



**Building, Fire, Electrical, Mechanical, and Plumbing
Code Administration, Enforcement, and Consulting Service**
Member ICC, NFPA, NFSA, LANCODE, PABCO, & IAEI

RE: PLAN SUBMITTAL PROCESS

Dear Municipal Partner,

In order to facilitate a more efficient means of processing plan submittals, Associated Building Inspections LLC has developed a checklist. This checklist is designed as a step-by-step guide for the plan submittal process.

Please be sure that all plans include all of the requested information on this form before sending them to us. This step will greatly reduce the review time.

Thank you for your cooperation.

Edward Poorman

President
L&I Cert. No. 004257
www.weknowcodes.com

INFORMATIONAL GUIDE FOR COMMERCIAL BUILDING PERMIT APPLICATION

The purpose of requiring a Building Permit is to verify code compliance in construction through the use of established code standards that exist for safety reasons. Below you will find information and guidelines to assist you with completing a Commercial Building Permit Application. Please contact the Code Enforcement Officer or visit our website (www.weknowcodes.com) if you have additional questions concerning completion of the application. All ABI forms are available for download at <http://www.weknowcodes.com/commercial/forms-for-download.php>.

STEP 1: APPLICANT SUBMITS PLANS AND PAPERWORK TO MUNICIPALITY

BEFORE PERMIT APPLICATIONS ARE ACCEPTED AND THE PERMIT REVIEW PROCEDURES CAN BEGIN, ALL OF THE FOLLOWING STEPS MUST BE COMPLETED.

NOTE: ALL REQUIRED INFORMATION MUST BE FILLED OUT COMPLETELY, including all Date and Signature Lines and the Total Cost of the Project, or the Permit Application will not be accepted for process.

You cannot provide too much detail...but you can provide too little.
This checklist provides the minimum information required for permit submittal.

REQUIRED PERMIT SUBMITTAL INFORMATION

PLEASE READ AND CHECK ALL BOXES THAT APPLY.

- Three complete sets of building plans, signed and sealed by a registered design professional, shall be submitted showing all structural, architectural, site plot plans, electrical, energy/insulation (Com-Check), plumbing, mechanical, fire detection, and fire suppression systems used in the construction. **The cover page of all three sets of these plans shall indicate the applicable building code design criteria as adopted by the municipality.** For example: IBC2009, IMC2009, 2008 NEC, etc. as well as design criteria such as wind speed, energy, seismic design, snow loads, etc. Work of a "minor" nature may be exempt from this requirement. Verify with the Code Official.*
- Site plan must be drawn to scale.*
- Plans SHALL include all property lines, public streets, right-of-ways, all existing and proposed buildings, proposed improvements, driveways, sheds, and other buildings.*
- Do plans indicate design construction code, and code year, any referenced standards and standards year?*
- Are 3 complete sets of documents provided? Including site plans?*
- Additions or alterations to an existing building must be submitted with plans showing any previous approvals by L&I or the local building code department. (See L&I heading below for links) Have you included one set of these plans in your submittal?*

- Do plans include documentation on any pre-engineered building members such as roof trusses, floor joist systems, or wall systems? Pre-engineered items are required to have SIGNED AND SEALED drawings.
- Complete attached Form ABI-3 Form, "Application for Building Permit," and ABI-2 Form, "UCC Plan Review Checklist." (These forms are also available for download at <http://www.weknowcodes.com/commercial/forms-for-download.php>)
- Any spaces on the forms that are not applicable to your project should be marked N/A.
- The ABI-2 Form will serve as a checklist for all construction disciplines in all commercial projects. (ABI-2 Form is available for download at <http://www.weknowcodes.com/commercial/forms-for-download.php>.) This may be completed electronically by your design professional and printed out. For any item that applies to your project, check that item off on the ABI-2 Form and then provide documentation on the plans to support that item for construction. If you do not have this form, one will be provided for you at your request.
- Accelerated approvals will be processed for emergencies only such as fire, flood, acts of nature, etc.
- The Design Professional shall complete form ABI-6 Form, the "Special Inspections and Observations Statement." (This form is also available for download at <http://www.weknowcodes.com/commercial/forms-for-download.php>)
- VERY IMPORTANT:** Provide your FAX, e-mail, and telephone numbers with your application so we may correspond with you should any questions arise. We will attempt to e-mail rather than cold-call you so you are prepared to answer any questions regarding your application. We are also required to keep copies of all correspondence as it relates to the building permit.
- Also provide complete contact information for all other persons who wish to receive copies of the plan reviews. Provide names, addresses, phone numbers, fax numbers, and e-mail addresses of all parties. SEE LAST PAGE.
- A document indicating the "Scope of Work" shall be included with the building plans. This is especially important for renovation work or additions.

All plans submitted for existing structures shall meet the requirements of the ICC International Building Code chapter on "Existing Structures" or the ICC International Existing Building Code.

Please do not submit the permit until you have provided all the required minimum submittal information. If you are unsure of your submittal, please call us or visit our website.

STEP 2: ABI PERFORMS THE PLAN REVIEW

Failure to read and comply with the following document may result in a delay in the issuance of a building permit. It is to your benefit to carefully read ALL the following.

DEFERRED SUBMITTALS

Per UCC Regulations, Administrative Section 403.43(k), it is not mandatory that the Code Official accept deferred submittals. In order to minimize costly design errors the permit applicant shall make every attempt to submit a full permit package. If due to seasonal concerns or other unforeseen circumstances the entire package is not available at the time of a permit application the design professional shall be required to follow all procedures as set forth under the Uniform Construction Code with regards to deferred submittals.

Applicant shall submit three (3) signed and sealed sets for only the portions of the project for which they are seeking approval. When plans for deferred items are submitted, applicant shall submit three (3) complete plan sets showing all construction disciplines.

PA UCC Section 403.43(k)

- (k) A building code official may allow deferred submittals of portions of the design of the building and structure from the time of the application until a specified time set by the building code official. All of the following apply to deferred submittals:
- (1) The building code official shall provide prior approval of the deferral of any submittal items.
 - (2) A licensed architect or professional engineer is responsible to list the deferred submittals on the construction documents for review by the building code official.
 - (3) A licensed architect or professional engineer shall first review submittal documents for deferred submittal items and place a notation on the documents that the architect or engineer reviewed the documents and that the documents are in general conformance with the design of the building or structure.
 - (4) Deferred submittal items may not be installed until the building code official approves the design and submittal documents for the deferred submittal items.

After review of all submitted forms, the Municipal's Code Enforcement Officer will forward all application information to the Municipal's UCC Inspector. The "Formal UCC Review" Process has up to **30 Working Business Days** to approve or disapprove the permit.

STEP 3: ABI RETURNS THE APPROVED REVIEWED PLANS TO THE MUNICIPALITY, WHO WILL CONTACT YOU TO PICK UP YOUR PERMIT.

STEP 4: INSPECTIONS BY THE CODE OFFICIAL AND APPROVAL FOR CERTIFICATE OF OCCUPANCY.

THE CERTIFICATE OF USE AND OCCUPANCY

NO OCCUPANCY is allowed without the Use & Occupancy Certificate granted by the Code Official.

Additional plan review fees and/or inspection fees shall be assessed to the permit applicant for changes to stamped plans. **Prior to receiving a Certificate of Use and Occupancy, all fees shall be paid in full. NO EXCEPTIONS.**

Go to ABI's web site: <http://www.weknowcodes.com> and click on the "Residential" or "Commercial" photo for more information and answers to questions you may have regarding the inspection process. Upon issuance of the building permit, the permit is required to be posted and visible from the public right-of-way. The permit approval requires compliance with all codes and ordinances, which the municipality has adopted.

One set of approved plans, specifications, and permit amendments will be returned with the permit. The approved set must remain on the job site until the final inspection and a Certificate of Use and Occupancy has been issued.

The permit applicant is responsible for making arrangements for inspections and insuring that a municipal Code Official has performed the required inspections.

LABOR AND INDUSTRY

DO NOT CONTACT OR FILE ANY PAPERWORK WITH THE DEPARTMENT OF LABOR AND INDUSTRY FOR ACCESSIBILITY. ASSOCIATED BUILDING INSPECTIONS LLC. DOES ALL INSPECTIONS INCLUDING ACCESSIBILITY PLAN REVIEWS AND INSPECTIONS. YOU WILL NEED TO CONTACT THE ELEVATOR AND THE BOILER & UNFIRED PRESSURE VESSEL DIVISION AS APPLICABLE, AS WELL AS ANY OTHER STATE OR FEDERAL AGENCIES AS APPLICABLE TO YOUR PROJECT.

Applicants may need to contact L&I to determine if a Certificate of Use and Occupancy has been issued for an existing structure. The first link below will determine this and the second link will secure plans if an existing Certificate of Use and Occupancy is located.

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=553822&mode=2>

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=553820&mode=2>

DISCLAIMER

The information presented above is the basic requirements for commercial construction and is not be relied upon for the complete requirements for commercial construction. It is to your advantage to use a design professional or a professional contractor to assist you with those areas of construction with which you are unfamiliar. Unfamiliarity with the building codes may cause unplanned delays and unforeseen costs to comply with building regulations. **Plan ahead!**

I have read and agree to comply with the above information.

Signature: _____

Site Address of Proposed
Construction: _____

Date: _____

E-mail Address _____

CONTRACTOR LISTING

*It is very important that you provide complete contact information for all persons who wish to receive copies of the plan reviews. Provide **names, addresses, phone numbers, fax numbers** and if possible **e-mail addresses** of all parties.*

<i>Permit No.:</i>	
<i>Site Address:</i>	

Permit Application Contact		<i>L&I #:</i>
<i>Business Name:</i>		
<i>Contact:</i>		<i>Phone #:</i>
<i>Address:</i>		<i>E-mail:</i>
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
<i>FAX:</i>	<i>Mobile #:</i>	<i>Pager #:</i>

General Contractor		<i>L&I #:</i>
<i>Business Name:</i>		
<i>Contact:</i>		<i>Phone #:</i>
<i>Address:</i>		<i>E-mail:</i>
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
<i>FAX:</i>	<i>Mobile #:</i>	<i>Pager #:</i>

Mechanical Contractor		<i>L&I #:</i>
<i>Business Name:</i>		
<i>Contact:</i>		<i>Phone #:</i>
<i>Address:</i>		<i>E-mail:</i>
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
<i>FAX:</i>	<i>Mobile #:</i>	<i>Pager #:</i>

HVAC Contractor		<i>L&I #:</i>
<i>Business Name:</i>		
<i>Contact:</i>		<i>Phone #:</i>
<i>Address:</i>		<i>E-mail:</i>
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
<i>FAX:</i>	<i>Mobile #:</i>	<i>Pager #:</i>

Plumbing Contractor		<i>L&I #:</i>
<i>Business Name:</i>		
<i>Contact:</i>		<i>Phone #:</i>
<i>Address:</i>		<i>E-mail:</i>
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
<i>FAX:</i>	<i>Mobile #:</i>	<i>Pager #:</i>

Electrical Contractor		<i>L&I #:</i>
<i>Business Name:</i>		
<i>Contact:</i>		<i>Phone #:</i>
<i>Address:</i>		<i>E-mail:</i>
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
<i>FAX:</i>	<i>Mobile #:</i>	<i>Pager #:</i>

Fire Sprinkler Contractor		<i>L&I #:</i>
<i>Business Name:</i>		
<i>Contact:</i>		<i>Phone #:</i>
<i>Address:</i>		<i>E-mail:</i>
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
<i>FAX:</i>	<i>Mobile #:</i>	<i>Pager #:</i>

Fire Alarm Contractor		<i>L&I #:</i>
<i>Business Name:</i>		
<i>Contact:</i>		<i>Phone #:</i>
<i>Address:</i>		<i>E-mail:</i>
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
<i>FAX:</i>	<i>Mobile #:</i>	<i>Pager #:</i>