

# \*ATTENTION\*

## CITY OF BUTLER COMMERCIAL FLOW CHART

### COMMERCIAL PROJECTS & CHANGE OF USE;

#### Procedure for building permit issuance:

- \*\* OBTAIN ZONING APPROVAL FIRST\*\***
- CONTACT PA. AMERICAN WATER CO. FOR ALL NEW CONSTRUCTION, CHANGE OF USE, AND ENLARGEMENT (RESTROOM FACILITIES AND / OR KITCHEN FACILITIES). 1-800-565-7292 – ask for “Butler Wastewater”.**  
**A building permit may not be issued without either a Butler Wastewater permit or a letter from Butler Wastewater stating a PA. Water 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 PA. American Butler Wastewater for determination – 1-800-565-7292, ask for Butler Wastewater.**
- If the project includes *Food Service*, please contact the City Clerk’s office at 724-285-4124, Ext. 200 for information about how to obtain a Health License.**
- Land Development drawing submission; including but not limited to site plan, storm water plan, soil erosion and sedimentation control plan, PA. American Water 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: 1 set 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, location on building or site, dimension in square footage of the wall the sign is attached to, one building permit application form, and one PCS Non- Residential Construction Document Review form. *Sign permits will not be issued for businesses until the business has obtained their Zoning Occupancy permit from the Office of Business and Community Development, if one has not already been obtained.*

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**BUILDING CONSTRUCTION DOCUMENTS:** The City of Butler requires **one digital set** of drawings and calculations, (including site plan when applicable) to be emailed to the Office of Business and Community Development for tracking: [officebuscommdev@cityofbutler.org](mailto:officebuscommdev@cityofbutler.org) This office will then send the drawings to Professional Code Services for review. **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 **1 digital set** of sealed drawings to the City of Butler Office of Business and Community Development; [officebuscommdev@cityofbutler.org](mailto:officebuscommdev@cityofbutler.org) with a completed PCS Non-Residential Construction Document Review Application and one City of Butler commercial building permit 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.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/034/chapter403/s403.21.html&d=>

*The most restrictive code will apply.*

**Contact Professional Code Services to determine exactly which drawings are required (ex. plumbing, electric, mechanical, energy etc.).**

When PCS completes the plan review, they will email a copy of the approved drawings to the design professional of record. A plan review invoice will also be sent to the applicant listed on the PCS form. The design professional will then need to print 3 hard copies of the PCS approved drawings **IN COLOR** (so the approval and notes are printed in **red**) and submit the 3 hard copies to the Office of Business and Community Development for permit issuance and distribution. **Plans will not be released nor permits issued until plan review invoice is paid to PCS.**

## Distribution of drawings:

- (1.) City of Butler - Review and permit issuance by The Office of Business and Community Development, 724-285-4124, Ext. 213. 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.

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- (3.) Butler Bureau of Fire - One (1) set retained by Fire Department (if applicable),  
724-283-4200.

**ONCE ISSUED, COMMERCIAL PERMITS MUST BE PICKED UP IN PERSON  
BY APPOINTMENT ONLY AT THE OFFICE OF BUSINESS AND  
COMMUNITY DEVELOPMENT.** Please call 724-285-4124, Ext 213 to set up an  
appointment time.

**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.**