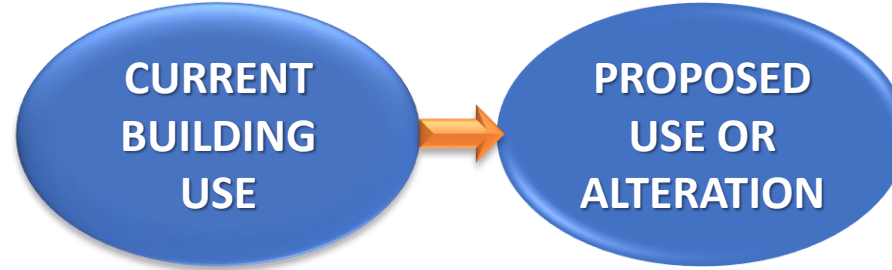




## CHANGE OF USE or ALTERATIONS EXISTING BUILDINGS

Pennsylvania's Uniform Construction Code (UCC) requires that Changes of Use or alterations to an existing building, particularly residential to commercial and commercial for multiple tenants, must be reviewed and approved by drawings submitted from a design professional. Please contact the Building Inspector for additional information or to have a building survey inspection conducted to determine what is required.



### 1. Certificate of Occupancy

- Locate the original Certificate of Occupancy issued to the building.
- Certificate should be on file with the PA Department of Labor & Industry or with City of Altoona

### 2. Building Assessment

- If Certificate of Occupancy cannot be located the building may be "uncertified". Request a building survey inspection by City's Building Inspector
- OR have design professional prepare tenant layout plans for submittal to City

### 3. Building Revision

- If alterations are required or planned, submit construction plans and documents to MDIA
- Submit 1 paper copy to City
- Review comments returned to applicant
- If revisions are needed, resubmit to City and MDIA
- Obtain all permits after approval is granted

### 4. Inspections and Certificate of Occupancy

- Contact Building Inspector during each phase of construction
- Unapproved changes during construction may require plan resubmittal
- Certificate of Occupancy issued following final inspections from multiple Departments. Land Development must be completed prior to Certificate of Occupancy issuance

#### Helpful Phone Numbers:

Codes & Inspections 814-949-2456

Community Development: 814-949-2470

Engineering: 814-949-2446

Altoona Water Authority 814-949-2540

Building Inspector 814-949-2406

Fire Inspector 814-949-2433

Middle Department Inspection Agency (MDIA) 724-935-1558

Forms: [www.altoonapa.gov](http://www.altoonapa.gov)