

REQUIRED COMMERCIAL CONSTRUCTION DOCUMENTS

GENERAL REQUIREMENTS

All drawings must be sealed, signed, and dated by an architect or engineer licensed in the Commonwealth of Pennsylvania. The only exception is when all of the following apply:

1. The proposed work only involves remodeling or alterations of an existing building or structure;
2. The proposed work does not change the building's structure or means of egress; and
3. The person preparing the plans is not compensated for the preparation of the drawings.

Three sets of drawings must be provided with the permit application.

CODE SUMMARY

Include this information in a clearly marked box on the plan:

1. Applicable codes to which the project was designed (i.e., 2009 IBC);
2. Project narrative - scope of work;
3. Occupancy classification(s);
4. Occupant load;
5. Construction type;
6. Project area (square footage);
7. Overall building area per story (as applicable);
8. Fire protection systems (as applicable, automatic sprinkler, fire alarm, fire suppression);
9. Plumbing fixture calculations;
10. Building height as feet;
11. Number of stories;
12. Height and area calculations (if applicable);
13. Climate zone;
14. Flood hazard area; and
15. Seismic design category.

BUILDING REVIEW

1. Site plan, including distance to lot boundary lines, established street grades and proposed finish grades, accessible parking, and other locations of public access plus exterior accessible routes and locations of accessible entrances.
2. Fully dimensioned and complete architectural/structural plans indicating:
 - a. Type of construction;

- b. Description of uses and proposed use group(s). Previous use in Change of Occupancy renovations. The design approach for mixed uses (as applicable);
 - c. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, stairs, doors, etc.;
 - d. Exit signs/means of egress lighting, including power supply;
 - e. Description and details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.;
 - f. Adequate details to evaluate fire-resistive construction requirements, including data substantiating required ratings and specifications;
 - g. Details of plastic, insulation, and safety glazing installation;
 - h. Details of required fire protection systems; and
 - i. Provisions for required special inspections.
3. Structural plans, specifications, and engineering details to include soil boring and geotechnical recommendations report, including the description and proposed soil bearing value and signed and sealed structural calculations which support the member sizes on the drawings.
 4. General specifications.

COMPLETE REVIEW (Building, Mechanical, Plumbing, and Electrical)

1. The documentation needed for a building review.
2. Complete mechanical plans and specifications.
3. Complete plumbing plans and specifications.
4. Complete electrical plans and specifications.

SPRINKLER REVIEW

Complete sprinkler plans and calculations, including design calculations, current flow test, working drawings indicating all pipe sizes and the spacing between branch lines and sprinklers on the branch lines, and material/equipment specifications.

ACCESSIBILITY REVIEW

1. Complete architectural/structural plans to include:
 - a. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, stairs, doors, etc.;
 - b. Adequate details and dimensions to evaluate the accessible route to areas required to be accessible, including corridors, doors, protruding objects, maneuvering clearances, clear floor space at fixtures and controls, etc.;
 - c. Accessible plumbing facilities and details;
 - d. Tactile signage provided; and
 - e. Details of required fire protection systems.

2. General specifications.

ENERGY REVIEW

1. Complete architectural plans, site plan, and general specifications.
2. Design conditions (interior and exterior) consistent with local climate.
3. Envelope design method, including supporting calculations and documentation.
4. Complete mechanical plans, specifications, and equipment schedules.
5. Complete plumbing plans and specifications.
6. Complete electrical plans and specifications.
7. Interior lighting design method, including supporting calculations and documentation.
8. Lighting fixture and control schedules (building interiors and exteriors).

LIFE SAFETY REVIEW

1. Occupancy load for all rooms and spaces.
2. Functions of rooms and spaces.
3. Travel distance to all exits.
4. Emergency lighting and exit signage layouts.
5. Any hazardous materials.
6. Fire rating requirements (walls, floors, doors, windows, etc.).

SCHEDULES

1. Door:
 - a. Thermal energy code information;
 - b. Complete hardware details;
 - c. Glazing panels;
 - d. Bottom stiles;
 - e. Hazardous glazing; and
 - f. Fire ratings.
2. Windows:
 - a. Thermal energy code information;
 - b. Hazardous glazing; and
 - c. Fire ratings.
3. Finish Schedules:
 - a. Finish classes; and
 - b. Specific material listings by room.