

COMMONWEALTH CODE INSPECTION SERVICES, INC.

March 14, 2008

Ladies and Gentlemen:

Commonwealth Code Inspection Services, Inc. is pleased to announce the opening of a new satellite office to help serve our customers in Cumberland County and the surrounding area. At present we will be available in the mornings on Monday, Wednesday, and Friday from 8:00am to 12:00pm. The office will happily assist you with forms, submittals, and coordination of your permitting process. Please do not hesitate to give us a call at 717-776-9949 or stop by at #4 West Big Spring Avenue, Newville, PA. Additionally our Chambersburg office remains available at the address listed below. Do not hesitate to let us know if we can be of service.

Sincerely,

R. Clem. Malot, MCP
Building Code Official
Commonwealth Code Inspection Service
1102 Sheller Avenue, Suite B
Chambersburg, PA 17201
717-262-0081
717-263-3546 fax

What is needed for Submittals!!!

1. Application **Completely** filled out
Make sure it is **Signed**
2. Land Use
3. Site Plan with distances to property lines
4. Floor Plans
 - A. Commercial- Architected Drawings
 - B. Residential-Can be Hand Drawn