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 ________________________________