



Department of Urban Planning & Codes Enforcement
City of Coatesville - 1 City Hall Place - Coatesville, Pennsylvania 19320
Phone: 610.384.0300 – Fax: 610.384.6051

COMMERCIAL BUILDING PLAN REVIEW CHECKLIST

DATE: _____ PLAN EXAMINER: _____
PROJECT NAME: _____
PROJECT ADDRESS: _____

All documents required by the governmental agency for approval shall carry the embossed or printed seal of an architect or professional engineer licensed in Pennsylvania.

At the time of submittal, a \$250.00 fees will be included with the complete package. This fee must be paid prior to any review of the project. Prior to the building permit being issued the remaining fees must be paid.

- Re-submittals with major changes from original submittal – \$250.00, plus .0013 cost of work
- Re-submittal with minor changes from original submittal – \$250.00
- Plans submitted in “Design Build” phases, each submittal - \$250.00 above Original submittal

The initial plan review fee is based upon the value of construction.

Plans are missing necessary information and/or in need of clarification for our plan review process. Please submit the following:

- Project must have address to log into the computer.
- Provide a statement to identify the Design Professional in responsible charge. Include a seal and signature (originals). *Section 106.3.4*
- Identify all proposed deferred submittals (attach) *Section 106.3.4.2*
- (3) sets of site plans (original seals and signatures)
- (3) sets of architectural plans (original seals and signatures) *Section 106.1*
- (3) sets of plumbing plans (original seals and signatures)

- (3) sets of mechanical plans (original seals and signatures)
- (3) sets of electrical plans (original seals and signatures) *Based on 2005 N.E.C.*
- (3) Sets per 2006 International Energy Conservation Code – clarify whether compliance with applicable sections have been met.
 - For new buildings
 - Additions for existing buildings
 - Alterations
 - Alterations – heating, ventilating, and air conditioning
- (3) sets of engineered truss diagrams (original seals and signatures)
- (3) sets of permanent lateral truss bracing details
- (3) sets of specifications (original seals and signatures) – if applicable
- (2) sets of Structural Calculations (original seals and signatures) *Section 1603.1*
- (3) sets of Soil Investigation reports (original seals and signatures) *Section 1802.1*
- Statement of Special Inspection (original seals and signatures) *Sections 1704.1, 1704.1.1, 1704.1.2* (List all reference standards)
- Letter from the owner clearly describing the nature of their business and it's operations –1 document
- If applicable – Mall management must sign plans when located in the mall.
- The permit application has not been filled out completely
 - Owner
 - Contractor
 - Architect
 - Applicant
 - Telephone number
 - Address
 - Email address
- A title block which includes:
 - Type of Construction *Section 602.1*
 - Use Group and Occupancy Classification *Section 302.1*
 - List of all installed fire protection *Section 901.1* (List all reference standards per Chapter 35)
 - List of mixed use occupancies, separated, and non-separated *Section 302.1*
 - List of accessory use *Section 302.1*
 - List of incidental use *Section 302.1*

- Building Use Group *Section 302.1*
- Tenant Use Group *Section 302.1*
- Occupant loads for all areas (actual and calculated) *Section 1004.1*
- Statement indicating shop drawings will be submitted for all fire protection systems

- Complete building plans showing use of all areas

- Provide all appropriate wall and floor sections

- Provide additional foundation details

- Provide door hardware schedule

- Provide door, window, and glazing schedule

- Provide interior finish schedule including flame spread and smoke developed indexes and testing criteria for applicable wall, ceiling, and floor finishes. *Section 803.1*
 - Provide manufacturer cut sheets *Sections 803.1, 803.2, 803.2.1, 803.6.1, 804.2, and 804.5*
 - Decorations and trim *Section 805.1 (Groups A, E, I, R-1, and dormitories in R-2)*
 - Plastics utilized in the design shall provide documentation in accordance with *Section 2601.1*

- Provide details showing all barrier-free requirements per ICC/ANSI A117.1 2003 Edition*
 - Maneuvering clearances for doors *Section 404.2.4**
 - Service counters *Section 904.1**
 - Work surfaces *Section 902.1**
 - Kitchens *Section 804.1**
 - Toilet and bathing rooms *Section 603.1**
 - Reach limitations *Section 308.1**
 - Changing rooms *Sections 803.1, 903.1**
 - Clear floor spaces *Section 304.1**
 - Knee to toe clearances *Section 305.3, 306, and 606.2**
 - Accessible routes (ramps) *Section 405.1**
 - Barrier free parking spaces *Section 501.1* and 1106.1*
 - Other _____

- Existing buildings – additional barrier free verifications
 - Note change in use group or occupancy load or alteration and floor area
 - Note if the change in use group or occupancy load or alteration involves more than 50% of the floor area

- Provide additional information on general means of egress requirements *Section 1003.1*
 - Emergency lighting *Section 1006.1*

- Exit signs *Section 1011.1*
 - Location of exit doors *Section 1018.1*
 - Other _____
- Verify zoning compliance with Codes Department – 610.384.0300
- Zoning
 - Façade
 - Planning
 - Other _____
- Projects that utilize hazardous materials as defined by *Section 307.1* shall provide the following information formatted in accordance with:
- *Table 307.7(1)*
 - *Table 307.7(2)*
 - *Table 414.2.2*
 - *Table 414.2.5(1)*
 - *International Fire Code 2006 – Chapter 28*
 - Other _____
- Provide C.A.S. (Chemical Abstract Service) numbers
- Provide a list of all fire-resistance rated assemblies. Also, provide a diagram of the actual testing agency design and include the approved tested design number. *Section 703.2*
- Firewall *Section 705.1*
 - Fire barriers *Section 706.1*
 - Fire partitions *Section 708.1*
 - Horizontal assemblies *Section 711.1* (include the tested design numbers for construction of the assembly *Section 703.1*)
 - Joint system *Section 713.1* (include installation and fire test criteria and provide manufacturer cut sheet)
 - Other _____
- Verify structural loading per *Sections 1603.1* and *1604.1*
- Floor and roof live loads – dead loads and concentrated loads
 - Ground snow load – snow drift surcharge – snow exposure
 - Basic wind speed (3 second gust), 90 miles per hour (km/hr)
 - Seismic Design Category and Site Class
 - Wind exposure category
 - Flood resistant design
 - Building category importance factor
 - Other _____
- Submit details to show “through-penetration firestop systems” *Section 712.1*

List locations of all fire dampers and provide manufacture cut sheets for their installation, showing testing in accordance with *UL 555* and hourly ratings of *Table 716.3.1*

- Preliminary plan review for building only.
- Your plan review fee of \$_____ needs to be submitted at this time to the Codes Department. The review will not continue until this fee is paid.
- The Plan Review will continue as sufficient information has been received to continue.
- The Plan Review will not continue, as additional information is required to continue. Please submit the requested information as soon as possible.

NOTE: Once all of the required information is received and your project is accepted for plan review, the plan review process takes approximately 15 working days. If the project has not received final site plan approval, the Codes Department reserves the right to put the review on hold until final site plan approval is granted.

To find out the status of your review please contact Brenda Geesey at (610) 384-0333, Ext.3133.

Please note – The section numbers referenced in this document are from the International Building Code 2006. Compliance with PA UCC Sections 403.41 through 403.68 will be required.

*ICC/ANSI A117.1 2003 Edition