-1978) for determination**
- ☐ **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 # 724-944-7144 or bonell3878@aol.com**
- ☐ **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)**
 - ☐ **FLOODPLAIN REVIEW** per Codified Ordinances, Chapter 144
 - ☐ **Stormwater Review** per Codified Ordinances, Chapter 231
- ☐ **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 ✦**
- ☐ **SIGNS:** Permits are required to install signs on properties. To obtain a sign permit, the following must be submitted for review: 2 sets of *Engineer Sealed drawings of sign fasteners, wind & snow loads*, type of building material sign is attached to, a sketch of the sign including dimensions and square footage, wording, and location on building or site, one building permit application form, and one PCS Non- Residential Construction Document Review form.

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BUILDING CONSTRUCTION DOCUMENTS: The City of Butler requires **three (3) 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 724-285-4124, Ext. 213*). The **USE GROUP** and **TYPE OF CONSTRUCTION** (per building code) **must be listed on the cover sheet.** **OCCUPANT LOAD** must also be listed on the cover sheet. 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 **3 sets** of sealed drawings to the City of Butler Office of Business and Community Development **with a completed PCS Non-Residential Construction Document Review Application**. Code review will be to the PA. Uniform Construction Code. For a list of codes and code sections adopted, visit the PA Department of Labor and Industry website here:

<https://www.dli.pa.gov/ucc/Pages/UCC-Codes.aspx>

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, then the same three (3) sets are provided back to the Office of Business and Community Development for the following distribution:

- ☐ (1.) City of Butler - Review and permit issuance by The Office of Business and Community Development, Building Code Official 724-283-8300, Ext. 214. Permit issuance is the final approval. The City keeps one (1) fully approved set of drawings.
- ☐ (2.) Property owner – One (1) set of fully approved drawings is given to the property owner after the PCS plan review invoice has been paid to PCS. This approved set must be kept on-site during the construction.
- ☐ (3.) Butler Bureau of Fire - One (1) set retained by Fire Department (if applicable), 724-283-4200.

COMMERCIAL PERMITS WILL BE ISSUED BY APPOINTMENT ONLY.

BUILDING PERMITS WILL NOT BE ISSUED UNTIL OCCUPANT LOAD IS STATED ON DRAWINGS

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