

**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, the most current editions of the International Codes as adopted by the PA State Legislature 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  $\frac{1}{4}'' = 1'-0''$

## CONSTRUCTION DOCUMENT REQUIREMENTS

### General Requirements:

1. One complete set of construction documents (hard copy) and one set in pdf form shall be submitted with the construction application for plans examination and building permit. The pdf can be emailed to [dave@loyalsocktownship.org](mailto:dave@loyalsocktownship.org) A complete set of construction documents shall consist of site plan, building construction plans with all necessary MEP's, fire sprinkler, fire alarm, etc., along with sewage permit documents or sewer water hook-up approval from the Williamsport Sewer/Water Authority and Pennsylvania Departments of Transportation (PENNDOT) Highway Occupancy Permit when accessing the property from a state road. No fees are required at the time of submission.