



The City of York Pennsylvania

101 South George Street ❖ P.O. Box 509 ❖ York, PA 17405

www.yorkcity.org

Honorable Michael Ray Helfrich, Mayor

PLAN REVIEW APPLICATION INSTRUCTIONS

To ensure that your plans are reviewed in the most expeditious manner it is important that the application be filled out accurately, legibly and completely. Please take the time to read these instructions before you complete your application. You should also refer to the Commercial Plan Review Requirements on the application to ensure that you are providing all the required items for plan review. You must check off the boxes on this form and sign it indicating that you have provided all the required information. Applications or forms that are incomplete or illegible will not be accepted.

PROJECT ADDRESS: You must only use the assigned address of the property for your project. Addresses will be verified and if the address provided is not a legitimate address or if there is not a street address provided, your plans will be returned to you unreviewed. If there is not an assigned address for your parcel you must contact the Department of Fire/Rescue Services and obtain an address from the Emergency Planner.

PROJECT NAME: It is helpful if you can provide a project name. If there is not a name, please indicate N/A in this field.

SUBMITTAL REQUIREMENTS: Plans must be submitted to scale and on full sheets (unless pre-approved by the reviewing agency). One paper set, wet stamped on each sheet and two electronic copies (PDF format) on two separate compact discs must be submitted. Please refer to the "Plan Review Submission Requirements" page for specific requirements for information to be included on plans. The paper set of documents will be returned to you upon completion of the review and must be retained on the job site until after the certificate of occupancy has been issued.

OWNER'S INFORMATION: All fields under owner's information must be completed. It is imperative to have this information to ensure prompt communications between our reviewers and permit technician and you. Email is the preferred method of communication as it provides a record of such communications.

DESIGNER'S INFORMATION: All fields under designer's information must be completed. It is imperative to have this information to ensure prompt communications between our reviewers and permit technician and you. Email is the preferred method of communication as it provides a record of such communications. Our third party often emails the designer of record with any questions or concerns regarding the plans.

CONTRACTOR’S INFORMATION: It is helpful to have the contractor information if it is available. We do understand that a contractor or contactors may not have been selected at the time of submittal of the plans. If this is the case, please enter “contractor not selected” in this field.

PROJECT INFORMATION: It is imperative that all of the project information be provided so that a thorough and complete review can be completed without delay.

1. Check the appropriate box for the type of project it is; new construction, renovation or addition.
2. You must indicate the appropriate use groups as defined in the 2009 International Building Code (**ONLY USE CLASSIFICATIONS LISTED IN THE I.B.C. WILL BE ACCEPTED**). If it is a mixed use you must list all uses and indicate if they will be separated or non-separated.

Assembly Uses: A-1, A-2, A-3, A-4 & A-5
Business Use: B
Educational Use: E
Factory/Manufacturing Uses: F-1 & F-2
Hazardous Uses: H-1, H-2, H-3, H-4 & H-5
Institutional Uses: I-1, I-2, I-3 & I-4 (If I-3 indicate condition)
Mercantile/Retail Use: M
Residential Uses: R-1, R-2, R-3 & R-4
Storage Uses: S-1 & S-2
Utility/Miscellaneous Use: U

3. Indicate the I.B.C. construction type (**ONLY I.B.C. CONSTRUCTION TYPES WILL BE ACCEPTED**).

I.B.C. Construction Types

Type IA	Type IIB	Type IV
Type IB	Type IIIA	Type VA
Type IIA	Type IIIB	Type VB

4. Indicate the building height. The building height is defined as the vertical distance from grade plane to the average height of the highest roof.
5. Indicate the number of stories above grade.
6. Indicate the building area. Building area is the area included within surrounding exterior walls exclusive of vent shafts and courts. Areas of the building not provided with surrounding walls shall be included in the building area if such areas are included within the horizontal projection of the roof or floor above.
7. If the project is designed under the International Existing Building Code, you must include the work area. Work area is that portion of a building consisting of all

reconfigured spaces as indicated on the construction documents. **NOTE:** If the project is designed under the I.E.B.C. you must include an I.E.B.C. analysis in the plan submission.

DESIGN DATA: To conduct a review of your plans you must provide the appropriate design data. Please keep in mind that although the Commonwealth of Pennsylvania currently is using the 2009 series of International Codes, accessibility requirements are based on more current code editions. Please check the Labor and Industry website to verify the current accessibility requirements. Indicate all codes that have been used in the design. **NOTE:** If the project is designed under the I.E.B.C. you must include an I.E.B.C. analysis in the plan submission.

SYSTEMS: If any of the listed systems are required or are being provided you must indicate which systems by checking the appropriate box. If the plans for any system are going to be a deferred submittal you must indicate that by checking the appropriate box. If any of these systems are required and not included in the submittal, the plans will be rejected and returned unless you have indicated that a deferred submittal is forthcoming.

ESTIMATED PROJECT COST: You must provide a cost break down of the project under the indicated disciplines along with a total cost. If you are using an estimated cost, please remember that plan review and permit fees are non-refundable.

BRIEF DESCRIPTION OF THE PROJECT: To allow our staff and the plan reviewer to fully understand the scope of the project and all submission requirements, it is important to provide a brief description of the project. You may attach additional sheets to the application if needed.

APPLICANT INFORMATION: The applicant can be the owner, design professional, contractor or other interested party. This information must be provided, and a signature is required.

It is our desire to provide the best customer service possible and to facilitate development in the City of York. These instructions/requirements are intended to ensure that you have a complete submittal package and your plan review will be as expeditious as possible. The Uniform Construction Code allows 45 business days for a commercial plan to be reviewed and approved. However, it is our intention to make this happen in a much shorter time frame on most projects. It should be understood however, that on very large projects, additional time may be required. In such cases our third-party review agency will contact you directly and negotiate an extension of time. Of course if you have any questions about your submittal please feel free to contact our staff and we will assist you in any way that we can.