

# **Commercial Inspections Permit Checklist**

## **Commercial, Industrial, & Multi-Family Dwellings Permit Application Procedure**

### **Labor & Industry**

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

**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.

#### **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. (1) The building code official shall provide prior approval of the deferral of any submittal items.
2. (2) A licensed architect or professional engineer in responsible charge shall list the deferred submittals on the construction documents for review by the building code official.
3. (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. (4) Deferred submittal items may not be installed until the building code official approves the design and submittal documents for the deferred submittal items.

### **Required Permit Submittal Information**

**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-Chek), 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: IBC2003, IMC2003, 2002 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.

- Complete [ABI-2](#), [ABI-3](#) and [ABI-6](#) forms as applicable to your project.
- **Accelerated approvals will be processed for emergencies only such as fire, flood, acts of nature, etc.**
- **SPRINKLER/FIRE ALARM SYSTEMS** – The permit applicant shall be responsible for reviewing municipal ordinances specific to these items. The applicant shall coordinate sprinkler systems with the plans examiner, the municipal water authority, the fire protection engineer and the local fire department. More specifically the locations of any building sprinkler connection shall be reviewed and approved by the local fire department. The location of any required lock boxes (Knox Boxes) shall be coordinated and approved by the local fire department. The location of any remote fire alarm annunciator panels shall be coordinated with the local fire department, and approved by the plans examiner.
- The design professional shall assess and comply with the requirements of the International Building Code Chapter 17 Structural Tests and Special Inspections. The permit applicant shall employ one or more special inspectors as required per Section 1704. **The design professional shall complete form [ABI-6](#) the "Special Inspections and Observations Statement."** The design professional shall reference the IBC and the publication by the International Code Council entitled, "**Model Program for Special Inspections**" and shall use all applicable forms provided therein in Appendix A. If you do not have the forms from Appendix A you may request them from your Code Official.
- **VERY IMPORTANT - Provide FAX, E-mail, OR telephone numbers** with your application so we may correspond with you should any questions arise. We will attempt to FAX or 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.
- A document indicating the "**Scope of Work**" shall be included with the building plans. This is especially important for renovation work or additions.
- **EXISTING STRUCTURES** - All plans submitted shall meet the requirements of the ICC International Building Code chapter on “Existing Structures” or the ICC International Existing Building Code.
- **PLAN CHANGES** shall be reviewed and approved by the Code Official. The Construction Code Official may required new plan sets or new pages signed and sealed by the design professional for significant plan changes. Changes of a minor nature may, at the discretion of the Code Official, be approved in writing as requested. 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**

**Per The Statewide Building Code UCC Administrative Regulation Section 403.46 - OCCUPANCY of any structure is prohibited until the receipt of a "Certificate of Use and Occupancy" is issued by the building code official. No Exceptions!**

## **DISCLAIMER**

The information presented above is the basic requirements for commercial construction and is not to 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 code regulations. **Plan ahead!**

I have read and agree to comply with the above information. (SEE NOTE BELOW regarding distribution of plans!)

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Signature of Applicant or Responsible Party

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Site Address of Proposed Construction

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Date

### **Upon Plan Approval Three Sets of Stamped Plans Will Be Distributed as Follows:**

- One set of red stamped plans will be part of a permanent file at the municipality.
- One set of red stamped plans will be marked for the Construction Code Official
- One set of red stamped plans will be required to be on the JOB SITE at ALL TIMES during construction. The permit applicant may make as many copies as necessary of the stamped job site plans. ALL plans on the site should bear the original or copied approval stamp. Any other plan sets are NOT permitted on site!