

MERCER COUNTY
SPRINGFIELD
TOWNSHIP. EST 1805

406 Old Ash Road, Mercer, PA 16137
724/748-4999

risbuildingpermits@gmail.com

Change of Occupancy Application Certificate of Occupancy Application

Date: _____

Municipality: Springfield Township County: Mercer

Site Address: _____

Owner: _____

Mailing Address: _____

Phone #. _____ Cell # _____

Email Address: _____

Description of Original Building use:

Description of New Building use:

Is the Structure Being Altered or Added to? _____ If Yes, Describe Below

Is the new use include any of the following? _____ If Yes, Specifically Describe the Material, Quantity and Method of Storage.

Aviation facility, Dry Cleaning, Flammable or Combustible dusts or liquids or gasses or solids, Flammable Finishes, Lumber Yard, Organic Coatings, Repair Garage, High Piled Storage, Welding, Fire Arms, Hazardous Materials, Aerosols, Compressed Gasses, Combustible Fibers, Corrosive Materials, Explosives, etc.

Zoning:

Municipal Permit No.: _____ Municipal approval Date: _____
Please attach a copy of Municipal Approval.

Historic District

Is the site located within a historic District? YES NO

If construction is proposed within a Historic District, a certificate of appropriateness may be required by the Municipality.

The applicant certifies that all information on this application is correct and the work will be completed in accordance with the "approved" construction documents and PA ACT 45 Uniform Construction Code, and any additional approved building code requirements adopted by the Municipality. The property owner and applicant assumes the responsibility of locating all property lines, setback lines, easements, right of way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or documents or ordinances of the municipality or any other governing body. The applicant certifies he/she understands all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Owner

Print Name of Owner

PLAN REVIEW AND LIABILITY DISCLAIMER

Richardson Inspection Services, LLC. recommends that all projects be prepared by a design professional. The intent of the plan review process is to direct the applicant to the applicable code sections pertaining to his project to ensure that upon installation the project will conform to the PA Uniform Construction Code or "UCC". Richardson Inspection Services, LLC. does not guarantee or assume any responsibility for the application of the information provided by the plans review process. It is the responsibility of the persons performing the work to ensure that all the provisions of the UCC that pertain to your project, including compliance with all notes and details provided, are met prior to calling for an inspection. Richardson Inspection Services, LLC. has been hired as the Building Code Official by the municipality and represents only the municipality. Richardson is acting on behalf of the municipality and acting as an employee of the municipality for the purposes of the Tort Claims Act. Richardson Inspection Services, LLC. does not represent the owner of the property and is not working for the owner of the property.

Richardson Inspection Services, LLC. (or any of its employees or subcontractors charged with the enforcement of this code), while acting for the municipality in good faith and without malice in the discharge of the duties required by the UCC or other pertinent law or ordinance, shall not thereby be rendered liable. Richardson Inspection Services, LLC. is hereby relieved from liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of its official duties unless otherwise provided by law.

I hereby certify as *the owner* that the proposed work is authorized.

Owner

Signature Date

(Please Note: Owner's agent is NOT authorized to sign on behalf of the owner)

Print Name

Site Address

Richardson Inspection Services LLC
2879 Mercer Butler Pike
Grove City PA 16127
(724) 406-0031

FIRE SAFETY INSPECTION CHECKLIST

Annual fire safety inspections are required by your Municipality for all commercial structures. The best way to remain prepared is to utilize this Fire Safety Checklist yourself, to ensure that your business is in compliance with the fire code at all times. This will not only help you to avoid code violations, but it can also protect your staff, property or even your livelihood.

Premises identification.

Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

Means of Egress

The paths of egress at your premise must not be blocked or obstructed in any way. Having multiple exits in the event of a fire will increase the likelihood that everyone is able to get out safely, and it is required by code.

The inspection of the means of egress will include:

1. A path which is at least 36 inches wide that leads to every exit door.
2. Exit doors must be in good repair and which can be opened easily, and which are unlocked

All egress doors must have lever type hardware.

Flush bolts, surface bolts, hasps and padlocks are **prohibited** on exit doors.

While locking outside doors to prevent people from entering a building is permissible under all the published fire-code requirements, inhibiting free egress is not.

The National Fire Protection Association's (NFPA) Life Safety Code 101 says that in general every person within the building must be able to exit all doors in their path to the outside without "the use of a key, a tool, or special knowledge or effort for operation from the egress side" (NFPA 101, 7.2.1.5.2).

3. Stairways, ramps, decks, porches, and balconies.
Every exterior stairway, ramp, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.
4. Handrails and guards.
Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
5. If your facility has fire doors, these can close without obstruction and are not propped open with anything that could prevent them from closing.

Means of Egress - Exit Identification and Illumination (As applicable)

Not only are all paths of egress required to be unobstructed, but they must also be normally illuminated and clearly marked as well.

In the event of a fire, your facility may lose power or visibility may be severely reduced due to heavy smoke. For these reasons, all exit lights should be illuminated and have back up batteries so they will still be clearly illuminated for a minimum of 90 minutes in the event of a fire or power outage. Many of these units have emergency lights on top as well, to further increase the available light and make exits even more visible.

The inspection will include testing to see that all of these bulbs are working and that they have functioning batteries.

1. Illumination required.
The means of egress, including the exit discharge, shall be illuminated at all times; the building space served by the means of egress is occupied.
2. Habitable spaces.
All spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe occupancy of the space and utilization of the appliances, equipment, and fixtures.
3. Luminaires.
Every exterior door, habitable space, hall, interior stairway and toilet room shall have at least one electric luminaire.
4. Exit Signs.
Exits and exit access doors shall be marked by an approved illuminated exit sign readily visible from any direction of egress travel.

The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or the path of egress travel is not immediately visible to the occupants.

Intervening means of egress doors within exits shall be marked by exit signs.

Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet (30 480 mm) or the listed viewing distance for the sign, whichever is less, from the nearest visible exit sign.

5. Tactile exit signs.

A tactile sign stating EXIT and complying with ICC A117.1 shall be provided adjacent to each door to an area of refuge , an exterior area for assisted rescue, an exit stairway , an exit ramp , an exit passageway and the exit discharge .

Fire Extinguishers

Designed to give any staff at your business the means to put out a small fire on their own, fire extinguishers can be very valuable. They may allow you to stop a small fire before it grows larger, avoiding widespread damage to your business and injuries to your staff or customers.

For these reasons, the inspection will include verification that the fire extinguishers comply, including:

1. The minimum required numbers of extinguishers are present – having a fire extinguisher within 75 feet of travel distance from any place in your facility is required in typical office settings. *These requirements may change depending on the environment.
2. The extinguishers are the correct type to combat the fire hazards which are present at your business.
3. These are the required size; Extinguishers must be at least a 2A-10BC size rating.
4. Your extinguishers have been serviced within the past 12 months and the service tag is in place and updated.
5. All extinguishers are mounted on the wall securely or in an approved cabinet.
6. These units are not obstructed in any way.
7. The top of any extinguisher which is 40 pounds or lighter is not higher than 5 feet from the floor. For extinguishers heavier than 40 pounds, the top of the unit should be no higher than 3.5 feet from the floor. All extinguishers must have at least 4 inches of space from the bottom of the unit to the ground.

Fire protection Systems

General.

All systems, devices, and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the International Fire Code.

Fire Alarm Systems (If applicable)

The inspection will include the fire alarm panel, pull stations, strobes, and horns to ensure that they are properly maintained and that the annually required fire alarm maintenance and inspection by qualified personnel has taken place and is documented.

To ensure that you don't receive a correction, be sure that your inspection tags are up to date and that all components are in good, sound condition.

Fire Sprinklers (If applicable)

If your facility has a fire sprinkler system in place, this will be checked during the inspection for the following items:

1. The required annual inspection has been carried out by qualified personnel and documented.
2. Adequate clearance around sprinklers
This ensures that the water will be able to disperse without obstruction, and it is required by the fire code. A common code violation is storing boxes or other items too high or having large furniture or shelving units placed near the sprinkler head. According to NFPA 25, in most cases there must be at least 18 inches of clearance around each sprinkler deflector to comply with regulations.
3. Other components of the sprinkler and system water supply
All system components and pressures must be in good working order. These include the valves, hose connections and fire department connections.
The inspection includes signs of leakage, physical damage, corrosion or obstruction by foreign materials or paint.

Proper Storage of Combustible Liquids

Combustible materials and liquids represent a special fire hazard and must be treated accordingly. These will provide fuel for any fire, and they pose a significant risk to your facility, including explosion potential, so proper measures must be taken at all times.

They should be stored in a fireproof cabinet, to minimize the risk of a conflagration and the accompanying property damage or personal injury it can cause.

Enclosures under stairways.

The walls and soffits within enclosed usable spaces under enclosed and unenclosed stairways shall be protected by 1-hour fire-resistance-rated construction or the fire-resistance rating of the stairway enclosure, whichever is greater. Access to the enclosed space shall not be directly from within the stair enclosure.

Maximum Occupancy Limits

Your building has a maximum occupancy limit which has been put in place for a reason. If a fire were to occur, this is the number of people who could safely evacuate the premises in a timely fashion. Therefore, exceeding the maximum allowable occupancy poses a serious risk. Different types of structures used for different purposes (business, healthcare, assembly, education, etc) have specific occupancy requirements which you must meet to pass your inspection.

1. Posting of occupant load.

Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or authorized agent.

Electrical System

Electrical system hazards.

Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration, or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.

Receptacles.

Every exterior receptacle, laundry area, bathroom, kitchen, and basement shall have ground fault circuit interrupter protection.

Overloading Electrical Sockets & Using Extension Cords Correctly

Related to overcrowding of your facility, overloading any electrical sockets is a clear fire code violation. You may not plug too many items into a single socket, by using multiple power strips in the same location or improper multi-plug adapters. Plugging two or more extension cords together to extend the reach of the power in your facility will also be cited during the inspection. It is prohibited to use extension cords in lieu of permanent wiring.

Electrical Panels

Since getting to the electrical panels in your building may be required for regular maintenance or any upgrades, or to run additional wiring through the building, they must be always unobstructed and accessible.

Also, since electrical panels have live current running through them, any potentially flammable items (like cardboard boxes stored too close to the panel) must be far enough away to avoid fire risk. In most cases you're required to leave 3 feet of clearance in front of the panel, to provide sufficient working space and to lessen fire risk.

Should you have any questions regarding these, or any other requirements please call Richardson Inspection Services at (724) 406-0031