

## COMMERCIAL PERMIT APPLICATION ELIZABETHTOWN BOROUGH

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# PART 1

## PERMITS

A Zoning Permit is issued for compliance to the Borough's Zoning Ordinance. A Construction Permit is issued for compliance to the regulations of Pennsylvania's statewide Uniform Construction Code. Both permits will be required for most construction projects. Permit applications are available on the Borough's website at [www.ETownOnline.com](http://www.ETownOnline.com) or at the Borough office, 600 S. Hanover Street, Elizabethtown, PA 17022, Phone: 717-367-1700.

### *How do I apply for a Permit?*

## ZONING PERMIT

1. Complete the sections of the application for the type of permit you are applying for and submit it to the Borough Office. Please attach all supporting and detailed documents such as site plans, drawings, and photos that are required with the application. **Incomplete applications will be returned.**
  - Please note that it is the property owner's, the applicant's, or the authorized agent's responsibility to provide accurate and complete information regarding easements (including stormwater, drainage, utility, etc.), property line locations, right-of-ways, or deed restrictions or the property in order for the Zoning Permit application to be processed.
  - Research into the history of a deed and/or a recorded subdivision plan may be required for locating property lines and accessing details on recorded easements, right-of-ways, or deed restrictions. The Lancaster County website, [www.lancasterdeeds.com](http://www.lancasterdeeds.com), facilitates public record searches where most of this information is available.
  - In order to continue providing our residents with minimal zoning permit processing fees and efficient processing time for the issuance of permits, it is expected that property owners will provide accurate and complete information regarding easements, (including stormwater, drainage, utility, etc.), property line locations, right-of-ways, or any deed restrictions for the property at the time of application. The Borough of Elizabethtown is not responsible for verifying the accuracy of this information. Should a complaint be received and/or it is determined that false information was provided on the application (whether intentional or not), the property owner will be required to remove the property improvement or bring the property into compliance with the applicable recorded restrictions and/or applicable zoning ordinance at the property owner's expense.
2. The Zoning Officer will review the permit application and will check for compliance with the Borough's Zoning Ordinance. The Zoning Official will issue the Zoning Permit for an approved application. **The applicant will be notified when the permit has been processed and available. Payment for the Zoning Permit application fees are due at the time the permit is issued at the Elizabethtown Borough Office.**

## **CONSTRUCTION PERMIT**

A Construction Permit is issued for compliance with the regulations of the statewide Uniform Construction Code.

1. Complete the sections of the application for the permit type you are applying for and submit it to the Borough Office. Incomplete applications will be returned. For clarification or questions, please contact the Borough's Code Compliance Official.
  - The regulations of the UCC, the statewide building code, are available on the PA Department of Labor and Industry website at [www.dli.pa.gov/ucc](http://www.dli.pa.gov/ucc).
  - Work on any project may not begin until the appropriate permit(s) have been issued.
  - The Borough of Elizabethtown, in cooperation with other municipalities in the Elizabethtown Area, has contracted with Commonwealth Code Inspection Services, Inc. of Manheim, PA, as a third-party to review Construction Permit application plans and conduct construction inspections in accordance with the Uniform Construction Code.
2. The Uniform Construction Code (UCC) of Pennsylvania states that all commercial projects that require a UCC permit must provide certain information pertaining to the proposed project.
  - All drawings and plans for commercial projects must be signed and sealed by a professional licensed design person, such as an architect or engineer. All pages of the drawings must have the professional design person's signature and seal.
  - **Two sets of signed and sealed drawings along with an electronic version (PDF) of the plans are required to be submitted with the permit application.**
  - On page 12-18 of this application, you will find the Plan Review Guide for Submitting Commercial Plans. This is a check list of the requirements for submitting a commercial project application for plan review. Following the Plan Review Guide will help to decrease the turnaround time required to process applications and review plans. **Applications that do not meet these guidelines will be denied and returned to the applicant.**
    - If you have questions pertaining to the Plan Review Guide, please reach out to Andy Nelson with Commonwealth Code Inspection Services. He can be reached at 717-664-2347 during his office hours between 6:00AM and 8:00AM.
3. Following review by the Borough's Building Code Official and upon determination that the application is complete, the construction permit application will be forwarded to Commonwealth Code Inspection Services, Inc. for processing. Commonwealth Code Inspection Services, Inc. will review the plans accompanying the application and will approve or deny the construction permit is in accordance with the Uniform Construction Code regulations.
  - Commonwealth Code Inspection Services, Inc. will invoice the applicant for any plan review or inspection fees necessary for the construction project. The payment of this fee is made at the time the permit is issued. Commonwealth Code Inspection Services provides its own fee schedule.
  - The application fee of \$50, payable to Elizabethtown Borough, is due at the time the construction permit is issued. Payment of the fees for plan review and applicable inspections, made payable to Commonwealth Code Inspection Services, is also due at this time. **THE APPLICANT WILL BE NOTIFIED AT THE TELEPHONE NUMBER PROVIDED WHEN THE PERMITS ARE READY AND THE AMOUNT OF THE PERMIT FEES.**
4. Following the issuance of a construction permit, it is the responsibility of the applicant, contractor, or the property owner to contact Commonwealth Code Inspection Services, Inc. (Phone: 717-664-2347) to schedule the required inspections. Following final inspection approval, Commonwealth Code Inspection Services, Inc. will notify the Borough's Building Code Official of project completion.
5. The Borough's Building Code Official will issue the Certificate of Occupancy when the final inspection has been completed.

**PERMIT TYPE**

**SECTIONS TO BE COMPLETED**

- 1. ACCESSORY STRUCTURE ..... A, B, D, E, F, I, J, K, L

Includes but not limited to fences, sheds, patios, retaining walls, enlarging of driveway areas. A drawing is required indicating the location of the accessory structure in reference to property lines and to the existing structure including the distance from property lines.

- 2. BUILDING OCCUPANCY OR CHANGE IN USE ..... A, B, G, J, K, and Page 11

Be sure to complete the BUSINESS EMERGENCY CONTACT LISTING with accurate information. If there is no renovation work proposed, no drawings are required. If renovations are required, the applicant must also complete all sections listed in Number 4 below.

- 3. SIGN ..... A, H, I, J, K, L

A detailed drawing demonstrating the size and design of the sign is required. If the sign contains electrical components, all sections in Number 4 below must all be completed. Please contact the Zoning Official with questions.

- 4. ALTERATIONS TO EXISTING STRUCTURES OR NEW CONSTRUCTION ..... A, B, C, D, E, F, G, H, I, J, K, L

Two (2) sets of signed and sealed drawings from a Pennsylvania registered architect or engineer must be submitted with the application. **In addition, an electronic version of the plans, in PDF, must be submitted.**

- 5. DUMPSTER ..... A, B, I, K

Temporary placement of a dumpster to remove debris only. No renovations or building alterations are included. Dumpsters may NOT be placed on the street, unless advanced permission is granted by the Zoning Official and Police Chief.

**PERMIT FEE SCHEDULE:**

<u>Institutional Zoning Permit</u> (Based on the cost of the project)		<u>Commercial Zoning Permit</u> (Based on the cost of the project)	
\$0 - 10,000	= \$50	\$0 - 10,000	= \$50
\$10,001 - 100,000	= \$300	\$10,001 - 35,000	= \$300
\$100,001 - 200,000	= \$600	\$35,001 and over	= \$3 per \$1,000
\$200,001 - 350,000	= \$1,000		
\$350,001 - 1,000,000	= \$3,000	<u>Dumpster Permit</u>	= \$25
\$1,000,001 - 2,000,000	= \$6,000		
\$2,000,001 - 3,000,000	= \$9,000	<u>Construction Permit</u>	= \$50
\$3,000,001 and over	= \$3 per \$1,000		

# PART 2

## BOROUGH OF ELIZABETHTOWN

600 S. Hanover Street  
Elizabethtown, PA 17022  
Office: 717-367-1700  
Fax: 717-367-6800

### REQUIRED INFORMATION

#### PROJECT INFORMATION

A. **LOCATION (Street address of project):** \_\_\_\_\_

#### **Property Owner information-**

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

Property Owner's Email: \_\_\_\_\_

#### **Applicant information-**

Property Owner is Applicant

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

### Type of permit requested:

#### Accessory Structures

- Driveway
- Deck
- Fence
- Patio
- Retaining Wall
- Storage Shed
- Other: \_\_\_\_\_

#### Sign

Type: \_\_\_\_\_

#### Dumpster

Dumpster

#### Building Occupancy

Change in use, owner,  
and/or business

#### Alterations or New Construction

- New Construction
- Alterations to existing structure
- Additions to existing structure
- New installations
- Electrical upgrade
- HVAC - Change in heat source
- Other: \_\_\_\_\_

**B. DESCRIPTION OF THE PROPERTY OR STRUCTURE USE (Check One)**

Specific Use: \_\_\_\_\_

Use Group: \_\_\_\_\_

Change in Use:  YES  NO

If yes, indicate former use: \_\_\_\_\_

Maximum Occupancy Load: \_\_\_\_\_

Maximum Live Load: \_\_\_\_\_

Name of recorded subdivision or land development plan: \_\_\_\_\_

Does the work require an erosion and sedimentation control plan?  YES  NO

If yes, provide proof that the Lancaster County Conservation District has approved the erosion and sedimentation control plan.

Does the work require installation of a new driveway to access a public street?  YES  NO

**Easements, Restrictions, or Right-Of-Way**

**It is the responsibility of the property owner to provide accurate and complete information regarding easements (including stormwater, drainage, utility, etc.), property line locations, right-of-ways, or deed restrictions for the property in order to process a zoning permit application.**

Information is available on [www.lancasterdeeds.com](http://www.lancasterdeeds.com) to research deeds, search subdivision and land development plans, and conduct other searches of public records. In order to continue providing our residents with minimal zoning permit processing fees and efficient processing time for the issuance of permits, it is expected that property owners will provide accurate and complete information regarding easements (including stormwater, drainage, utility, etc.), property line locations, right-of-ways, or any deed restrictions for the property at the time of application. The Borough of Elizabethtown is not responsible for verifying the accuracy of this information. Should a complaint be received and/or it is determined that false information was provided on the application (whether intentional or not), the property owner will be required to remove the property improvement or bring the property into compliance with the applicable recorded restrictions and/or applicable zoning ordinance at the property owner's expense.

**\*Are there any easements, right-of-ways, or deed restrictions?**  YES  NO

\* If yes, please describe them and provide a drawing to indicate the location on the property:

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**Flood Plain**

Is the site located within an identified flood hazard area?  YES  NO

If yes, will any portion of the flood hazard area be developed?  YES  NO

Owner/Agent shall verify that any proposed construction and/or development activity complies with the requirements of the National Flood Insurance Program, the Pennsylvania Flood Plain Management Act (Act 166-1978) specifically *Section 60.3*, and Chapter 8 of the Borough of Elizabethtown Code of Ordinances.

Lowest Floor Level: \_\_\_\_\_

**Historic District**

Is this site located within a Historic District established pursuant to Act 167?  YES  NO

**C. EXISTING BUILDING/SITE CHARACTERISTICS**

Number of Residential Dwelling Units: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_  
Type of Heating/Ventilating/Air Conditioning (i.e. electric, natural gas, oil, etc.): \_\_\_\_\_

Does your building contain any of the following?:

Fireplace(s): Number: \_\_\_\_\_ Fuel Type: \_\_\_\_\_ Vent Type: \_\_\_\_\_

Elevator/Escalator/Lift:  YES  NO

Sprinkler System:  YES  NO

Pressure Vessels:  YES  NO

Refrigeration Systems:  YES  NO

**D. IMPERVIOUS COVERAGE INFORMATION**

Impervious coverage is any area that water will not penetrate the surface. Examples of impervious coverage are concrete, blacktop, all buildings and structure, patios, and swimming pools. Grass and garden areas are considered pervious.

Existing Impervious Coverage: \_\_\_\_\_ sq. ft.

Proposed New Impervious Coverage: \_\_\_\_\_ sq. ft.

Total Impervious Coverage: \_\_\_\_\_ sq. ft.

**E. NEW STRUCTURE/ADDITION OR ALTERATION TO EXISITNG STRUCTURE**

Proposed number of units: \_\_\_\_\_ Total sq. ft. of Property: \_\_\_\_\_

Number of stories: \_\_\_\_\_ Proposed height of building: \_\_\_\_\_

Is the property a corner lot?  YES  NO

Proposed setback distance: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

(Front setback is measured from the inside of the sidewalk to the front wall of the structure. If the property is a corner lot, there are two front yards, one along each public street.)

**F. DETAILED DESCRIPTION OF PROJECT:**

Provide a detailed description of the proposed project.

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For all permits, except a use/building occupancy permit, the applicant must provide a plan of the property showing the existing building, the location of easements (including stormwater, drainage, utility, etc.), deed restrictions, and/or right-of-way, the dimensions of the existing structure in relationship to the property lines, and the location and dimensions from the property lines for the new or proposed structure or improvement. Commercial projects require two (2) sets of drawings signed and sealed by a Pennsylvania registered engineer or architect and the submitted design must meet the international Codes. **In addition, an electronic version of the plans, in PDF, must be submitted.**

**G. USE PERMIT (BUILDING OCCUPANCY)**

If renovations, additions, or other structural changes are proposed for the building, you must also complete the sections for "Alterations to Existing Structures" as outlined in Part 1, Number 4, and provide the required drawings and supporting materials.

Please provide a detailed description for the intended use of occupancy of the building:

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Is off street parking available?  YES  NO

If yes, please indicate how many spaces and the location of the spaces: \_\_\_\_\_

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**H. SIGN PERMIT**

Complete this section only if applying for a sign permit.

Type of Sign:

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Directional    | <input type="checkbox"/> Freestanding  | <input type="checkbox"/> Wall Sign   |
| <input type="checkbox"/> Projecting     | <input type="checkbox"/> Roof Sign     | <input type="checkbox"/> Window Sign |
| <input type="checkbox"/> Message Center | <input type="checkbox"/> Others: _____ |                                      |

Overall size/dimensions: \_\_\_\_\_ Square Feet: \_\_\_\_\_

Will the sign have electric?  YES  NO

If yes, Part 3 of the application must be completed.

Attach a drawing indicating the wording on the sign, the proposed location on the property in relation to the structure and property lines, description of the sign, construction, and the manner and method of installation. If the applicant is not the owner or lessee of the building, written authorization from the property owner or lessee of the building is required.

Is this information attached to the permit?  YES  NO

# PART 3

The Principal Contractor is responsible to make sure any sub-contractors working on this project meet the State's requirements for Workmen's Compensation Insurance Coverage.

## I.

**Principal Contractor:** \_\_\_\_\_ Phone#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Pennsylvania Registration No.: \_\_\_\_\_

**Subcontractor:** \_\_\_\_\_ Phone#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Architect/Engineer:** \_\_\_\_\_ Phone#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### TYPE OF WORK IMPROVEMENT

*(Check all that apply)*

- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> New Building       | <input type="checkbox"/> Addition         | <input type="checkbox"/> Alteration   |
| <input type="checkbox"/> Demolition         | <input type="checkbox"/> Electrical       | <input type="checkbox"/> Plumbing     |
| <input type="checkbox"/> Commercial Repair  | <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> HVAC         |
| <input type="checkbox"/> Structural Changes | <input type="checkbox"/> Change in Use    | <input type="checkbox"/> Other: _____ |

## J. PROJECT COST

Fair Market Value\* of the completed project: \$ \_\_\_\_\_

\*Includes cost of all material, supplies, equipment and labor necessary to complete the project.

## K. SIGNATURE

I hereby acknowledge that the above-mentioned project will be completed or the property used as described in the information on this application and any attached plot plans. Furthermore, I acknowledge that it is my responsibility to know where applicable drainage, stormwater, utility and or any other easement restrictions are located on my property. I will not build, construct, erect, plant, and or assemble a structure or store any item(s) within an easement. The Borough is not liable or to be held responsible for determining the location of an easement, right(s) of way, property lines or recorded restriction(s) for the property.



I hereby authorize the designated Borough officials and their inspectors to enter on the property and to investigate, inspect, and examine the Property set forth herein, including land and structures, to determine compliance with the Construction Code and to determine the accuracy of the statements contained herein.

I am aware that I cannot commence excavation or construction until the Borough has issued a Zoning Permit and/or a Construction Code Permit. By signing this Application, I certify that all facts in the application and all accompanying documentation are true and correct. This Application is being made by me to induce official action on the part of the Borough, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

I expressly acknowledge that the issuance of a Zoning Permit and/or a Construction Code Permit is based upon the facts stated and representations made in this Application. I expressly acknowledge that the Borough may revoke any permit if the use and/or structure for which it has been issued violates any applicable Borough, County, State or Federal law or regulation. I also expressly acknowledge that the Borough may revoke any permit if it has been issued in error or if issuance was based upon any misrepresentations or errors contained in the Application or otherwise made by the Applicant.

I acknowledge that the holder of a Zoning Permit and/or a Construction Code Permit is responsible to insure compliance with all applicable Borough Ordinances during and at completion of the work authorized by the issued permits. I acknowledge that the Borough requires a final inspection be performed by the construction code official and that the Borough issue a certificate of occupancy before the structure which is authorized by permit may be occupied. It is my responsibility to insure that this inspection is scheduled and the certificate of occupancy obtained before the structure may be occupied. I acknowledge that if I occupy or permit the occupancy of this structure prior to the issuance of a certificate of occupancy under this permit, I will have committed a violation of the Uniform Construction Code and will be subject to the penalties and remedies in the Uniform Construction Code. I also acknowledge that, if the structure is occupied prior to the final inspection, work may have to be removed and re-executed in order that it may be adequately inspected. If the Borough is required to perform an inspection after the structure is occupied, intending to be legally bound hereby, I agree to pay the fee established by the Borough for delinquent inspections.

Nothing contained in this application shall be construed to relieve or limit the obligations of the applicant to comply with all provisions of the Zoning Ordinance or to waive violations of the Zoning Ordinance or any other Borough ordinances or to stop the Borough from enforcing Borough ordinances, including but not limited to the Zoning Ordinance. I expressly acknowledge that permits and certificates of use and occupancy may be required under the Zoning Ordinance and it is my obligation to obtain all permits and approvals the Zoning Ordinance requires before the structure which is authorized by the Construction Code Permit may be authorized.

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Signature of Owner, Applicant or Authorized Agent

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Print Name

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Date

**L. PROOF OF INSURANCE**

Any contractor that has employees working for them must provide a “Certificate of Insurance”. The contractor’s insurance agent can provide this information. Please attach it to the application or fax it to the Elizabethtown Borough Office, Attention: Codes Department, at 717-367-6800.

If the contractor is self-employed, please complete the Workers Compensation affidavit.

**WORKERS COMPENSATION AFFIDAVIT**

I, \_\_\_\_\_(CONTRACTOR) so solemnly affirm that I am self-employed and that I am performing all of the work myself for the project that is described on the attached permit application, and that I will not employ/hire any other persons for this project. I may use subcontractors that will provide to me and to the Borough of Elizabethtown a copy of their workers compensation insurance coverage or a copy of their workers compensation affidavit.

After receipt of the zoning permits if I employ any other persons, I must notify the Codes Compliance Official at Elizabethtown Borough and provide proof of workers compensation coverage or the affidavit, within three (3) working days.

I further understand that failure to comply will result in a stop work order and that such order may not be lifted until the proper coverage is obtained, as provided by §302(e)(4) of the Act of June 2, 1915 (Pt. 736), known as the Pennsylvania Workers Compensation Act. Reenacted and amended June 21, 1939, amended December 5, 1947 and amended July 2, 1993.

\_\_\_\_\_  
Contractor’s Signature

\_\_\_\_\_  
Date

Application Number \_\_\_\_\_  
(Completed by Code Official)

Elizabethtown Police Department
BUSINESS EMERGENCY CONTACT LISTING

Business/Organization Name:
Street Address:
Elizabethtown, PA 17022
Business Phone:
Business E-mail:
Mailing Address:
City: PA, Zip:
Type of Business:

PERSONS TO CONTACT IN CASE OF EMERGENCY

#1 Name: Phone # Cell #
#2 Name: Phone # Cell #
#3 Name: Phone # Cell #

- Alarm systems: YES NO If yes: Silent Audible
- Type of alarm(s): Burglar Fire Hold-up Panic Motion Other

- Name of Alarm Company:

- 24 Hour telephone number for the alarm company: ( ) -

- Recorded surveillance cameras: YES NO
If yes: Inside Outside Drive-thru Other

Storage format: Digital VHS Other

Duration of video surveillance storage/loop:

- Are firearms stored on site: YES NO If yes: Handgun Rifle Shotgun

Is ammunition stored on site: YES NO

Do you have a safe? YES NO If yes, explain its location:

Hazardous materials on site?: YES NO List type and location(s):

Normal business hours:

Other special instructions:

Branch or corporate security contact name: Phone #

Name of person submitting: Date:

POLICE USE ONLY

1. VA Entry Review (Date/Initials) / Faxed to LCWC (Date/Initials): /

2. VA Entry Review (Date/Initials) / Faxed to LCWC (Date/Initials): /

3. VA Entry Review (Date/Initials) / Faxed to LCWC (Date/Initials): /

4. VA Entry Review (Date/Initials) / Faxed to LCWC (Date/Initials): /

# **ELIZABETHTOWN BOROUGH**

## **PLAN REVIEW GUIDE FOR SUBMITTING COMMERCIAL PLANS TO COMPLY WITH INTERNATIONAL CODES**

**ALL COMMERCIAL PROJECTS REQUIRE TWO SETS OF  
SIGNED AND SEALED DRAWINGS FROM AN ARCHITECT  
OR ENGINEER, REGISTERED IN PENNSYLVANIA, AND A  
PDF OF THE DRAWINGS TO BE SUBMITTED WITH THE  
PERMIT APPLICATION**

## **Building Plan Review**

In order to process your review in a timely manner, the following guide should be used as a checklist to ensure your submittal is as complete as possible for the first review. If additional information is required, it will be requested during the review process.

### **TITLE BLOCK:**

Architect ~ Date ~ Type of Construction ~ Use Group ~ Installed Fire Protection ~ Design Options

### **Submit complete building plans and specifications showing use of all areas, equipment layout, aisles, and building components.**

1. \_\_\_\_\_ Indicate occupant load for all areas; include exiting system plan.
2. \_\_\_\_\_ Submit complete door schedule with catalog cuts for all doors, hardware sets and locksets.
3. \_\_\_\_\_ Submit all appropriate wall, floor, foundation sections, and details.
4. \_\_\_\_\_ List all rated assemblies, diagram assemblies, and design numbers.
5. \_\_\_\_\_ Submit window and glazing schedule, interior finish schedule, and flame spread ratings.
6. \_\_\_\_\_ List all building design loads.
7. \_\_\_\_\_ Submit shop drawings for steel supported systems (submitted prior to start of work).
8. \_\_\_\_\_ Indicate shop drawings for all fire protection systems (submitted prior to start of work).
9. \_\_\_\_\_ Submit steel structural calculations.
10. \_\_\_\_\_ Submit details for all special occupancy requirements (atriums, floor openings, high rise, covered malls, hazardous materials, etc.).
11. \_\_\_\_\_ Submit details for all special structures (skylights, roof panels, awnings, etc.).
12. \_\_\_\_\_ Indicate sequence of operation for all special systems (smoke control, elevator recall, etc.).
13. \_\_\_\_\_ Submit details showing all state and local accessibility requirements and catalog cuts for fixtures.
14. \_\_\_\_\_ Submit signed, sealed, and dated construction documents per the state requirements.

### **Soil Report**

1. \_\_\_\_\_ Show requirements for footings and support loads.
2. \_\_\_\_\_ Submit footings and foundation requirements and recommendations.
3. \_\_\_\_\_ Submit engineer's requirements for appropriate footings and walls to support loads.

### **Site Plan**

1. \_\_\_\_\_ Show setbacks, elevations, drainage, parking, outside lighting, lot grading, and sanitary sewer.
2. \_\_\_\_\_ Show locations of fire hydrants and bench mark information.

### **Accessibility Requirements**

In addition to this section of the Plan Review Guide, please review page 18 "Accessibility Plan Review Requirements" for more information.

### **Required elements for Accessibility**

\_\_\_\_\_ Accessible Routes  
\_\_\_\_\_ Windows  
\_\_\_\_\_ Means of Egress

\_\_\_\_\_ Platform Lifts  
\_\_\_\_\_ Doors  
\_\_\_\_\_ Drinking Fountains

\_\_\_\_\_ Parking  
\_\_\_\_\_ Entrances  
\_\_\_\_\_ Seating

- |  |  |                                     |
|--|--|-------------------------------------|
| <input type="checkbox"/> Detectable Warnings | <input type="checkbox"/> Work Surfaces   | <input type="checkbox"/> Telephones |
| <input type="checkbox"/> Area of Refuge      | <input type="checkbox"/> Restrooms/Baths | <input type="checkbox"/> Ramps      |
| <input type="checkbox"/> Curb Ramps          | <input type="checkbox"/> Stairs          | <input type="checkbox"/> Controls   |
| <input type="checkbox"/> Alarms              | <input type="checkbox"/> Elevators       | <input type="checkbox"/> Storage    |
| <input type="checkbox"/> Signage             | <input type="checkbox"/> Lifts           |                                     |

### **Specific Facility Type Requirements**

1.  Provide cuts of all plumbing fixtures.
2.  Indicate dwelling use requirements.
3.  Indicate auditorium and assembly area requirements.
4.  Provide details for bathtubs and shower stalls in building other than dwelling units.

### **Exterior Requirements**

1.  Indicate accessibility routes.
2.  Indicate total parking spaces for physically challenged, number, sizes, and location of spaces.
3.  Indicate sidewalk size from the parking to the building.
4.  Indicate size and slope of ramps and curb cuts.
5.  Submit drawing of above ground handicapped signs.
6.  Provide detectable warnings in hazardous locations.

### **Interior Requirements**

1.  Indicate egress doors into occupiable spaces to have approved handles.
2.  Provide catalog cuts for accessible door hardware (handles, closers, thresholds).
3.  Show adequate maneuvering clearances at doors to gain access to rooms.
4.  Indicate required handrails on both sides of stairs and ramps.
5.  Indicate locations of hall call buttons, floor destinations, tactile characters (elevator lobbies).
6.  Provide detectable warnings in hazardous locations.
7.  Indicate size of floor access to public area telephones, heights of operable parts, and hearing impaired equipment.
8.  Indicate protection for objects protruding into walks, halls, corridors, passageways, or aisles above the finished floor of walking surface.
9.  Indicate special occupancy requirements.
10.  Indicate clear floor and knee space for accessible drinking fountains and lavatories.
11.  Indicate location of water closets relative to walls and other fixtures.
12.  Indicate the height to the top of the water closet seat for the accessible fixtures.
13.  Indicate the height above the finished floor surface, bar sizes, length of bars and distances from walls for required grab bars at the water closet. Indicate height and location of the required toilet paper dispensers.
14.  Indicate areas of refuge for physically challenged.

### **Electrical Plan Review**

#### **Submit complete electrical plans showing location of all devices**

1.  Provide a floor plan showing the fixtures, outlets, equipment, transformers, panels, subpanels, receptacles, and special systems.
2.  Indicate the type and size of the service (above ground or underground) with the location of meters and main disconnects.
3.  Indicate the size and type of all wire and number of all conductors in each conduit or raceway

- for each circuit.
4. \_\_\_\_\_ Indicate the size and type of all conduit and/or raceways.
  5. \_\_\_\_\_ Indicate the use and amperage (load) for each circuit.
  6. \_\_\_\_\_ Show the number of circuits, size of circuit breakers, location and size of main disconnect.
  7. \_\_\_\_\_ Show the location of the convenience outlets at all appliance and rooftop equipment.
  8. \_\_\_\_\_ Submit load calculation charts for all panelboards and main service with demand factors.
  9. \_\_\_\_\_ Show emergency lighting to all rooms, spaces, corridors, and access routes.
  10. \_\_\_\_\_ Indicate method of connecting exit and emergency lights to the building electric system.
  11. \_\_\_\_\_ Indicate type and location for ground, ground conduit, and a bonding jumper at water meter.
  12. \_\_\_\_\_ Indicate the size and type of ground conductors.
  13. \_\_\_\_\_ Show the location of all GFCI outlets.
  14. \_\_\_\_\_ Indicate the location and classification of all hazardous areas and special systems.

## **Fire Alarm Review**

### **Submit a floor plan showing the location of all equipment and devices**

1. \_\_\_\_\_ Submit catalog cuts for all equipment.
2. \_\_\_\_\_ Submit a zone chart or device address list.
3. \_\_\_\_\_ Submit battery calculations that include all power-consuming devices.
4. \_\_\_\_\_ Indicate name of monitoring agency and listing of the agency.
5. \_\_\_\_\_ Submit voltage drop calculations for the initiating and alarm device circuits.
6. \_\_\_\_\_ Submit sequence of operations and special applications.
7. \_\_\_\_\_ Indicate type of wire and protection of wire when exposed to physical damage.
8. \_\_\_\_\_ Indicate a system test which indicates a test for each device.

## **Special Extinguishing System Review**

### **Submit a floor plan showing the location of all equipment and devices**

1. \_\_\_\_\_ Submit catalog cuts for all equipment.
2. \_\_\_\_\_ Submit a zone chart or device address list.
3. \_\_\_\_\_ Submit battery calculations that include all power-consuming devices.
4. \_\_\_\_\_ Indicate name of monitoring agency and listing of the agency.
5. \_\_\_\_\_ Submit voltage drop calculations for the initiating and alarm device circuits.
6. \_\_\_\_\_ Submit sequence of operations and special applications.
7. \_\_\_\_\_ Indicate type of wire with protection when exposed to physical damage.
8. \_\_\_\_\_ Indicate a system test which indicates a test for each device.

## **Sprinkler Plan Review**

### **Submit complete sprinkler plans showing all sprinkler locations**

1. \_\_\_\_\_ Indicate water flow test, pressure, location, time, date, witness, and seasonal adjustment.
2. \_\_\_\_\_ Show type of pipes, joints, fittings, dimensions, and lengths.
3. \_\_\_\_\_ Show sprinkler protection for all areas and square footage for each sprinkler.
4. \_\_\_\_\_ Indicate the number, type, and temperature rating for all sprinklers.
5. \_\_\_\_\_ Submit catalog cuts for all sprinklers, pipe fittings, and equipment.
6. \_\_\_\_\_ Indicate the building occupancy and submit details for process and storage equipment.
7. \_\_\_\_\_ Submit section and plan views of racks or shelving and storage heights.
8. \_\_\_\_\_ Submit description of special systems; show valves and trim.
9. \_\_\_\_\_ Show locations of gauges, test valves, main and auxiliary drains.

10. \_\_\_\_\_ Show arrangement, drainage, piping, threads, and height for fire department connection.
11. \_\_\_\_\_ Indicate flushing and documentation for the underground or lead-in connection.
12. \_\_\_\_\_ Indicate that a 200 psi hydrostatic test will be witnessed by the local official.
13. \_\_\_\_\_ Perform a main drain test to obtain the static and residual pressures.
14. \_\_\_\_\_ Show hose rack layouts (storage areas in compliance with NFPA 231 or 231C).
15. \_\_\_\_\_ Indicate the location and show all details for hangers.
16. \_\_\_\_\_ Show supervision of valves and flow switches.
17. \_\_\_\_\_ For hydraulically calculated systems, submit complete calculations, sprinkler system summary sheet and flow diagrams.
18. \_\_\_\_\_ Show all reference points or nodes.
19. \_\_\_\_\_ Provide the calculations used to obtain all special design densities.

## **Plumbing Plan Review**

**Submit complete plumbing plans and specifications including the occupant load and number of fixtures.**

1. \_\_\_\_\_ Provide a riser diagram for all water piping including sizes, type of pipe and type of fittings.
2. \_\_\_\_\_ Provide a riser diagram for the drain, waste and vent system including sizes, type of pipe, and type of fittings.
3. \_\_\_\_\_ Indicate the separation between the water service and sewer.
4. \_\_\_\_\_ For copper tubing, indicate type of piping, fittings, and lead-free solder.
5. \_\_\_\_\_ Indicate drinking fountains or bottled water.
6. \_\_\_\_\_ Indicate the type of backflow protection provided (RPZ requires floor drains).
7. \_\_\_\_\_ Provide catalog cuts for all fixtures, faucets and plumbing equipment.
8. \_\_\_\_\_ Indicate indirect drainage and storm water pipe locations.
9. \_\_\_\_\_ Indicate the type and location of all special valves, appliances and devices.
10. \_\_\_\_\_ Show thermal expansion tank, temperature relief and vacuum reliefs as necessary for water heaters.
11. \_\_\_\_\_ Show type of roof drainage, area of discharge, type and size of pipe, location of cleanouts and type, and location of overflow system. Roof drainage and emergency drainage shall be separate systems.
12. \_\_\_\_\_ Indicate the location(s) of all pipe cleanouts.
13. \_\_\_\_\_ Provide details for accessible access to the plumbing fixtures: sizes of water closet enclosure, height of water closet, grab bars, lavatory, tissue holder, mirror, and length of the grab bars.

## **Mechanical Plan Review**

**Submit complete mechanical plans showing location and type of all mechanical equipment and appliances**

1. \_\_\_\_\_ Provide catalog cuts with installation instructions, listing BTU input and approved locations for all mechanical equipment.
2. \_\_\_\_\_ Provide duct design criteria including size, type and gauge of the duct work, and type and location of all supports. Include additional details for all hazardous exhaust systems.
3. \_\_\_\_\_ Indicate the location of the duct smoke detectors in any system over 2,000 cfm including supervision.
4. \_\_\_\_\_ Submit a complete ventilation schedule showing the mechanical code occupant load, the supply, return and outside air for each room area.
5. \_\_\_\_\_ Submit gas piping plan including location of meter, system pressure, type and size of pipe, and BTU demand for each section of pipe or appliance.
6. \_\_\_\_\_ Indicate size and location of the combustion air intakes (one high/one low required).



7. \_\_\_\_\_ Show a 110 V GFCI outlet within 25 feet of all rooftop equipment.
8. \_\_\_\_\_ Provide piping details including schematics for boilers, hydronic heat and refrigeration.
9. \_\_\_\_\_ Provide catalog cuts for factory-built fireplaces and details for masonry fireplaces.
10. \_\_\_\_\_ Provide details for any kitchen hood and exhaust systems including size and gauge of hood and duct, size and type of exhaust fans, shop drawings for suppression system, cleaning schedules, automatic power shutoff and portable extinguisher.
11. \_\_\_\_\_ Indicate the type, location and rating for the fire and/or smoke dampers and access panels.

## **Existing Building Plan Review**

**Submit complete plans and specifications showing use of all areas, equipment layout, aisles and building components.**

1. \_\_\_\_\_ Plans shall be signed and sealed in accordance with the requirements of Pennsylvania.
2. \_\_\_\_\_ Provide the information required for a new building or for the building addition including complete plans and specifications.
3. \_\_\_\_\_ Provide a floor plan for existing building showing use, occupant load, and existing system including square footage of all areas.
4. \_\_\_\_\_ Indicate the construction type and use group for the existing building or adjacent tenants.
5. \_\_\_\_\_ Indicate the type of fire protection systems in the existing building.
6. \_\_\_\_\_ Indicate the type and location of the plumbing fixtures in the existing building.
7. \_\_\_\_\_ Indicate size, demand and distance to existing gas system in the existing building.
8. \_\_\_\_\_ Indicate the loads of existing building and provide calculations showing existing loads and new loads.
9. \_\_\_\_\_ Provide a site plan showing the location of the existing and new building.
10. \_\_\_\_\_ Provide calculations/details showing changes or additions to existing fire protection systems.
11. \_\_\_\_\_ Indicate changes to the existing mechanical systems.
12. \_\_\_\_\_ Indicate changes made to the existing building for upgrading the access to conform to the new requirements.

## **Accessibility Plan Review Requirements**

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 provisions of the standard ANSI A117.1 can help to insure that all of our citizens enjoy access to the goods and serviced offered within the state. Compliance with the applicable provisions of IBC Chapter 11, Appendix E, Pennsylvania Uniform Construction Code requirement 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.

Accessibility Plan Reviews are based on the specified edition of the ICC/ANSI A117.1 standard as referenced by the International Building Code. In order to perform a thorough Accessibility Plan Review, the following specifications, drawings and details must be submitted:

1. Complete signed and sealed (as required by applicable laws) architectural plans and material specifications of all work. Details and plans drawn to scale with sufficient clarity, details and dimensions to show the nature and extent of the work proposed.
2. Site plan including the following information:
  - a. Size and location of all new construction and all existing structures on the site.
  - b. Location of any recreational facilities (i.e. pool, tennis courts, etc.)
  - c. Established street grades and proposed finished grade.
  - d. Accessible parking, other locations of public access to the facility, accessible exterior routes and locations of accessible entrances.
3. Architectural plans and specifications to include:
  - a. Description of uses and the proposed use group(s) for all portions of the building. The design approach for mixed-uses (as applicable).
  - b. Fully dimensioned drawings to determine areas and building height.
  - c. Adequate details and dimensions to evaluate accessible means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, areas of refuge, etc.
  - d. Adequate details and dimensions to evaluate the accessible route to areas required to be accessible, including corridors, doors, protruding objects, maneuvering clearance, clear floor space at fixtures and controls, etc.
  - e. Accessibility provisions including but not limited to access to services, seating, listening systems, accessible fixtures, elevators, work surfaces, etc.
  - f. Accessible plumbing facilities and details.
  - g. Tactile signage provided
  - h. Details of required fire protection systems.