



CITY OF SHARON

COMMERCIAL BUSINESS CHECK LIST

For projects that involve alterations to the site or building

Dear Prospective Business Owner,

Thank you for your interest in opening a commercial business in Sharon, Pennsylvania. We are thrilled you have chosen our beautiful city as the home for your business, and we want to support you in every way we can. Prior to commencing operations of your business, you will need to complete the following steps. If you have any questions or concerns at any point of the process, please do not hesitate to reach out.

- Submit a *Zoning Permit Application* and, if applicable, a *Sign Permit Application* to Danielle Warren, City Code/Zoning Officer, for review.**

Zoning Permit Applications and *Sign Permit Applications* can be found online at:
<https://www.cityofsharon.net/departments/CodeEnforcement/ZoningBuildingPermitApplication>.

Applications may be submitted via email (dwarren@cityofsharon.net), hand delivery, or mail. If your project involves a *change of use*, *new construction*, or *enlargement of restroom and/or kitchen facilities*, the City Code/Zoning Officer will forward the information pertaining to your project to the Sharon Sanitary Authority for review. If your project requires a new address, it will be assigned to you by the City Code/Zoning Officer at this stage of the process. Proceed to the next step only after your *Zoning Permit Application* and, if applicable, your *Sign Permit Application* have been approved by the City Code/Zoning Officer.
- Submit a *Commercial Change of Occupant Registration* to Nicholas Samson, Deputy Fire Chief.**

Commercial Change of Occupant Registration forms can be found online at:
<https://www.cityofsharon.net/departments/FireDepartment/Commercialchangeofoccupantregistration>.

Registration forms may be submitted via email (nsamson@cityofsharon.net), hand delivery, or mail.
- Submit *Property/Site Construction Plans* to Mercer County Regional Planning Commission (if applicable to your project).**

If your project involves land development (i.e., adding a parking lot, changing the footprint of an existing building, new construction, etc.) or a subdivision/consolidation (adding or combining properties, changing lot lines, etc.), you will need to submit site plans to the Mercer County Regional Planning Commission (MCRPC) for review. Once MCRPC completes their review of the site plans, they will contact the City Manager with their recommendation. The City Planning Commission will then consider this recommendation before making their own recommendation to City Council, who will formally approve or deny the plans at a public meeting. Please note that stormwater management is a component of the site plan review and is evaluated during this stage of the process. The stormwater management review will be conducted by the City Engineer.
- Submit a *Building Permit Application* to Richardson Inspection Services, LLC.**

Building Permit Applications can be found online at:
<https://richardsoninspectionservices.com/applications%2Fprocedures>.

Applications should be submitted via email to risbuildingpermits@gmail.com.
- Submit *Building Construction Plans* to Danielle Warren, City Code/Zoning Officer**

The City of Sharon requires two (2) complete sets of drawings (including site plan when applicable) to be submitted for building code and fire department review. All drawings must identify the location of the project by complete street address (including suite numbers). *Use Group*, *Type of Construction* (per building code), and *Occupant Load* must be listed on the cover sheet. Detailed drawings are required for all accessibility issues. Once the plans are received, the City Code/Zoning Officer will disseminate them to Richardson Inspection Services, LLC and the City of Sharon Department of Fire-Rescue for review.

Uniform Construction Code (UCC) Review will be conducted by Richardson Inspection Services, LLC. For general questions and/or plan review information, contact Richardson Inspection Services at (724)

406-0031. Code review will be to the Pennsylvania Uniform Construction Code (UCC). For a list of codes and code sections adopted, visit the PA Department of Labor and Industry website: <http://www.dli.pa.gov/ucc/Pages/UCC-Codes.aspx>. The most restrictive code will apply. Contact Richardson Inspection Services, LLC to determine exactly which drawings are required (i.e., plumbing, electric, mechanical, energy, etc.)

Upon approval by *both* Richardson Inspection Services, LLC and the City of Sharon Department of Fire-Rescue, a Building Permit will be issued by Richardson Inspection Services, LLC and held by the City. Upon confirmation that each of the above steps has been completed, the Building Permit will be released.

Two complete sets of any deferred submittals (shop drawings) involving fire protection systems (i.e., fire sprinklers, fire alarms, etc.) must be submitted to the City of Sharon Department of Fire-Rescue for building code and fire department review prior to commencement of work. Of the two complete sets of drawings provided to the City, one will be retained by the Department of Fire-Rescue and one will be forwarded to Richardson Inspection Services, LLC. Please note that periodic on-site progress inspections will be performed by the City Fire Inspector throughout the construction process.

- Pass Acceptance Tests for Fire Protection Systems with City of Sharon Department of Fire-Rescue Representative Present (if applicable to your project).**

If your project includes the installation of any fire protection systems (fire alarm, cooking hood suppression systems, sprinkler systems, standpipe systems, etc.), a final acceptance test of each system must be administered and witnessed by a representative of the City of Sharon Department of Fire-Rescue. Please note that this step may not be sequential; acceptance tests are administered when the installation of a particular system is complete, which could take place at any time during the construction process or at the conclusion of the construction process. Acceptance tests can be scheduled with the Department of Fire-Rescue by contacting Nicholas Samson, Deputy Fire Chief, at (724) 877-8353 or via email at nsamson@cityofsharon.net
- Pass a Final Uniform Construction Code (UCC) Inspection by Jeff Richardson, State UCC Inspector and a Final Fire Inspection conducted by Steve Thompson, City Fire Inspector.**

Jeff Richardson, State UCC Inspector, and Steve Thompson, City Fire Inspector, will conduct a Final UCC and Final Fire Inspection of the property. These inspections must happen simultaneously. Once the property passes both inspections, a Certificate of Occupancy for the property will be issued and held by the City. Upon confirmation that each of the above steps has been completed, the Certificate of Occupancy will be released to you.
- Pass a Health Inspection by June Gulla, City Health Officer (if applicable to your project).**

June Gulla, City Health Officer, will conduct a Health Inspection of the property. This inspection is only necessary if your business will be preparing food (i.e., a restaurant) or selling food (i.e., a retail store selling milk and eggs, etc.). The City Health Officer can be reached at (724) 813-3852 or jegulla@yahoo.com. Once contact is made, she will provide you with an application form that will need completed and submitted. Upon receipt of this application form, an inspection will be scheduled. If the property passes the Health Inspection, a Health License and/or Retail Sales License will be issued to you.

Upon successful completion of each of the above steps, you may commence operations of your business. Thank you for choosing the City of Sharon. We look forward to seeing your new business thrive. Congratulations and good luck!