



**Homestead Borough**  
**221 East Seventh Avenue**  
**Homestead, PA 15120**

**Phone: (412) 461-1340 Fax: (412) 461-4057**

## COMMERCIAL & MULTI-FAMILY BUILDING PERMIT SUBMITTAL GUIDE

Please read this guide in full prior to submitting your building permit application. The following is a check list. You must have "**checkmark**" in all the sections listed below prior to submitting your application.

- Completed occupancy/building permit application (Submit both pages, side one completed in full)
- A copy of the site plan showing to scale the size and location of all new construction and all existing structures on the site. Distances from lot lines, established street grades and proposed finished grades. All parking including accessible spaces with signage. Accessible paths to entrances.
- Homestead Borough sewer tap permit (if applicable).
- A complete set of all drawings **SIGNED** and **SEALED** including specification books from a Pennsylvania registered design professional that **show in detail** code compliance for all the work proposed to include **but not limited to** the following information:
  - Architectural
  - Structural
  - Electrical
  - Mechanical
  - Plumbing
  - Accessibility (Details and elevations of restrooms, checkout counters, etc. and routes with elevations for all accessibility)
  - Energy Calculations with HVAC & Lighting (ComCheck or IECC).
  - All signage (Tactile, exit, restroom, etc.).
  - Use Group(s) of each area or room (IBC Chapter 3).
  - Building Limitation (Height & Area) (IBC Chapter 5).
  - Type of Construction (IBC Chapter 6).
  - Fire Resistant Materials & Construction (IBC Chapter 7).
  - Fire Protection System(s) if required (IBC Chapter 9).
  - Occupant Load of each area or room (IBC Section 1004).
  - Department of Health approval for Health Care Facilities prior to submission.
  - Special Inspections as per IBC Section 1704 & 1709

**All the above information in this section is to be submitted electronically to the commercial plan's examiner through Code.sys Code Consulting, Inc. submission portal at <https://sharepoint.code-sys.com:4444/requestproject>**

- Separate electrical permit application is required.
- Separate HVAC/mechanical permit application (if applicable)
- Separate Fire Alarm application (if applicable).
- Separate Fire Suppression application (if applicable).
- Separate Allegheny County Plumbing permit required
- Separate HOP (highway occupancy permit) required. Issued by Homestead Borough, Allegheny County or PennDot District 11 depending on roadway (if applicable)
- Executed site developers agreement and performance bond required to be submitted prior to building permit being released. (if applicable)
- Provide copy of contractor's certificate of insurance verifying general liability and PA workers compensation insurance.



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## COMMERCIAL & MULTI-FAMILY INSPECTION PROCEDURES

- Building permit must be posted on the work site and clearly visible from the road until completion of the project.
- Your approved plans must be available at time of the inspection. These are the plans that were submitted with your application and were marked "Approved" by Homestead Borough or Code.sys Code Consulting, Inc.
- **DO NOT schedule an inspection if the work is not ready!!!!**
- When scheduling an inspection, you must supply your permit number, including the letter, to the inspector.

### **THE FOLLOWING MINIMUM INSPECTIONS REQUIRE 48 HOUR NOTICE.**

1. **Footing inspection** - To be done after forming and prior to placing of concrete.  
**Dan Hankins** Phone: (412) 461-1340, ext. 104
2. **Foundation inspection** - French drain and water-proofing installed prior to backfilling.  
**Dan Hankins** Phone: (412) 461-1340, ext. 104
3. **Plumbing underground or under slab** – Rough-in done prior to placing concrete. All testing must be witnessed by inspector.  
**Allegheny County Plumbing** Phone: (412) 578-8036
4. **Electrical inspection** - Rough-in to be done prior to insulating.  
**Dave Michel, Code.sys Code Consulting** Phone: (412) 821-0337, ext. 32
5. **Mechanical inspection** - Rough-in to be done prior to insulating.  
**Dennis Schack, Code.sys Code Consulting** Phone: (412) 821-0337, ext. 22
6. **Rough plumbing inspection** - Rough-in to be done prior to insulating. All testing must be witnessed by inspector.  
**Allegheny County Plumbing** Phone: (412) 578-8036
7. **Framing inspection** - Done prior to insulating, but after heating, plumbing and wiring are roughed in and approved.  
**Dan Hankins** Phone: (412) 461-1340, ext. 104
8. **Energy Conservation** - To be done after insulating but before wallboard. New construction or additions only.  
**Bruce Graff, Code.sys Code Consulting** Phone: (412) 821-0337, ext. 16
9. **Wallboard** – To be done after fastening all wallboard but before taping, mudding, etc.  
**Dan Hankins** Phone: (412) 461-1340, ext. 104
10. **Final Accessibility inspection** - When all required accessibility requirements are completed and/or installed.  
**Bruce Graff, Code.sys Code Consulting** Phone: (412) 821-0337, ext. 16
11. **Final inspection** - When job is completely finished, prior to occupancy permit and after final plumbing, mechanical and electrical inspection  
**Dan Hankins** Phone: (412) 461-1340, ext. 104

Failure to comply with these minimum inspection requirements may cause your permit to be revoked and/or legal action to be filed.