



1 E First Ave., Ste 3
Malvern, PA 19355

Commercial Building Permit Application Submission Checklist

Address: _____ Date: _____

This sheet shall be completed and submitted by the permit applicant along with the Building Permit Application and associated construction documents. **All drawings submitted shall be signed and sealed by a PA Registered Professional (Engineer or Architect). Incomplete applications will not be accepted for processing and review. If land development is required, approved LD plans shall be recorded prior to any building permits being issued.**

- | | Applicant | Borough Use Only |
|---|-----------|------------------|
| 1. Completed Building Permit Application
Sections 1 through 5 shall be completed in addition to any of the Mechanicals permit information (including costs for all).
Include a Scope of Work for this project and project cost. | _____ | _____ |
| 2. Two complete sets of signed / sealed drawings
These Include Building and all Mechanicals Permits (HVAC, Plumbing, etc.) as applicable.
Permit applications to be submitted later shall be listed as deferred submittals | _____ | _____ |
| 3. Completed Zoning Permit Application (if required) Including: | _____ | _____ |
| a. Two sets of site plans showing: | _____ | _____ |
| 1. Lot (including size of lot) | | |
| 2. All impervious coverage (buildings, driveways, walkways) | | |
| 3. Setback distances (all sides) | | |
| 4. Any easements on property | | |
| 4. If project exceeds 400 sf in additional impervious coverage, a Stormwater Management Plan shall be submitted and approved and a copy of the approved SW Plans and executed O&M Agreement shall be recorded at the Chester County Recorder of Deeds prior to release of Building Permits. | _____ | _____ |
| 5. A signed Reimbursement Agreement for Borough Engineer expenses. | _____ | _____ |
| 6. For HVAC equipment – load calculations and equipment specifications sheets, showing btu input or tonnage. | _____ | _____ |
| 7. Completed COMcheck (Energy Compliance) and Lighting Compliance Cert. | _____ | _____ |
| 8. Signed / sealed truss drawings and truss layout plan. | _____ | _____ |
| 9. Two sets of electrical drawings reviewed and approved by a certified, registered commercial electrical plans examiner | _____ | _____ |
| 10. Specification sheets , signed /sealed, for all engineered lumber to be used | _____ | _____ |
| 11. Any other construction documents as requested
Specify: _____ | _____ | _____ |
| 12. Fees – Payable at time of submission - \$100.00 Application Fee, \$200.00 Plan Review, \$100.00 Final Inspection, \$75.00 Zoning Permit. Other permit fees will be calculated when permit is approved and paid when permit is picked up. Check #: _____ | _____ | _____ |

The review period for Commercial Building Permit Applications is up to **thirty (30) business days once the application is accepted for review**. A written plan review notes sheet will be provided to the applicant for any issues / corrections that are needed prior to approval. **For all new construction, all other fees (Engineering, tap in, etc.), shall be paid up to date prior to any permits being released. ALL Contractors for commercial projects shall be registered with Malvern Borough before permits are released.**

Submitted by: _____ Date: _____
Email: _____ Phone: _____

Received by: _____ Date: _____
Accepted for Review: _____ Date: _____