



COMMERICAL BUILDING PERMIT PLAN SUBMISSION REQUIREMENTS

PROJECT ADDRESS: _____

- New Construction Alteration to an existing structure Change of Use
 Addition to an existing structure Misc.

THREE PAPER AND THREE ELECTRONIC SETS OF PLANS TO INCLUDE:

- Original seals and signatures (PA Registered Design Professional) on all sheets
- Zoning variances and determination letters
- Planning approval
- Index Sheet/Cover Page on each set of plans
- Code Analysis (change of use should indicate previous use and new use)
- Site Plans (site plans are not required for interior work except first floor tenant or rooftop equipment)
- Soils Report and Foundation Plans (required for new buildings or additions to existing buildings)
- Certificate of Occupancy Application
- Mechanical Plans (equipment schedule, mechanical symbols, hood details with exhaust locations)
- Electrical Plans (riser diagrams, electrical symbols, equipment schedules)
- Plumbing Plans (fixture schedule, riser diagram, details for special devices, storm water drainage)
- Architectural Plans (dimensioned for each floor level, layouts, fire rated assemblies must have a UL design)
- Structural Plans (floor and roof framing plans)
- Fire Protection (fire suppression, fire alarm, smoke control, fire department connections, etc.)
- Energy Plans (energy calculations, specifications and details)
- Accessibility Plans (ingress, egress, areas of refuge facilities and elevations, hardware, ramps, etc.)

By affixing my signature hereto I am indicating that all of the above checked items have been included in the submission of the plans for this project. Additionally I acknowledge that should any of the required items be missing or be deficient the plans may, at the sole discretion of the reviewer, be returned to me for resubmission. I further acknowledge that in the event a resubmission is required, there will be a minimum one (1) hour review fee charge and an administrative fee of thirty-five (\$35) dollars due upon resubmission. The plans will be deemed accepted for review on the date of resubmission as it relates to the thirty (30) business day review period.

Printed Name

Signature

Date

Accepted By

Signature

Date