



## Informational Guide for Commercial Building Permit Application

Dear Valued Property Owner, Resident, and/or Contractor,

The purpose of requiring a building permit is to verify code compliance in construction through the use of established code standards that exist for safety reasons. Below you will find information and guidelines to assist you with completing a Commercial Building Permit Application. The current International Building Code and the Uniform Construction Code (State of Pennsylvania regulations) require that building permits be required for new structures or improvements to existing structures. The items of interest that pertain to the Zoning Ordinance are: setbacks of the structure from property lines, height of structures, use of structures and distance from other structures. Please contact the Township office if you have additional questions concerning completion of the application.

**Please read all attached pages carefully, complete and return all required forms!**

Page 1 - Commercial Building Permit Application

ALL required information must be filled out completely, including **all date & signature lines, the total cost of the project and inspection company choice**, or the application will not be accepted for processing. The non-refundable **\$250.00 permit application fee** must be included with submission.

Page 2 - General information sheet check list

Please read and check all boxes that apply.

Page 3 - PA Labor and Industry information and deferred submittals

Please read carefully.

Page 4 - General Sprinkler / Fire Alarm Systems information

Please read, then **SIGN AND DATE** page 4.

Page 5 & 6 - Application Procedure Checklist and Existing Commercial Building Submittals

Please read and check all boxes that apply.

Page 6 - Architectural Submittals

Please read carefully.

Page 7 - Architectural, Structural and Accessibility Submittals

Please read carefully.



Page 8 - Accessibility, Electrical, Fire Alarms, Sprinklers and Standpipe submittals  
Please read carefully.

Page 9 - Hood Systems, Spray Booths and Fire Pumps submittals  
Please read carefully.

Page 10 - Plumbing and Mechanical submittals  
Please read carefully.

Page 11 - Special Inspections  
Please read carefully.

Page 12 - Contractor listing  
Complete site address, required contactor boxes and contact info boxes (must include email addresses).

**Before applications are accepted and the review procedures can begin, ALL the above steps must be completed.**

General Processing Information:

After review of all submitted forms by the Township's Zoning Officer, the application and plans will move on to the designated UCC Inspection Company of your choice. The formal UCC review process has up to 30 working business days to approve / deny the permit. The designated Inspection Company will issue and return the approved permit to the Township with a list of required inspections and any additional notations.

**UCC INSPECTION COMPANY CHOICES:**

**Associated Building Inspections**

Contact: Randy Maurer  
Phone: 717-733-1654 ext 101  
[www.weknowcodes.com](http://www.weknowcodes.com)

**Commonwealth Code Inspection Service**

Contact: Dwayne Horst  
Phone: 717-272-5759  
[www.codeservices.net](http://www.codeservices.net)

The permit and administrative fees are for all Township reviews, processing and Zoning review, which are based on the total construction cost of the project. The 3<sup>rd</sup> Party fee is for all permit/plan review and inspections for the proposed work and is determined by the Inspection Company of your choice.

Upon approval and return of the permit, total costs will be tallied, the application fee will be deducted and the applicant will be contacted with any balances due. Pick up of the permit is at the Township Office.

# COMMERCIAL BUILDING PERMIT APPLICATION

NORTH CORNWALL TOWNSHIP / 320 South 18th Street, Lebanon, PA 17042 / Phone (717) 273-9200 Fax (717) 274-0466

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

### TO BE COMPLETED BY APPLICANT:

Application is hereby made for a permit in compliance with the current zoning regulations of North Cornwall Township. A detailed site plan is required to accompany all permit applications regardless of the type of work. Applicant hereby certifies the detailed site plans submitted with this application are correct and no changes will be made without submitting a written plan of such changes. Application shall be considered complete when application fee is paid and application is signed by applicant.

- 1. Property Owner(s) \_\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_
- 2. Owner(s) Address \_\_\_\_\_
- 3. Applicant \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_
- 4. Location of Property \_\_\_\_\_ TAX ID # \_\_\_\_\_
- 5. Lot Area \_\_\_\_\_ sq.ft. or acres \_\_\_\_\_ Lot Dimensions \_\_\_\_\_ Corner Lot? YES NO
- 6. Present Use of Structures \_\_\_\_\_ Road Encroachment Permit Number \_\_\_\_\_
- 7. Public Sewer Connection Application Included? YES NO N/A Off-Street Parking Spaces - Present \_\_\_\_\_ Proposed \_\_\_\_\_ Total # of Spaces \_\_\_\_\_

<p><b>NATURE OF PROPOSED PROJECT(S):</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Project A</th> <th style="width: 50%;">Project B</th> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>	Project A	Project B	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<p><b>DESCRIPTION of MATERIALS:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Project A</th> <th style="width: 50%;">Project B</th> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>	Project A	Project B	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<p><b>PROJECT SIZE, DESCRIPTION and COST:</b></p> <p>Project A: _____ L X _____ W X _____ Ht Description: _____</p> <p>Project B: _____ L X _____ W X _____ Ht Description: _____</p> <p><b>TOTAL COST of PROJECT:</b> _____</p>
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**INSPECTION COMPANY SELECTION:**  Associated Building Inspections (ABI)  Commonwealth Code Inspection Service (CCIS)

10. Signature of Applicant \_\_\_\_\_ Date of Signature \_\_\_\_\_

**\*\* A NON-REFUNDABLE BUILDING PERMIT APPLICATION FEE WILL APPLY TO ALL APPLICATIONS \*\***

Applicants shall submit a **fee of \$250.00** with each permit application. This fee shall be applied towards the total due to the Township when an applicant has properly completed and supplied all the required documentation for permit approval. Note that this is NOT an additional fee and is subtracted from the total amount due when the permit has been approved. A new permit application and fee will be required if the permit application is resubmitted at a later date due to the following: withdrawal, failure to provide missing information within 14 calendar days of the received date shown or the applicant fails to pick up the approved permit application within thirty calendar days.

TO BE COMPLETED BY THE TOWNSHIP:			
Permit Fee: \$ _____	Zoning Review/Admin/Inspection Fee: \$ _____	- Application Fee: \$ 250.00	Pd _____ CK# _____
<b>TOTAL DUE TO NCT:</b>		\$ _____	Pd _____ CK# _____
3 <sup>rd</sup> Party Inspection Company Fee: \$ _____	<b>DUE TO:</b>	ABI _____	CCIS _____ Pd _____ CK# _____
<b>ZONING DISTRICT:</b> (Project A) _____	(Project B) _____		
FRONT YARD SETBACK: (A) _____	(B) _____ feet from road right-of-way line.		
REAR YARD SETBACK: (A) _____	(B) _____ feet.		
SIDE YARD SETBACK: (A) _____	(B) _____ feet each side.		MAXIMUM LOT COVERAGE: _____
<b>CERTIFICATION:</b>			
Proposed work & use DOES / DOES NOT comply with the Zoning Ordinance. VARIANCE / SPECIAL EXCEPTION / APPEAL was granted: ZHB Case _____			
Permit is hereby GRANTED / REFUSED on this _____ day of _____, 20__ & expires exactly two years from this date.			
			_____ Zoning Officer

This certificate does not in any way relieve the owners, applicant or any other person from obtaining other necessary permits prescribed by law, nor from complying with any lawful order issued with maintaining the building or land in a safe or lawful condition, nor from complying with any regulations specified in property deed restrictions. Permit is subject to possible appeal by any party for a period of 30 days after issuance. Permit expires if work described therein has not begun within 90 days after issuance.

# NORTH CORNWALL TOWNSHIP

## ZONING / CODE ENFORCEMENT

- Upon issuance, the permit is required to be posted and visible from the public right-of-way.
- The permit approval requires compliance with all Township adopted codes and ordinances.
- One set of approved plans, specifications and permit amendments will be returned with the permit. The approved set must remain on the job-site until the final inspection and a Certificate of Use and Occupancy has been issued.
- The permit applicant is responsible for making arrangements for inspections with their respective choice of Inspection Company.

### REQUIREMENT FOR ALL PERMIT APPLICATIONS:

- Have you completed all zoning, land development, storm water management, highway occupancy, as well as water and sewer requirements?
- Have you submitted a sanitary sewer connection permit application and letter to the Township?
- If this project includes any type of grease generation (food establishment, automotive business), you must submit a separate plan to the Township's Sewer Officer (Act One & Associates) showing all plumbing work and grease interceptors for the proposed project.
- Site plan must be drawn to scale.  
Plans SHALL include all property lines, public streets, right-of-ways, sidewalks, public and private easements, all existing and proposed buildings, proposed improvements, driveways, swimming pools, sheds and other outbuildings. Any lot which contains a recorded easement or right-of-way **MUST** have the following note on the site plan, **"Nothing shall be placed, planted, set, or put within the area of the easement that would adversely affect the function of the easement or conflict with the easement agreement."**
- Exact dimensions from all existing and proposed improvements to all property lines.
- Plans indicate design construction code?
- Provided information on plumbing, electrical, energy (insulation), and mechanical work to be completed?
- Provided 3 complete sets of documents? Including site plans?
- Plans indicate detailed information about lumber types, sizes, and spacing.
- Plans include documentation on any pre-engineered building members such as roof trusses, floor joist systems, or wall systems? Some pre-engineered items are required to have SIGNED and SEALED drawings.

### The Certificate of Use and Occupancy

**NO occupancy is allowed without the Use & Occupancy Certificate granted by the Code Official.**

**Please do not submit the permit until you have provided all the required minimum submittal information. If you are unsure of your submittal please call or visit our website.**

# Commercial, Industrial, & Multi-Family Dwellings Permit Application Procedure

## Labor & Industry

*DO NOT CONTACT OR FILE ANY PAPERWORK WITH THE DEPARTMENT OF LABOR AND INDUSTRY FOR ACCESSIBILITY. NORTH CORNWALL TOWNSHIP DOES ALL INSPECTIONS INCLUDING ACCESSIBILITY PLAN REVIEWS AND INSPECTIONS. YOU WILL NEED TO CONTACT THE ELEVATOR AND THE BOILER & UNFIRED PRESSURE VESSEL DIVISION AS APPLICABLE AS WELL ANY OTHER STATE OR FEDERAL AGENCIES AS APPLICABLE TO YOUR PROJECT!*

Failure to read and comply with the following document may result in a delay in the issuance of a building permit. It is to your benefit to carefully read ALL of the following:

### Deferred Submittals

Per UCC Regulations, Administrative Section 403.43(k), it is not mandatory that the Code Official accept deferred submittals. In order to minimize costly design errors the permit applicant shall make every attempt to submit a full permit package. If due to seasonal concerns or other unforeseen circumstances the entire package is not available at the time of a permit application the design professional shall be required to follow all procedures as set forth under the Uniform Construction Code with regards to deferred submittals.

### PA UCC Section 403.43(k)

(k) A building code official may allow deferred submittals of portions of the design of the building and structure from the time of the application until a specified time set by the building code official.

#### All of the following apply to deferred submittals:

- (1) The building code official shall provide prior approval of the deferral of any submittal items.
- (2) A licensed architect or professional engineer is responsible to list the deferred submittals on the construction documents for review by the building code official.
- (3) A licensed architect or professional engineer shall first review submittal documents for deferred submittal items and place a notation on the documents that the architect or engineer reviewed the documents and that the documents are in general conformance with the design of the building or structure.
- (4) Deferred submittal items may not be installed until the building code official approves the design and submittal documents for the deferred submittal items.

### Required Permit Submittal Information

Four complete sets of building plans or three complete sets plus one pdf set, signed and sealed by a registered design professional, shall be submitted showing all structural, architectural, site plot plans, electrical, energy/insulation (Com-Chek), or Form UCC-14, plumbing, mechanical, fire detection, and fire suppression systems used in the construction. The cover page of all sets of these plans shall indicate the applicable building code design criteria as adopted by the municipality. For example: IBC2009, IMC2009, 2005 NEC, etc. as well as design criteria such as wind speed, energy, seismic design, snow loads, etc. Work of a "minor" nature may be exempt from this requirement. Verify with the Code Official.

Complete attached Form UCC-3 "Application for Building Permit", and UCC-2 "UCC Plan Review Checklist".

These forms are also available on the L&I Website. You may go directly to the Dept of Labor and Industry website to download these forms by clicking on the applicable form designation. Applicable forms are UCC-2, UCC-3, and UCC-6, <http://www.dli.state.pa.us/landi/cwp/view.asp?a=310&q=219866>

Any spaces on the forms that are not applicable to your project should be marked N/A. Note: Any spaces or fees on these forms referring to the Department of Labor and Industry are NOT APPLICABLE.

Accelerated approvals will be processed for emergencies only such as fire, flood, acts of nature, etc.

## **SPRINKLER/FIRE ALARM SYSTEMS**

The permit applicant shall be responsible for reviewing municipal ordinances specific to these items. The applicant shall coordinate sprinkler systems with the plans examiner, the municipal water authority, the fire protection engineer and the local fire department. More specifically the locations of any building sprinkler connection shall be reviewed and approved by the local fire department. The location of any required lock boxes (Knox Boxes) shall be coordinated and approved by the local fire department.

The location of any remote fire alarm annunciator panels shall be coordinated with the local fire department, and approved by the plans examiner.

The design professional shall assess and comply with the requirements of the International Building Code Chapter 17 Structural Tests and Special Inspections. The permit applicant shall employ one or more special inspectors as required per Section 1704. The design professional shall complete form UCC-6 the "Special Inspections and Observations Statement." The design professional shall reference the IBC and the publication by the International Code Council entitled, "Model Program for Special Inspections" and shall use all applicable forms provided therein in Appendix A. If you do not have the forms from Appendix A you may request them from your Code Official.

**VERY IMPORTANT** - Provide email, fax AND telephone numbers with your application so we may correspond with you should any questions arise.

A document indicating the "Scope of Work" shall be included with the building plans. This is especially important for renovation work or additions.

**EXISTING STRUCTURES** - All plans submitted shall meet the requirements of the ICC International Building Code chapter on "Existing Structures" or the ICC International Existing Building Code.

PLAN CHANGES shall be reviewed and approved by the Code Official. The Construction Code Official may require new plan sets or new pages signed and sealed by the design professional for significant plan changes.

Changes of a minor nature may, at the discretion of the Code Official, be approved in writing as requested.

Additional plan review fees and/or inspection fees shall be assessed to the permit applicant for changes to stamped plans. Prior to receiving a Certificate of Use and Occupancy all fees shall be paid in full! NO EXCEPTIONS.

Per the Statewide Building Code UCC Administrative Regulation Section 403.46 - OCCUPANCY of any structure is prohibited until the receipt of a "Certificate of Use and Occupancy" is issued by the building code official.

### **DISCLAIMER**

The information presented above is the basic requirements for commercial construction and is not to be relied upon for the complete requirements for commercial construction. It is to your advantage to use a design professional or a professional contractor to assist you with those areas of construction with which you are unfamiliar. Unfamiliarity with the building codes may cause unplanned delays and unforeseen costs to comply with building code regulations. Plan ahead!

I have read and agree to comply with the above information. (SEE NOTE BELOW regarding distribution of plans!)

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Signature of Applicant or Responsible Party

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Site Address of Proposed Construction

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Date

## **Upon Plan Approval the Sets of Stamped Plans Will Be Distributed as Follows:**

One set of plans will be part of a permanent file at the municipality.

One set of plans will stay with the Inspection Company.

One set of plans will be required to be on the JOB SITE at ALL TIMES during construction. The permit applicant may make as many copies as necessary of the stamped job site plans. ALL plans on the site should bear the original or copied approval stamp. Any other plan sets are NOT permitted on site!

Last set of plans or the pdf file will be distributed to the Township's Sanitary Sewer Engineering Firm.

## **Commercial, Industrial, & Multi-Family Dwellings Permit Application Procedure Checklist**

- Have all your plans been signed and sealed by a design professional? All commercial projects, unless meeting certain criteria under the Pennsylvania Uniform Construction Code must be reviewed, signed, and sealed by a design professional.
- Additions or alterations to an existing building must be submitted with plans showing any previous approvals by L&I or the local building code department. Have you included one set of these plans in your submittal?
- Do your plans show all the construction disciplines on your project such as architectural, accessibility, structural, mechanical, electrical, energy, plumbing, fire protection, and site plans?
- Have you provided three complete sets of documentation?
- The UCC-2 form will serve as a checklist for all construction disciplines in all commercial projects. This may be completed electronically by your design professional and printed out. For any item that applies to your project check that item off on the UCC-2 and then provide documentation on the plans to support that item for construction. If you do not have this form one will be provided for you at your request.
- Have you completed all zoning, land development, storm water management, highway occupancy, as well as water and sewer requirements?
- It is very important that you provide complete contact information for all persons who wish to receive copies of the plan reviews. Provide names, addresses, phone numbers, fax numbers and if possible e-mail addresses of all parties.

You cannot provide too much detail but you can provide too little in order to do a thorough plan review. This checklist provides the minimum information required for permit submittal.

Do not submit the permit until you have provided all the required minimum submittal information.

If you are unsure of your submittal please call the Township office.

### **Existing Commercial Building Submittals**

The PA Uniform Construction Code provides several methods for dealing with alterations and additions to existing structures. The two options are Chapter 34 Existing Structures of the International Building Code and the International Existing Building Code.

The design professional must clearly indicate on the plans which of the two options are being utilized. It may be one or the other but not both. In addition the design professional is required to provide one set of the most recently approved plans for the existing structure along with the permit submittal. These plans may be obtained from the municipality or from the Department of Labor and Industry when applicable.

If no previously approved plans can be found the building is then deemed an Uncertified Structure and a building assessment must be done for Fire and Life safety as well as Accessibility. Minimum Fire and Life safety requirements will review fire extinguishers, means of egress, emergency lighting, exit signage, and fire protection systems. North Cornwall Township and one of the 3rd party inspection agencies will meet with your design professional on site as a consultant to walk through the structure and offer opinions based upon the conditions visible during the site visit. A minimum fee of \$550.00 payable to North Cornwall Township will be required prior to commencing the walkthrough. Be advised that the full determination of all code requirements will only be completed with a thorough and detailed plan submission! It is virtually impossible to note all possible issues during a cursory walk-through of the property.

In addition to minimum fire and life safety items the accessibility issues to be addressed for an Uncertified Structure, if an alteration to an area of primary function occurs, shall, at a minimum include one van accessible handicap parking space, an accessible route to an accessible building entrance, an accessible route within the building to the area(s) of primary function, an accessible sales transaction space, a minimum of one unisex accessible restroom, and ALL code required signage. These are minimum requirements and a full building assessment may reveal other required code elements. Note that any appeals of the accessibility requirements are mandated by state law to be submitted to the Accessibility Advisory Board of the Pennsylvania Department of Labor & Industry.

The International Existing Building Code has three options for compliance in an existing building and they are the Prescriptive Method based on Chapter 3, the Work Area Method based on Chapters 4 through 12, and the Performance Compliance Method (a point system) based on Chapter 13.

Remember that the more detailed your plan submission, the more expedient the plan review process is, resulting in a quicker turn-around time with less plan review comments requiring responses. You cannot provide too much detail, but you can provide too little.

### **Architectural Submittals**

The submittal of all commercial architectural documents should include a review of the architectural section of form UCC-2. Any portion of the architectural section that is applicable to your project should be checked, completed and thorough information for that item shall be supplied.

Any items that are not applicable should be checked off in the N/A column.

The architectural submission shall include any and all architectural requirements from other construction disciplines. Architectural plans shall be of sufficient detail to permit a complete understanding of the scope of your project.

The cover sheet of all projects shall contain the design building codes, the building design criteria such as seismic design, wind loads, snow loads, developed concrete strengths, soil bearing pressure, etc.

The cover sheet shall also contain the code allowable height and area, the actual height and area, and detailed calculations to support any height and area increases.

Interior elevations shall be provided for all cabinet work and millwork. A detailed accessibility assessment shall be provided. Site plans in a detail no greater than 1 inch = 20 feet shall be provided.

Restroom details shall be at a scale not greater than ¼ inch per foot.

Architectural plans should acknowledge any required testing as provided by the Code.

### **Structural Submittals**

The submittal of all commercial documents should include a review of the structural section of form UCC-2. Any portion of the structural section that is applicable to your project should be checked, completed and thorough information for that item shall be supplied. All structural plans and details shall be signed and sealed by a design professional.

Any items that are not applicable should be checked off in the N/A column.

One set of supporting structural calculations shall be provided with each submission. If pre-engineered structural members are used such as trusses, glu-lams, LVL's, etc. provide stamped structural documentation.

Concentrated loads, or point loads, on the building footings or other structural members such as concentrated dead loads on roofing structural elements shall be shown as a separate detail with supporting structural calculations and modifications as required.

The structural submission shall include any and all structural requirements from other construction disciplines.

Structural plans shall be of sufficient detail to permit a complete understanding of the scope of your project.

Structural plans should acknowledge the required testing as provided by the Code. The special inspection requirements of the International Building Code shall be reviewed for applicability and form UCC-6 shall be submitted with the plan documents.

### **Accessibility Submittals**

The submittal of all commercial accessibility documents should include a review of the accessibility section of form UCC-2. Any portion of the accessibility section that is applicable to your project should be checked, completed and thorough information for that item shall be supplied.

Any items that are not applicable should be checked off in the N/A column.

The accessibility submission shall include any and all accessibility requirements from other construction disciplines. Accessibility plans shall be of sufficient detail to permit a complete understanding of the scope of your project.

Interior elevations shall be provided for all cabinet work and millwork. A detailed accessibility assessment shall be provided. Site plans in a detail no greater than 1 inch = 20 feet shall be provided. All accessible routes and parking shall be shown on the plans. Restroom details shall be at a scale not greater than ¼ inch per foot.

All signage required by Chapter 10 and Chapter 11 of the IBC as well as that signage required by the ANSI

A117.1 standard shall be clearly detailed on the plans. Plans shall show sign locations and the range of mounting elevations provided by the code. Be specific!

Clearly show the reach ranges where applicable, the requirements for tempered water, show whether approaches or from the front or side, accessible routes and facilities within buildings, door and cabinet pulls, heights of switches, receptacles, telephones, alarm keypads, pull stations, alarm alerting devices, etc.

The design professional shall provide the following accessibility items. During recent audits the PA Department of Labor & Industry has shown "zero tolerance" in any deviations from accessibility requirements. The design professional shall submit a thoroughly detailed plan clearly showing all required accessibility elements. After the plans have been released for construction the design professional shall review



the structure during the rough-in phases for required accessibility elements. Prior to a request for the final Use & Occupancy inspection and approval the design professional shall review all plan elements for accessibility compliance.

### **Electrical Submittals**

The submittal of all commercial electrical documents should include a review of the electrical section of form UCC-2. Any portion of the electrical section that is applicable to your project should be checked, completed and thorough information for that item shall be supplied.

Any items that are not applicable should be checked off in the N/A column.

The electrical submission shall include any and all electrical requirements from other construction disciplines.

Projects containing hazardous areas as defined by the Electrical Code shall clearly delineate these areas on the plans. The extent and types of these hazardous areas shall be reviewed, approved, noted on the plans, and bear the seal of a registered design professional with proven expertise in the classification of hazardous areas.

Projects in health care facilities shall clearly show all patient care areas, hazardous locations, isolated power systems, a detailed one-line showing essential, life safety, emergency and normal/emergency power distribution systems, and any specialized equipment locations with specifications.

### **Fire Alarms**

The Pennsylvania Uniform Construction Code Section requires that a permit be required for the installation of fire alarm systems. Code references for where fire alarm systems are required may be found in the International Fire Code and the International Building Code.

Design and installation standards for fire alarm systems may be found in the NFPA 72 standard the National Fire Alarm Code.

Special requirements may also be found in these codes and standards for fire alarm systems at protective fire rated openings, specific occupancy requirements, smoke control systems, and elevator controls.

Your plans should indicate wiring methods, equipment cut sheets, specific device locations and elevations, as well as a testing procedure for final approval.

### **Sprinklers & Standpipes**

The areas required to have sprinklers and standpipes may be found in Chapter 9 of the International Building Code and Chapter 9 of the International Fire Code. There are several standards applicable to sprinkler systems and standpipes and they are NFPA 13 Standard for the Installation of Sprinkler Systems, NFPA 13D Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes, NFPA 13E Recommended Practice for Fire Department Operations in Properties Protected by Sprinkler and Standpipe Systems, NFPA 13R Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and including Four Stories in Height, and NFPA 14 Standard for the Installation of Standpipe and Hose Systems.

All submittal packages should be provided a minimum of three copies with a recent water flow capacity test, a water quality review for any microbiologically influenced corrosion (MIC), equipment cut sheets, calculations, signed and sealed plan sets, design approaches, occupancy classifications, hazard identifications, and all related and required documentation. Plans shall clearly indicate the tests required by the Code and the referenced Standards for each proposed system.

### **Hood Systems**

Hood systems fall under the International Mechanical Code. Commercial kitchen hoods require compliance with Section 507 and Chapter 9 of the International Fire Code. Commercial kitchen hoods are even required when a domestic cooking appliance is used for commercial purposes.

Where commercial appliances are required by code to have a Type 1 hood then a fire suppression system complying with the International Fire Code and the International Building Code are required. Several NFPA standards are referenced with regards to the different types of permitted fire suppression systems. Carefully review all applicable sections referenced in these standards. These referenced standards are NFPA 12, NFPA 13, NFPA 16, NFPA 17, and NFPA 17A.

All hood systems, make up air units, and where required, fire suppressions systems shall be reviewed, signed, and sealed by a registered design professional. Plans shall be of sufficient detail to show all code required energy shutoffs, material used for duct construction, electrical wiring, gas piping, manufacturer's equipment specifications, and complete installation plans.

### **Spray Booths**

Spray booths as regulated by the codes falls under the requirements of the International Fire Code Section on Flammable Finishes, the International Mechanical Code Hazardous Exhaust Systems, and the National Electrical Code Section on Spray Application, Dipping, and Coating Processes and the ICC Electrical Code. In addition to the codes as referenced the following standards are also referenced NFPA 11 Standard for Low-, Medium-, and High-Expansion Foam, NFPA 12 Standard on Carbon Dioxide Extinguishing Systems, NFPA 16 Standard for the Installation of Foam-Water Sprinkler and Foam-Water Spray Systems, NFPA 17 Standard for Dry Chemical Extinguishing Systems, NFPA

17A Standard for Wet Chemical Extinguishing System, NFPA 13 Standard for the Installation of Sprinkler Systems, NFPA 33 Standard for Spray Application Using Flammable or Combustible Materials and NFPA 34 Standard for Dipping and Coating Processes Using Flammable or Combustible Liquids.

The plan submission should show the complete design of the booth with required clearances clearly shown, the mechanical hazardous exhaust system requirements, the complete design of all electrical components and branch circuits with hazardous location boundaries clearly delineated, and a complete system design for the required fire suppression system.

### **Fire Pumps**

There are basically two types of fire pumps, diesel and electric. Fire pumps are reviewed under the International Fire Code, the National Electrical Code, and the NFPA 20 Standard for the Installation of Stationary Pumps for Fire Protection.

It is important to note that electrically driven fire pumps require a reliable source of power. Standard Operating Guidelines for Fire Department Operations mandates that the electrical supply to a building involved with fire be disconnected at its source. This is done by the serving utility by pulling the cutout fuses on the primary power feeding the building transformer. If your fire pump is anywhere downstream of this power source it WILL lose all electrical power. Therefore in order to provide the code required reliable source of power you will be required to provide a separate and unique electrical service for this fire pump installation. It is permitted to come from the same set of primary feeders but it must have its own cutout fuses feeding a fire pump dedicated transformer separate from the cutout fuses feeding the primary power to the building transformer. Electrical wiring to a fire pump must comply with NFPA 20 and NFPA 70.

### **Plumbing Submittals**

The submittal of all commercial plumbing documents should include a review of the plumbing section of form UCC-2. Any portion of the plumbing section that is applicable to your project should be checked, completed and thorough information for that item shall be supplied. Any items that are not applicable should be checked off in the N/A column. The plumbing submission shall include any and all plumbing requirements from other construction disciplines. The applicant shall review the requirements for tempered water at showers and accessible hand washing facilities. The applicant shall also review Chapter 11 of the 2003 IBC as well as Chapter 6 of the ANSI A117 standard as to the requirements for accessible plumbing facilities.

Plumbing plans shall be of sufficient detail to permit a complete understanding of the scope of your project. Riser diagrams for pressure and DWV lines shall be provided. Trap primers, oil separators, and grease trap requirements shall be reviewed and supplied with pertinent details when applicable. Plumbing plans should acknowledge the required testing as provided by the Code.

### **Mechanical Submittals**

The submittal of all commercial mechanical documents should include a review of the mechanical section of form UCC-2. Any portion of the mechanical section that is applicable to your project should be checked, completed and thorough information for that item shall be supplied. Any items that are not applicable should be checked off in the N/A column. The mechanical submission shall include any and all mechanical requirements from other construction disciplines. Hoods and the required fire suppression systems shall be designed, approved, and signed and sealed by a registered design professional. The plans shall be of sufficient details to show all requirements and functions of the hood and related fire suppression systems.

Mechanical plans shall be of sufficient detail to permit a complete understanding of the scope of your project.

Plans should clearly show supporting calculations for the required amount of outdoor air as well as how this outdoor air requirement will be met with the mechanical equipment. Manufacturer's specifications shall be provided for all equipment. Details shall be provided on any combustion air requirements.

Requirements and manufacturers specifications shall be provided for all required fire and smoke dampers.

Mechanical plans should acknowledge the required testing as provided by the Code.

### **Special Inspections**

The Pennsylvania Uniform Construction Code Section 403.42(a) Subpart (k) requires that a permit applicant describe an inspection program and identify a person or firm who will perform Special Inspections. These Special Inspection requirements are found in the International Building Code. The Special Inspection program requires inspections in addition to the typical inspections performed on a construction site. The design professional responsible and in charge of your project should sign, seal, and complete the cover sheet of the UCC-6 form. As the Code requires an independent party to perform these inspections the design professional shall contract with an approved and certified special inspection person or firm to perform the required special inspections. The appropriate blocks of the UCC-6 Form should be completed for each special inspection required by the Code.

At the completion of your project the design professional responsible and in charge should obtain and review all special inspection reports, complete the last page of the UCC-6 Form and submit copies of all documentation to the Building Code Official to then become a part of the permanent municipal records for the project.

# North Cornwall Township

*It is very important that you provide complete contact information. Provide names, addresses, phone numbers and email addresses.*

## Contractor Listing

Permit # \_\_\_\_\_ Site Address \_\_\_\_\_

### General Contractor / L & I #:

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Address (with City State & Zip): \_\_\_\_\_

### Electrical Contractor / L & I #:

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Address (with City State & Zip): \_\_\_\_\_

### Plumbing Contractor / L & I #:

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Address (with City State & Zip): \_\_\_\_\_

### HVAC Contractor / L & I #:

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Address (with City State & Zip): \_\_\_\_\_

### Permit Application Contact

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Address (with City State & Zip): \_\_\_\_\_



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**North Cornwall Township**  
**Sanitary Sewer Treatment & System Capacity / Connection Steps**

**Applicants must complete the following steps:**

**1. REQUEST LETTERS**

The Developer or Applicant must send a letter to **North Cornwall Township, 320 S. 18<sup>th</sup> Street, Lebanon, PA. 17042**, requesting conveyance capacity for connection to the North Cornwall Township (NCT) sanitary sewer system. The Developer or Applicant must send a letter to the **City of Lebanon Authority, 2311 Ridgeview Road, Lebanon, Pa. 17042**, requesting sanitary sewage treatment capacity.

**LETTER INFORMATION** - The letter must include the following:

- a) Applicant Contact Information
  - b) Address and/or lot number(s) of proposed point of connection
  - c) Type of connection – Residential, Commercial, or Manufacturing
  - d) Number of Equivalent Dwelling Units (EDU) requested. EDU is based on 220 gpd. Applicant must submit information on how they determined the number of EDUs requested.
  - e) Engineer and Contractor contact information
- 2. APPROVAL** - If all information is received, and the NCT conveyance capacity and COLA treatment capacity is available, NCT and COLA will reply to the Applicant, confirming the capacity requests.
- 3. PLANNING MODULE APPLICATION** - If collection, conveyance, and treatment capacity is available, the Developer or Applicant should complete and submit to NCT, the most recent version of the Sewage Facilities Planning Module Application Mailer (Mailer). NCT will execute the appropriate sections of the Mailer and return it to the Developer or Applicant for submission to DEP or the delegated approving agency.
- 4. CAPACITY FEE PAYMENTS** - For residential developments, the COLA and NCT capacity fees will be based on the total number of lots in the development or by the number of lots in a phase of the development that has been approved by the Township.
- a) The Developer or Applicant must send a check made payable to: **North Cornwall Township**, for the amount of **COLA** treatment capacity EDUs purchased. A Capacity Application & Payment Form will be completed by NCT and returned to COLA with a check in the amount of COLA capacity purchased.



Signed copies of the COLA Treatment Capacity Application & Payment Form will be mailed to the Developer or Applicant.

5. **BUILDING SEWER LATERAL CONNECTION PERMIT:** The Developer or Applicant must submit a sanitary sewer connection application, with a check made payable to: **North Cornwall Township**, for the amount conveyance capacity EDUs purchased. Before issuance of an application for a Building Permit, all COLA treatment capacity and NCT conveyance capacity fees must be paid.
6. **SEWER CONNECTION TERMS and CONDITIONS** - All sewer connections terms and conditions are subject to the of the current **Pa UCC Building Codes** and the **North Cornwall Township Standard Construction and Materials Specifications for Sanitary Sewer System Extensions Manual**, effective August 1, 2012, as adopted by North Cornwall Township. A copy is available upon request.
7. **Sewer Lateral Connection Inspection, 48 Hour Notification** - Before any sewer lateral installation, the Developer, Builder, and /or Plumbing Contractor must contact the Township's appointed Sanitary Sewer Inspector, Steckbeck Engineering's Jerry Kalinoski, forty-eight (48) hours prior to request an on-site inspection. Phone # 717-274-3118 email: jkalinoski@steckbeck.net
8. **ON-SITE INSPECTIONS OR CONSULTING FEES** - Any on-site inspection fee must be paid directly to Steckbeck Engineering Any additional or consulting time on the sewer lateral connection project, may result in an additional charges.

## **Sanitary Sewer Treatment, Conveyance Capacity, and Connection Fees**

1. COLA Sewer Treatment Capacity Fee: **\$2090.00 - Per EDU**
2. North Cornwall Township Sewer Conveyance Capacity Fee: **\$820.00 - Per EDU**
3. North Cornwall Township Sewer Connection Fee: **\$745.00 - Per EDU**

*(Note: #3 is an additional fee to #2, if the connection is into an existing Township installed and owned sewer system line.)*

APPLICATION/PERMIT NO. \_\_\_\_\_ DATE \_\_\_\_\_

**NORTH CORNWALL TOWNSHIP**

320 SOUTH 18<sup>TH</sup> STREET  
LEBANON, PENNSYLVANIA 17042

**APPLICATION FOR PERMIT TO CONNECT TO THE SANITARY SEWER**

PROPERTY OWNER \_\_\_\_\_ TAX MAP/LOT NO. \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

PHONE NO: \_\_\_\_\_ (if different)  
WATER SUPPLY PRIVATE \_\_\_\_\_ PUBLIC \_\_\_\_\_

TYPE OF BUILDING TO BE SERVED \_\_\_\_\_ RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_ OTHER \_\_\_\_\_

DESCRIPTION IF OTHER THAN SINGLE FAMILY RESIDENTIAL \_\_\_\_\_

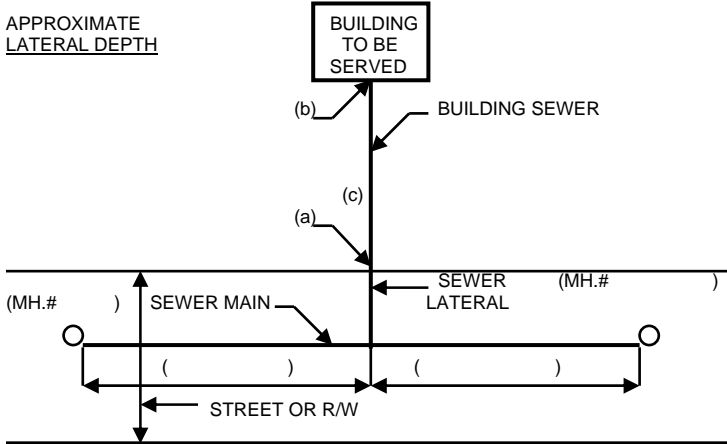
CONSTRUCTION TO BE PERFORMED BY \_\_\_\_\_ PLUMBING FIRM EXPECTED TO BE EMPLOYED \_\_\_\_\_

\_\_\_\_\_ SELF \_\_\_\_\_ PLUMBER \_\_\_\_\_

CONNECTION FEE \_\_\_\_\_ DATE OF PAYMENT \_\_\_\_\_ BY \_\_\_\_\_ CHECK \_\_\_\_\_ CASH \_\_\_\_\_ OTHER \_\_\_\_\_

INSPECTION FEE \_\_\_\_\_ DATE OF PAYMENT \_\_\_\_\_ BY \_\_\_\_\_ CHECK \_\_\_\_\_ CASH \_\_\_\_\_ OTHER \_\_\_\_\_

RENTAL FEE \_\_\_\_\_ DATE OF PAYMENT \_\_\_\_\_ BY \_\_\_\_\_ CHECK \_\_\_\_\_ CASH \_\_\_\_\_ OTHER \_\_\_\_\_  
(Rental fee for use of air testing equipment, if applicable.)



**BUILDING SEWER INFORMATION**

CONNECTION FOR

EXISTING BUILDING \_\_\_\_\_ NEW BUILDING \_\_\_\_\_

MATERIAL \_\_\_\_\_ SIZE \_\_\_\_\_

(a) ELEVATION OF LATERAL AT STREET \_\_\_\_\_

(b) ELEVATION OF CONNECTION TO BUILDING \_\_\_\_\_

(c) LENGTH OF BUILDING SEWER \_\_\_\_\_

AVAILABLE GRADE =  $\frac{b - a}{c}$  = \_\_\_\_\_

**NOTE: ALL DEPTHS, GRADES, AND DISTANCES SUPPLIED ARE TO BE CONSIDERED APPROXIMATE. ALL LOCATIONS SHOULD BE VERIFIED BY EXCAVATION PRIOR TO CONSTRUCTION OF THE BUILDING SEWER.**

AS AN APPLICANT FOR A PERMIT TO CONNECT TO THE NORTH CORNWALL SANITARY SEWER SYSTEM, I HEREBY ACKNOWLEDGE AWARENESS OF THE REQUIREMENTS OF THE RULES AND REGULATIONS CONTAINED IN THE NORTH CORNWALL TOWNSHIP PLUMBING CODE AND CERTIFY THAT THE BUILDING SEWER TO BE INSTALLED UNDER THIS PERMIT EITHER BY MYSELF OR AN EMPLOYED FIRM SHALL CONFORM TO THOSE REQUIREMENTS. ATTACHED TO THIS APPLICATION SHALL BE EVIDENCE OF ADEQUATE INSURANCE COVERAGE IN THE FORM OF INSURANCE CERTIFICATES.

EXCEPTIONS  (IF CHECKED SEE ATTACHED SHEET)

APPLICANT \_\_\_\_\_ (Signature)

DATE \_\_\_\_\_

APPLICATION RECEIVED BY \_\_\_\_\_ TITLE \_\_\_\_\_  
(For North Cornwall Township)

UPON ACCEPTANCE OF THIS APPLICATION THE APPLICANT IS AUTHORIZED TO CONSTRUCT THE BUILDING SEWER. PERMISSION TO CLOSE THE BUILDING SEWER TRENCH MUST BE NOTED IN WRITING ON THIS FORM. FAILURE TO DO SO MAY RESULT IN REEXCAVATION OF THE TRENCH.

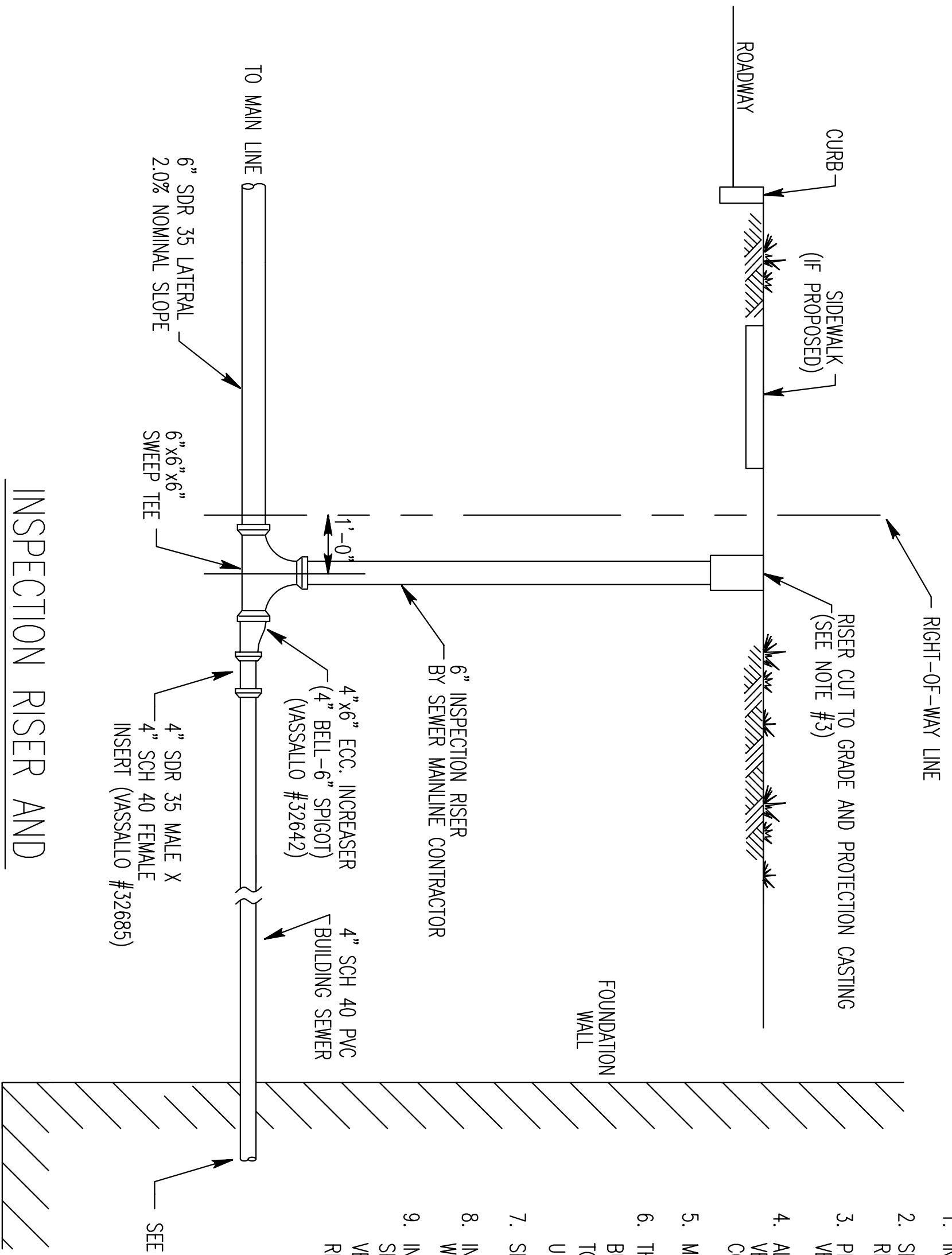
APPROVAL TO CLOSE BUILDING SEWER TRENCH \_\_\_\_\_ (Signature of Inspector) \_\_\_\_\_ (Date)

APPROVAL TO SATISFACTORY AIR TEST \_\_\_\_\_ (Signature of Inspector) \_\_\_\_\_ (Date)

(PERMISSION TO CONNECT TO THE NORTH CORNWALL SANITARY SEWER SYSTEM IS HEREBY GRANTED)

PERMIT ISSUED \_\_\_\_\_, 20\_\_\_\_\_

BY \_\_\_\_\_ (For North Cornwall Township)



**INSPECTION RISER AND BUILDING SEWER DETAIL**

**NOTES:**

1. INSTALL RISER DURING CONSTRUCTION OF LATERAL.
2. SEWER MAINLINE CONTRACTOR RESPONSIBLE FOR LOCATING RIGHT-OF-WAY.
3. PROVIDE CAP PROTECTION CASTING FOR AREAS EXPOSED TO VEHICLE TRAFFIC, SNOWPLOWING, AND IN SIDEWALKS.
4. ALL WORK TO BE PERFORMED IN ACCORDANCE WITH THE LATEST VERSION OF NORTH CORNWALL TOWNSHIP AUTHORITY STANDARD CONSTRUCTION AND MATERIAL SPECIFICATIONS.
5. MAXIMUM CLEANOUT SPACING IS 50- FEET INCLUDING RISER HEIGHT.
6. THERE MUST BE A CLEANOUT LOCATED NEAR THE JUNCTION OF BUILDING SEWER AND THE BUILDING PLUMBING. IF CLEANOUT IS TO BE LOCATED OUTSIDE OF THE BUILDING, IT MUST BE BROUGHT UP TO FINISHED GRADE.
7. SEWERS MUST BE COVERED BY A MINIMUM OF 36" OF BACKFILL.
8. INSPECTION OF ALL SEWERS IS REQUIRED AND MUST BE COORDINATED WITH NORTH CORNWALL TOWNSHIP OR TOWNSHIP'S AUTHORIZED AGENT.
9. IN INSTANCES WHERE NORTH CORNWALL TOWNSHIP AUTHORITY SPECIFICATIONS CONFLICT WITH THE MOST RECENTLY UPDATED VERSION OF THE INTERNATIONAL PLUMBING CODE, THE MOST RESTRICTIVE STANDARDS WILL BE REQUIRED.



**NORTH CORNWALL TOWNSHIP**  
320 South 18<sup>th</sup> Street  
Lebanon, Pa. 17042  
Phone: 717-273-9200



## FATS, OILS, & GREASE DISCHARGE PERMIT APPLICATION

### SECTION A : GENERAL INFORMATION

- 1) Restaurant / Facility Name: \_\_\_\_\_  
Street : \_\_\_\_\_  
City : \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
  
- 2) Corporate Owner, if different than above:  
Business Mailing Address : \_\_\_\_\_  
Street : \_\_\_\_\_  
City : \_\_\_\_\_ State : \_\_\_\_\_ Zip : \_\_\_\_\_
  
- 3) Designated Facility Contact Person:  
Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Address : \_\_\_\_\_  
City : \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone : \_\_\_\_\_ Email (optional): \_\_\_\_\_
  
- 4) Designated Authorized Signatory of the Facility - (Attach similar information for each authorized person)  
Name : \_\_\_\_\_  
Title : \_\_\_\_\_

### SECTION B : WATER SUPPLY

- 1) Name - As it appears on the City of Lebanon Authority Water Bill : \_\_\_\_\_  
Street : \_\_\_\_\_  
City : \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
  
- 2) Water Service Account Number(s) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 3) Attach a Copy of the Last Water Bill.

### SECTION C : WASTEWATER DISCHARGE INFORMATION

- 1) Are there any changes or expansions planned during the next three (3) years that could alter wastewater volumes or characteristics? \_\_\_\_\_ Yes \_\_\_\_\_ No (if No, skip to Section D)



**SECTION D : TREATMENT and HAULER INFORMATION**

1) Does your facility have a grease interceptor or grease fixture trap?  Yes  No

2) List the location, type, size, and specifications for all grease interceptors at your facility.

Location	Type / Size	Additional Specifications

(Please list any additional information on the back of this sheet or separate page if needed.)

3) Are the grease interceptors or traps serviced regularly  Yes  No

4) How often are they serviced?

Location	Type	Size	Service Frequency

(Please list any additional information on the back of this sheet or separate page if needed.)

5) Are there additives placed into the grease interceptor or grease trap (i.e. enzymes, bacteria, etc.) ?

Yes  No

If Yes, How often are they added? List all additives.

Location	Additive Name	Additive Frequency

(Please list any additional information on the back of this sheet or separate page if needed.)

6) List the contact information on the Grease Hauler(s) that remove F.O.G. from your facility.

Grease Hauler Firm Name: \_\_\_\_\_  
 Street : \_\_\_\_\_  
 City : \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 Email Address (optional): \_\_\_\_\_

**SECTION E : FACILITY OPERATIONAL CHARACTERISTICS**

1) Shift Information

Work Days	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Shifts worked per day							
Employees per shift (1st)							
Employees per shift (2nd)							
Employees per shift (3rd)							

2) List all major equipment used for food preparation at your restaurant (grills, fryers, sinks, dishwashers, etc.)


(Please list any additional information on the back of this sheet or separate page if needed.)

- 3) Provide a copy of the indoor and outdoor plumbing floor diagrams, which should include the location of all water meters, facility sewer connections, grease traps or interceptors, sinks, floor drains, dishwashers, restrooms, etc. If no professional prints exist, a blueprint drawing of the facility showing the above items may be attached.

**SECTION F : CONFIDENTIAL BUSINESS INFORMATION**

All information contained in the Application and corresponding Fats, Oils, and Grease Discharge Permit are considered Public information and is available to any member of the public, upon request. All effluent data collected or submitted shall be made available to the public without restriction.

Confidential information is information that is considered proprietary, trade secrets, or have an adverse impact on a business advantage should it be divulged. Any information that is considered confidential will be handled as such and kept in our records department under a separate cover and is not made available to the public.

In order to claim information as confidential, the following criteria must be met and approved by North Cornwall Township.

1. A separate sheet with the request information shall be submitted for each question that you are asserting as confidential.
2. The submittal shall be clearly marked as confidential.
3. Submit with the application a separate statement for each question that you are requesting confidentiality indicating the reasons that you are asserting the information as confidential.

You will be notified if North Cornwall Township does not feel the information requested meets the criteria for confidentiality.

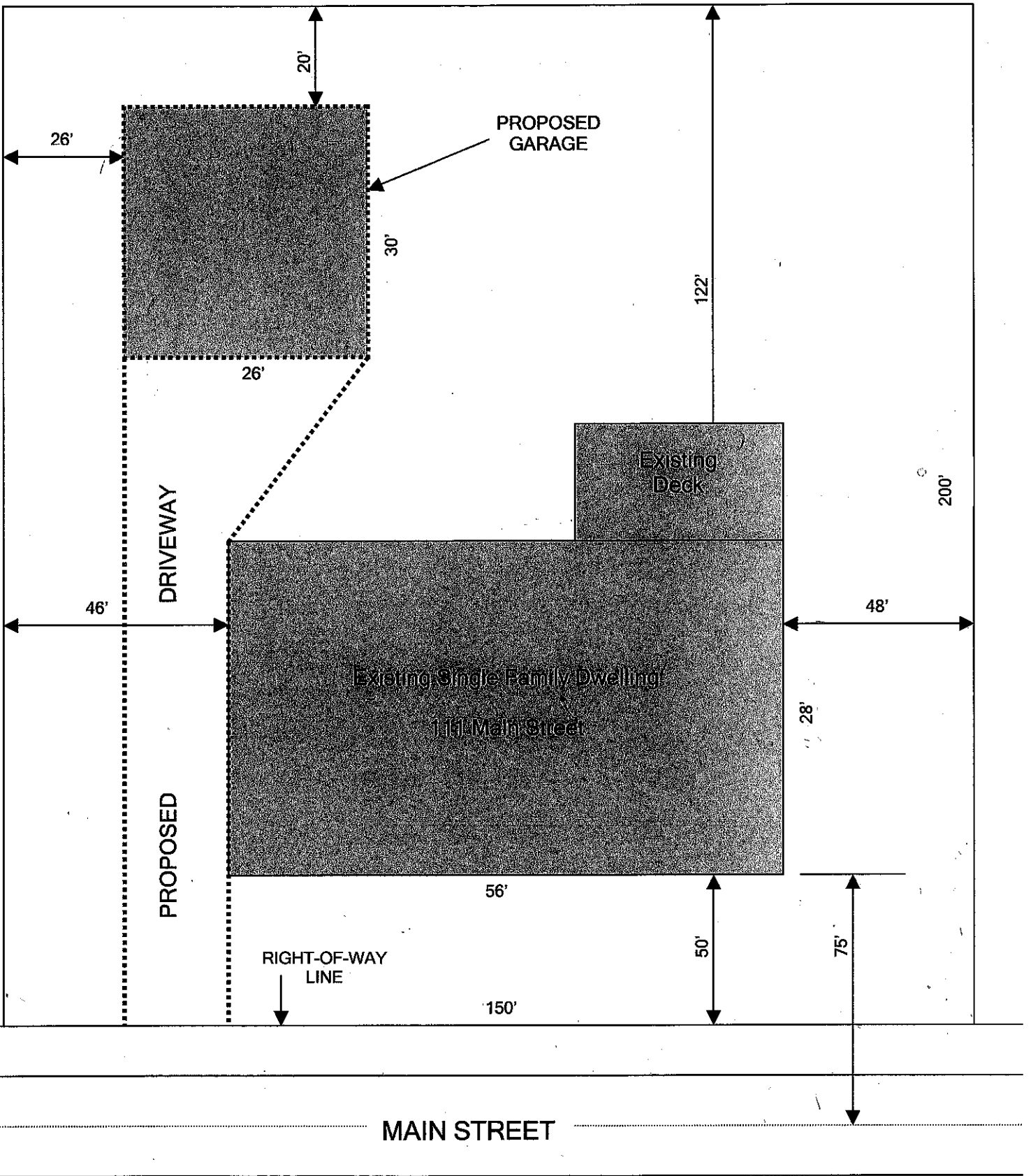
**SECTION G : AUTHORIZED SIGNATURES**

Authorized Representative Statement:

I certify under the penalty of law that this document and all its attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations.

Name	Title
Signature	Date

FOR TOWNSHIP OFFICE USE ONLY			
Date Received			Assigned Permit #
Signature of Approval for Issuance of Permit		Title	Date of Approval



**EXAMPLE OF DETAILED SITE PLAN**



# North Cornwall Township



## RECYCLABLES

(Commercial, Industrial & Institutional Establishments)

Township Ordinance #207 and Resolution #2002-17

1. **Corrugated Cardboard** → When looking at the cross-section, the cardboard has ridges.  
\* Preparation: Flatten boxes. KEEP DRY!! Do NOT include plastic film, Styrofoam or wax-coated boxes.
2. **High Grade Office Paper** → Computer paper, copy machine paper, scratch paper, envelopes and other paper except glossy paper and newsprint  
\* Preparation : Place in clear plastic bags for collection. Shredding is recommended.
3. **Glass** → Clear, brown & green food/drink bottles & jars ONLY  
\* Preparation: Remove and discard lids. Rinse. Labels need not be removed.
4. **Aluminum Cans** → Beverage cans ONLY  
\* Preparation: Rinse and flatten can.
5. **Plastic Bottles** → Empty bottles marked type #1 or #2  
\* Preparation: Remove and discard caps, rinse and flatten if possible. Labels need not be removed.
6. **Newspaper** → Entire newspaper (what comes with it, goes with it)  
\* Preparation: Stack in a paper bag or bundle with string. KEEP DRY!!
7. **Leaf Waste** → Leaves from trees, bushes and other plants ONLY  
(If not removed by landscaper, lawn or tree service)  
\* Preparation: Rake into long, narrow piles on the street, 1-foot from the curb.  
**CLEAN LEAVES ONLY!**  
Leaves with rubbish or branches of any kind in them will not be picked up!!  
Check the seasonal yard waste schedule for collection dates and areas.
8. **Yard Wastes** → Green/garden residues, tree trimmings/woody material and other yard waste, **except** grass clippings and poisons  
(If not removed by landscaper, lawn or tree service)  
\* Preparation for Yard Wastes:  
Place materials, commingled, on the street (one foot from curb) and stacked parallel with the street. On narrow streets or on streets with heavy traffic where the materials cannot be placed on the street, piles should be as close as possible to the edge of the street and parallel with the street. On streets with no curbing, materials CANNOT be placed more than one foot into the grass.

### Even include...

#### **Steel Cans**

-Rinse & discard lid.  
Place in recycling container.

#### **Plastic Bottles**

**#3 - #7**

-Same preparation.



Only one pick-up truck load sized pile will be collected from your property each week of the scheduled collection. This collection is intended for routine spring & fall maintenance of your property, NOT MAJOR CLEARING/LANDSCAPING! Please follow the Township Calendar for collection dates of your area.

**#s: 1, 2, 3, 4, 5 & 6 are collected by your garbage hauler. Haulers provide that type of recycling collection. Please contact them for your scheduled collection day.**

**#s: 7 & 8 are collected by the North Cornwall Township Road Crew according to our seasonal yard waste collection schedule if not removed by landscaper, lawn or tree service.**

## Schedules & Methods of Collection:

Place all glass bottles and jars, aluminum cans and plastic bottles (and even steel cans) commingled into your recycling container; newspapers must be bundled and placed on the top of the other materials. Office paper and corrugated cardboard must be prepared according to the directions on the opposite side, kept separate from each other and also from the commingled materials, until they are collected by your hauler. **DO NOT PLACE GLASS, ALUMINUM & PLASTIC BOTTLES INTO PLASTIC BAGS OF ANY KIND! OFFICE PAPER MUST BE IN CLEAR PLASTIC BAGS, SO THAT THE HAULER CAN SEE IT IS PAPER TO BE RECYCLED.**

If you do not have a hauler, you may select one of the haulers listed below for waste and recycling services. These materials must be collected *at least* twice per month. Additional collections will adhere to your hauler's collection schedules.

<b><u>HAULERS:</u></b>	TNT Sanitation 319 South College Street Myerstown, PA 17067 (717) 866-2322	Lebanon Farms Disposal P.O. Box 386 Schaefferstown, PA 17088 (717) 949-2363
	Waste Management, Inc. 4300 Industrial Park Road Camp Hill, PA 17011 (717) 730-5552 or 1-800-634-4595	Morro, Inc. DBA G.F. Weidle Sanitation 2451 Elias Avenue Lebanon, PA 17046 (717) 272-7061

The North Cornwall Township Road Crew will be collecting leaf waste and green waste, curbside, from every residential, commercial, industrial and institutional establishments in the Township. These collections will adhere to the following schedules and may be subject to change:

### **Leaf Collection:**

Last full week of October until the first week of December

### **Yard Waste Collection (Green/Garden Waste & Tree Trimming/Woody Material combined):**

*First full week of April & October (ONE WEEK in APRIL; ONE WEEK in OCTOBER)*

## Miscellaneous Information:

The Township shall provide and assign each residence, establishment and outdoor public area with **one** recycling container. It will remain at that property regardless if the resident, owner or entity moves or ceases business. Additional containers may be picked up at the Township building, as supplies last.

The destruction, unauthorized emptying or use of recycling containers for other purposes is prohibited and punishable by a penalty prescribed in Ordinance #207.

The burning of any and all recyclable materials is now prohibited by North Cornwall Township, according to Township Ordinance #232, which includes the burning of paper products. The exception to the new burning policy is for farmers of normal farming operations with 25 continuous acres or more of land. Farmers meeting these requirements may burn, but it must be wholly generated on their farm, i.e. yard materials only, and they must apply for a burning permit through the Township.