

## **Submittal Guide for Commercial Projects**

### **Building Plan Requirements for Commercial Projects**

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The following items are required for new commercial projects. Drawings should be drawn to ¼ in. or 1/8 in. scale and shall provide the necessary information to verify compliance with the building code.

**All drawings shall bear the stamp and signature of the design professional responsible for the design.**

**Two (2) sets of construction drawings shall be submitted and shall include:**

**Title Page Drawing;** to include the contact information for all design professionals, description of square footage per floor, number of floors, type of construction to be utilized, area modifications utilized, use group classification(s), separation or non- separation of mixed use groups, design occupant load(s), finish materials classification, design codes utilized.

**Site Plan Drawings;** to include all utility layouts, handicap parking & access, designated fire lanes, distance between adjacent structures and property lines.

**Floor Plan Drawings;** to include the use of all areas, location & types of fire resistant construction, U.L. Listing of fire resistant construction, means of egress components, handicap access.

**Structural Drawings;** to include the structural design calculations, geo-technical engineering report, uniform live loads, dead loads, roof & snow loads, wind loads, footing construction detail, foundation construction details, framing construction details, concrete construction details, masonry construction details, wood construction details, steel construction details.

**Electrical Drawings;** to include all lighting facilities, electrically operated equipment, and electrical circuits required for all service equipment of the building or structure. Drawings should include panel schedules, grounding systems, and wiring methods.

**Mechanical Drawings;** to include size & type of appliances, construction of flues and chimney systems, ventilation air provided, fresh air make-up provided, location of all ducting and piping.

**Plumbing Drawings;** to include a plan view and a riser diagram of waste & water piping, pipe sizing, grade of piping, drainage fixture unit loads on stacks and drains, water distribution design criteria.

**Fire Protection Systems;** to include the submittal guide for each type of system. See specific submittal guide requirements.

Date \_\_\_/\_\_\_/\_\_\_

## APPLICATION FOR PLAN REVIEW & APPLICATION FOR COMMERCIAL BUILDING PERMIT

### PROPERTY ADDRESS

Street Address:	Parcel	Zoning
Subdivision:	Lot	Type
Municipality	County	

### OWNER ADDRESS

Last name or Business	First name	Phone	
		Fax	
Address	City	State	Zip

### TYPE OF APPLICATION

<input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Accessibility <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Other <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Fire Suppression <input type="checkbox"/> Occupancy		
<b>Type of Work</b> (Check all that apply) <input type="checkbox"/> New Construction <input type="checkbox"/> Additional construction <input type="checkbox"/> Alteration/Structural/Egress Change <input type="checkbox"/> Repair/Renovation <input type="checkbox"/> IBC <input type="checkbox"/> IEBC (1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> <input type="checkbox"/> Foundation Permit <input type="checkbox"/> Change of Use/Occupancy <input type="checkbox"/> Initial Certificate of Occupancy	<b>Type of Construction</b> (Check all that apply) <input type="checkbox"/> IA <input type="checkbox"/> IV <input type="checkbox"/> 1B <input type="checkbox"/> IIA <input type="checkbox"/> VB <input type="checkbox"/> IIB <input type="checkbox"/> VA <input type="checkbox"/> IIIA <input type="checkbox"/> Separate Use <input type="checkbox"/> IIIB <input type="checkbox"/> Non-separated Use	<b>Previous L&amp;I Certificate #(s)</b>  <hr/> <b>PROPOSED CODE/YEAR FOR THIS PROJECT</b>
<b>Use Group</b> (List all) <input type="checkbox"/> A1 <input type="checkbox"/> H1 <input type="checkbox"/> R1 <input type="checkbox"/> A2 <input type="checkbox"/> H2 <input type="checkbox"/> R2 <input type="checkbox"/> A3 <input type="checkbox"/> H3 <input type="checkbox"/> R3 <input type="checkbox"/> A4 <input type="checkbox"/> H4 <input type="checkbox"/> R4 <input type="checkbox"/> A5 <input type="checkbox"/> H5  <input type="checkbox"/> B <input type="checkbox"/> I1 <input type="checkbox"/> S1 <input type="checkbox"/> <input type="checkbox"/> I2 <input type="checkbox"/> S2 <input type="checkbox"/> E <input type="checkbox"/> I3 <input type="checkbox"/> U <input type="checkbox"/> <input type="checkbox"/> I4  <input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> M	<b>Fire Separation</b> <input type="checkbox"/> Single Use  <input type="checkbox"/> Separated Uses  <input type="checkbox"/> Non-separated Mixed Use  <input type="checkbox"/> Incidental Use Main Use _____	<b>Fire Suppression</b> (List all)  Type: <input type="checkbox"/> Wet (Water) # _____ Standard _____  <input type="checkbox"/> Dry (Water) # _____ Standard _____  <input type="checkbox"/> Chemical # _____ Standard _____  Type _____
Start Date	Finish Date	Total Value of All Work

FAILURE TO FILL OUT THE PERMIT APPLICATION COMPLETELY MAY RESULT IN DELAYS OR REJECTION OF APPLICATION

Municipal Tracking #

Permit #

Plan Review #

Description of proposed project:

### Electrical Permit Information

<b>Electrical Service Size</b>							
_____ Amps		Power Company Name _____					
_____ Volts		Power Company Job # _____					
_____ Ø							
General outlets: _____ 120 volt _____ 240 volt							
Circuits: _____ 2 wire _____ 3 wire _____ 4 wire							
Device Name	Watts	Amps	#	Device Name	Watts	Amps	#
Start Date		Finish Date		Value of work			







**PROPOSED DEFERRED SUBMITTALS**

- Foundation Permit      ETA      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Structural Steel      ETA      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Fire Suppression      ETA      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Fire Alarm      ETA      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Roof Truss      ETA      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Floor Truss      ETA      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Spec Books      ETA      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Design Professional in Responsible Charge**

Name: \_\_\_\_\_

Registration Number \_\_\_\_\_

Seal:

**FAILURE TO FILL OUT THE PERMIT APPLICATION COMPLETELY MAY RESULT IN DELAYS OR REJECTION OF APPLICATION**

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record, and I agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code Official or his delegated representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project.

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_ Mobile \_\_\_\_\_

**PERSONNEL**

**General Contractor**

General Contractor \_\_\_\_\_

Contact Person \_\_\_\_\_ Are there other prime contractors?  yes  no If yes, list separately.

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**Architect**

Architect in Responsible Charge \_\_\_\_\_  
Lead Architect \_\_\_\_\_ Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Mobile \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Structural Engineer**

Firm \_\_\_\_\_  
Lead Engineer \_\_\_\_\_ Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Mobile \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Electrical Engineer**

Firm \_\_\_\_\_  
Lead Engineer \_\_\_\_\_ Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Mobile \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Mechanical Engineer**

Architect in Responsible Charge \_\_\_\_\_  
Lead Architect \_\_\_\_\_ Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Mobile \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Plumbing Engineer**

Firm \_\_\_\_\_  
Lead Engineer \_\_\_\_\_ Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Mobile \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Fire Alarm Engineer / Designer**

Firm \_\_\_\_\_  
Lead Engineer/Designer \_\_\_\_\_ Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Mobile \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Fire Suppression Engineer / Designer**

Firm _____		
Lead Engineer _____	Contact Person _____	
Street Address _____		
City _____	State _____	Zip _____
Phone _____		
Mobile _____		
Fax _____		
Email _____		

**NOTICE**

**All work, whether or not shown on the construction documents shall comply with the Pa. UCC (IBC and IRC 2003 as referenced). Work not shown will be field checked to determine compliance. Construction documents shall be on site at time of inspection; if not the inspection may be failed, at the discretion of the inspector, for failure to have them available for reference purpose.**

Universal accessibility to all services, goods, events, and functions offered within the Commonwealth of Pennsylvania is a guaranteed civil right. Please review your construction documents to insure that right has not been violated. Basic compliance with *all* of the provisions of the standard ANSI A117.1 can help to insure that all of our citizens enjoy access to the goods and services offered within the state. Compliance with the provisions of IBC Chapter 11 and ANSI A117.1 will be field verified and shall be mandatory for receipt of a Certificate of Occupancy. Full compliance with accessibility provisions of the codes is mandatory. Failure to include provisions for compliance on the plan, or in the execution of the work is not an excuse to deny basic accessibility to our citizens.

A list of inspections that *probably* will be required, based on the permit application and plan submission, can be obtained from the Code Official at the time of permit issuance. Noted inspections may be waived or additional inspections may be required, at the discretion of the Code Official, as deemed necessary in order to insure Code Compliance. Inspection approval must be obtained for the work currently complete before proceeding to the next step of construction listed in order for each trade.

All inspections will be conducted by Commonwealth Code Inspection Service, with the exception of special inspections required by the Pa. UCC and/or IBC Chapter 17, and/or at the direction of the Design Professional; or as otherwise directed by the authority having jurisdiction. Special inspections shall be performed per the Pa. UCC and/or IBC Chapter 17, and/or at the direction of the Design Professional.

A special inspection program list shall be furnished to Commonwealth Code Inspection Service for approval prior to the start of the project phase associated with the inspection. The list shall include name of company, corporate officers, address and other contact information, accreditation, and qualifications of individual inspectors.

The applicant or authorized representative must request all regular inspections directly through Commonwealth Code Inspection Service, Inc. with at least 24 hours notice.

Same day service for inspections may be provided if calls are received before 8:00 AM. Telephone 717-664-2347 (Main Office) or 800-732-0043 (In Pennsylvania) or Contact your local CCIS office at